



**OVERALL WORK
PROGRAM—MAY 2013
SOUTHEASTERN
WISCONSIN REGIONAL
PLANNING COMMISSION**

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REGIONAL PLANNING COMMISSION**

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OVERALL WORK PROGRAM—May 2013
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

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Chapter I

INTRODUCTION

THE REGIONAL PLANNING COMMISSION

The Southeastern Wisconsin Regional Planning Commission was established in 1960 under Section 66.0309 of the *Wisconsin Statutes* as the official areawide planning agency for the rapidly urbanizing southeastern region of the State. The work of the Commission by law is entirely advisory in nature. The Commission was created to provide the basic information and planning services necessary to solve problems which transcend the corporate boundaries and fiscal capabilities of the 154 local units of government comprising the seven county Region. The seven Southeastern Wisconsin counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha are illustrated on Map 1 and Map 2.

The Commission consists of 21 members, three from each of the seven member counties. The Commission is assisted in its work by numerous technical, citizen, and intergovernmental coordinating and advisory committees. These committees include both elected and appointed public officials and interested private citizens with knowledge in the Commission work areas. The committees perform a significant function in both the formulation and in the execution of the Commission work programs. The Commission staff consists of a core staff of full-time professional, technical, administrative, and clerical personnel, supplemented by additional temporary staff and consultants as required by the various work programs under way. The 2013 budget staff totaled 83, including 70 full-time and 13 part-time employees. The Commission staff is augmented from time to time by interagency staff assignments of professional and technical personnel. The Commission staff is organized into nine divisions. Five of these are planning divisions—Transportation, Environmental, Land Use, Economic Development Assistance, and Community Assistance—and have direct responsibility for the conduct of the Commission's major planning programs. The remaining four divisions—Administrative Services, Geographic Information Systems, Cartographic and Graphic Arts, and Public Involvement—provide day-to-day support of the five planning divisions.

REGIONAL LAND USE AND TRANSPORTATION PLANNING

The Regional Planning Commission is the metropolitan planning organization (MPO) for transportation planning purposes. As the MPO, the Commission relies extensively on its various transportation-related advisory committees for guidance on transportation policy and projects, including the preparation of regional transportation plans and improvement programs. In terms of procedure, the Commission charges each committee with a specific task or tasks. The committee then works with the Commission staff in carrying out that charge, submitting a final report to the Commission for its consideration as the MPO. The Commission then acts as the MPO to accept and endorse the committee's report, modify and endorse the committee's report, or reject the report and direct the committee to review and reconsider its recommendations. The Commission's Advisory Committee on Regional Transportation Planning guides the preparation of the regional transportation plan. The Advisory Committee includes representatives of State and Federal governments, and local governments with local government representation on a population-proportional basis, and appointments made by local elected officials.

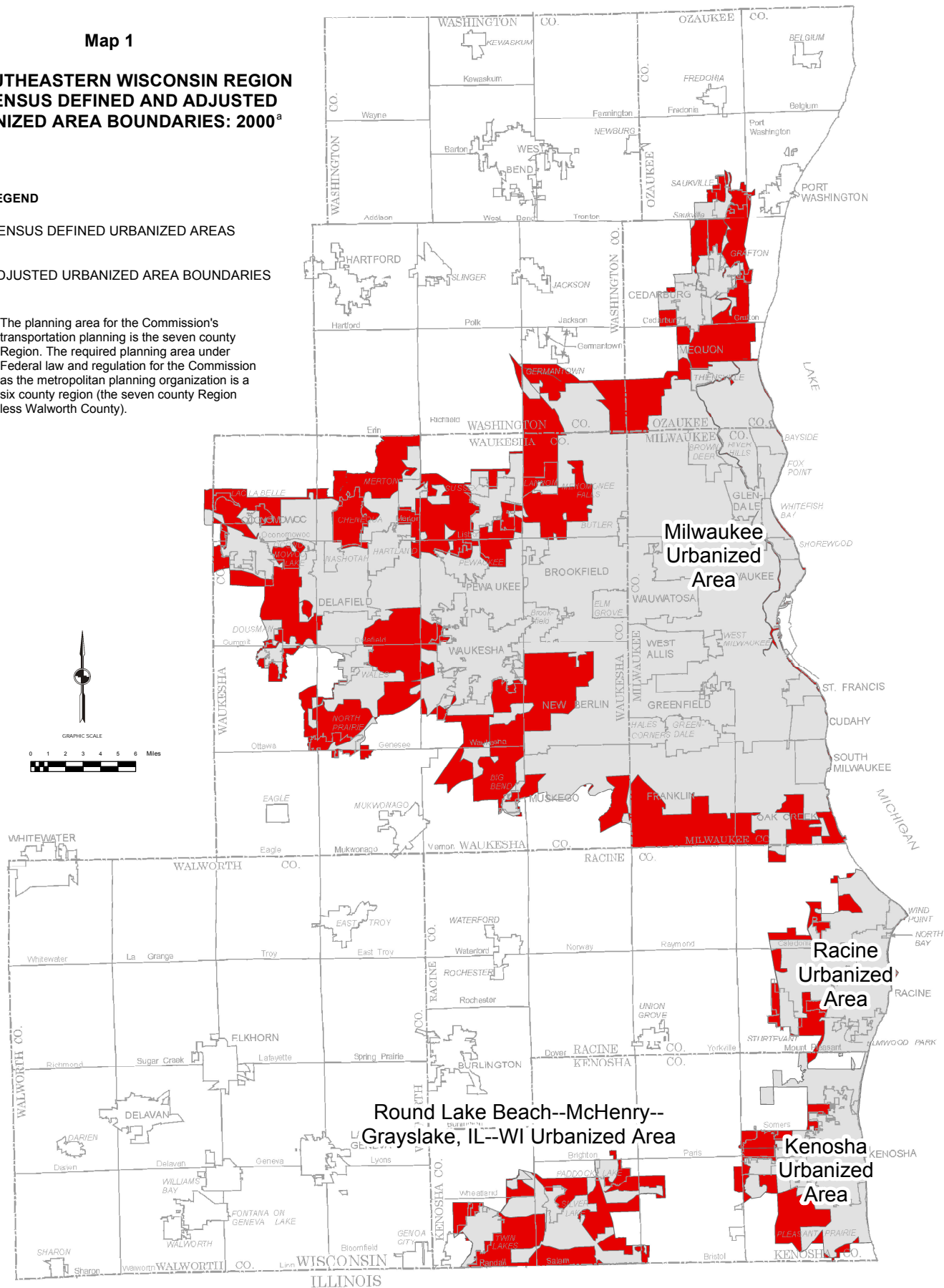
The Commission has conducted regional planning for Southeastern Wisconsin for 50 years, and initiated its first major transportation planning program in 1963. The Commission has always affirmed the need to conduct transportation planning in a cooperative and intergovernmental, as well as a sound technical, manner. All planning has been conducted on an integrated multi-modal basis, with highway, transit, and transportation systems management measures all given consideration since 1963. The planning

**THE SOUTHEASTERN WISCONSIN REGION
AND CENSUS DEFINED AND ADJUSTED
URBANIZED AREA BOUNDARIES: 2000^a**

 CENSUS DEFINED URBANIZED AREAS

 ADJUSTED URBANIZED AREA BOUNDARIES

a The planning area for the Commission's transportation planning is the seven county Region. The required planning area under Federal law and regulation for the Commission as the metropolitan planning organization is a six county region (the seven county Region less Walworth County).



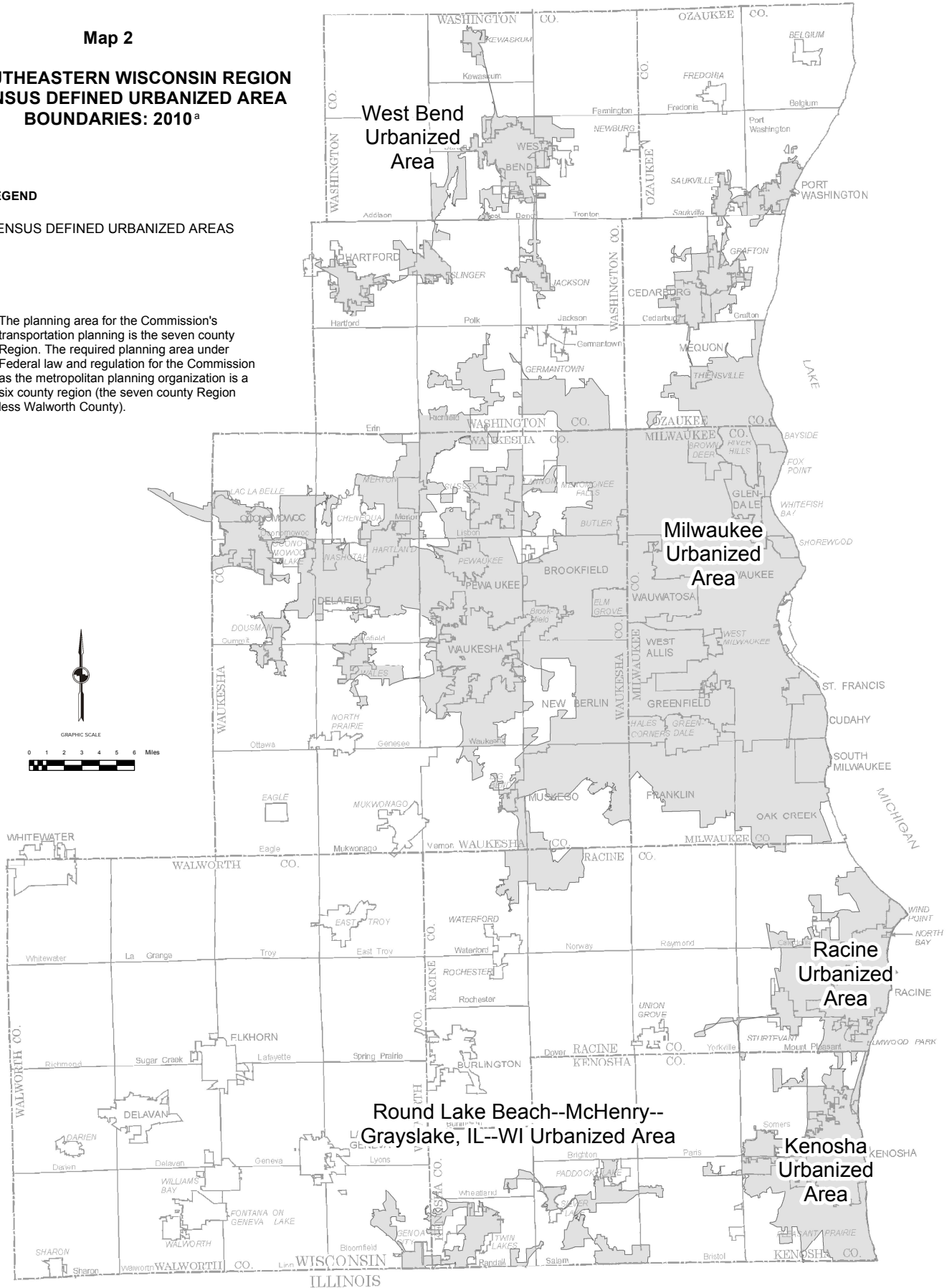
Map 2

**THE SOUTHEASTERN WISCONSIN REGION
AND CENSUS DEFINED URBANIZED AREA
BOUNDARIES: 2010^a**

LEGEND

 CENSUS DEFINED URBANIZED AREAS

^a The planning area for the Commission's transportation planning is the seven county Region. The required planning area under Federal law and regulation for the Commission as the metropolitan planning organization is a six county region (the seven county Region less Walworth County).



has been conducted on a comprehensive basis with consideration given to the wide range of impacts of transportation, and the need to coordinate transportation planning with land use planning. The Commission has emphasized the maintenance of a sound planning data base, since, without an intimate understanding of the current transportation system and of those factors that determine the need for transportation facilities and services of various kinds, sound transportation planning cannot be conducted. The Commission has conducted transportation planning in an integrated manner, with consideration given to regionwide and systemwide transportation coordination. The Commission, over the years, has also developed close working relationships with the local units of government in the Southeastern Wisconsin Region, including seven counties and 147 cities, villages, and towns, public transit operators, and State and Federal Departments of Transportation since the active participation of these units and agencies of government in the transportation planning process and the recommendations flowing out of that process are essential to plan implementation. Appendix A is the cooperative agreement for transportation planning between the Commission, Wisconsin Department of Transportation, and local government transit operators.

Current key transportation planning issues in Southeastern Wisconsin include:

- Continuation of work attendant to the major review, reevaluation, and extension of the design year 2035 regional land use and transportation plans, including the conduct of major regional travel surveys. The plan reevaluation is to be completed in 2015, and work in 2013 will include completion of inventories and analyses of land use and transportation plan implementation and transportation system supply and use; completion of analyses of regional travel habits and patterns; completion of review of travel simulation models; completion of development of regional land use and transportation planning objectives and standards; and development of designs for regional land use and transportation scenarios, and initiation of scenario testing and evaluation.
- Completion in early 2013 of the regional housing plan as a refinement of the regional land use plan.
- A need to reconsider the jurisdictional highway system plans for each of the seven counties, including refinements of the arterial street and highway improvements recommended in the regional transportation plan, and the jurisdictional responsibility recommendations of each county plan. To address concerns about jurisdictional responsibility, there will be a need to review and re-estimate the criteria for jurisdictional classification—trip service, land use service, and operational characteristics. The update of the county jurisdictional plans will largely be completed in 2013 for each county.
- A need to continue to assist in the guidance of the operation and development of the transit systems of the region through the continuing preparation of three- to five-year short-range plans. In 2011 the Commission completed the plan for Milwaukee County, in 2012 plans were completed for Racine County and the City of Waukesha. In early 2013, the plan for Kenosha County will be completed and plans for Washington and Waukesha Counties will be well underway. Each system faces issues concerning service performance, improvement, extension, and funding. The Commission will also continue to assist transit systems in addressing funding issues, including the need for dedicated local transit funding and a regional transit authority.
- A need to support preliminary engineering studies of arterial street and highway improvements, including assisting in identifying need, considering alternatives, and providing traffic forecasts and analyses. In particular, staff efforts will be needed to continue to support preliminary engineering for freeway reconstruction.

- A need to coordinate regional transportation forecasts and planning with air quality planning conducted by the Wisconsin Department of Natural Resources. Map 3 shows the current nonattainment and maintenance area designations with respect to the national ambient air quality standards. With respect to each nonattainment and maintenance area, the Commission has the responsibility to analyze and determine the conformity of regional transportation plans and programs with the State of Wisconsin Air Quality Implementation Plan (SIP). The conformity of the regional plan must be assessed at least every four years, and of programs at least every four years, and whenever plans and programs are amended. The Commission staff also has been working with WisDOT and WDNR staff to assure that there will be minimal potential for conformity failure. The Commission staff is participating with WDNR and WisDOT staffs and other interests in establishing the SIP budget for the transportation sector which will be used to establish regional transportation plan and program conformity.

These transportation issues, and the year 2013 regional land use and transportation planning work program proceed from the findings and recommendations of the year 2035 regional transportation plan, including the public involvement conducted as part of the planning process. Appendix B sets forth the public participation plan for the Commission's regional transportation planning program.

The planning area for the Commission's transportation planning is seven county region. The required planning area under Federal law and regulation for the Commission as the MPO is a six county region (the seven county region less Walworth County).

The Moving Ahead for Progress in the 21st Century Act (MAP-21) was enacted on July 6, 2012. As guidance comes from the U.S. Department of Transportation, there may be potential to modify this proposed work program.

SCHEME OF PRESENTATION

Chapters II through X set forth the detailed 2013 work programs for the regional land use, transportation, water quality management, floodland management, coastal management, planning research, community assistance, economic development, and administrative work programs. Each chapter includes descriptions for each individual project contained within the work program.

Chapter X summarizes for each of the work programs a program budget, an activity schedule, and a resource summary.

Map 3

**NONATTAINMENT AREAS WITHIN THE
SOUTHEASTERN WISCONSIN REGION
WITH RESPECT TO NATIONAL AMBIENT
AIR QUALITY STANDARDS (NAAQS)**

LEGEND



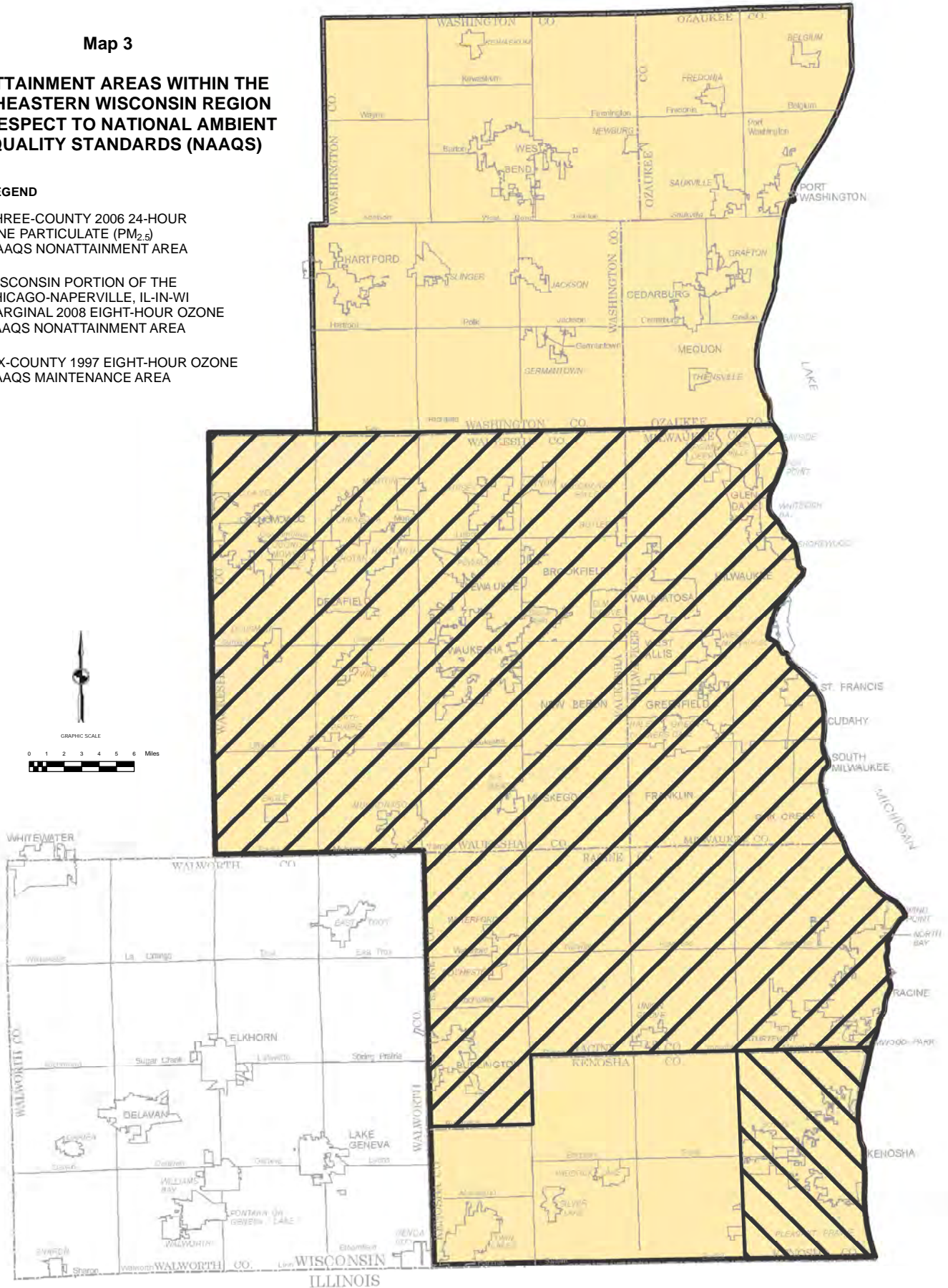
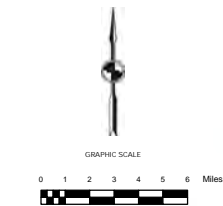
THREE-COUNTY 2006 24-HOUR
FINE PARTICULATE (PM_{2.5})
NAAQS NONATTAINMENT AREA



WISCONSIN PORTION OF THE
CHICAGO-NAPERVILLE, IL-IN-WI
MARGINAL 2008 EIGHT-HOUR OZONE
NAAQS NONATTAINMENT AREA



SIX-COUNTY 1997 EIGHT-HOUR OZONE
NAAQS MAINTENANCE AREA



Chapter II

PROPOSED 2013 REGIONAL LAND USE PLANNING PROGRAM

INTRODUCTION

The proposed 2013 regional land use planning program consists of five projects divided into three basic tasks as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Database Development	100-1000	Land Use Inventory
	100-2000	Land Platting Inventory and Special Environmental Assessments
Plan Extension and Refinement	110-1000	Plan Implementation and Community Assistance
	110-2000	Regional Park and Open Space Implementation
Long-Range Planning	120-1000	Regional Land Use Plan

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized in Chapter X.

PROJECT 100-1000 LAND USE INVENTORY

Objective

To monitor change in land development in the Region and provide a current land use data base for use in all Commission planning activities.

Previous and Current work

The Commission has completed land use inventories for the Region for the years 1963, 1970, 1975, 1980, 1985, 1990, 1995, and 2000. A companion environmental corridor inventory has been prepared for each of these years. The land use and environmental corridor inventories for the year 2000 have been fully reconciled to a cadastral-orthophoto base. In 2012, the Commission staff initiated the work required to update the regional land use and environmental corridor inventories to 2010. In addition, in 2012 the staff completed related regional inventories of areas served by centralized sanitary sewer and water supply services for the year 2010.

Relationship to Other Activities

The regional land use inventory and the companion environmental corridor inventory provide benchmark data on existing and historic land use and environmentally significant lands in the Region—data that are essential to the Commission's land use planning, transportation planning, water quality planning, and community assistance planning programs. In addition, the land use and environmental corridor inventory data are made available to county and local units of government and private interests in support of a wide range of public and private planning efforts.

Work Description/Methodology

In 2013, the staff will complete the work of updating the regional land use inventory to the year 2010, begun last year. The land use inventory update utilizes year 2010 orthophotographs, online resources, and field checks as needed to identify changes in land use in the Region since 2000. All identified changes in land use since the year 2000 are digitally encoded as the work proceeds.

The Commission staff will also complete the work of updating the regional environmental corridor inventory to the year 2010. The environmental corridor inventory update reflects changes in the pattern of wetlands, woodlands, and surface water identified as part of the year 2010 land use inventory update.

Schedule

The update of the regional land use and related regional environmental corridor inventory will be completed in 2013.

Products

Digital map files resulting from the above-described inventory work.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$120,000	\$15,000	\$15,000	\$150,000

PROJECT 100-2000: LAND PLATTING INVENTORY AND SPECIAL ENVIRONMENTAL ASSESSMENTS

Objective

To monitor current regional development patterns in relation to the adopted regional land use plan.

To provide inventory data, assessments, and evaluations, including field inspections and boundary stakings of woodlands, wetlands, prairies, wildlife habitats, natural areas, critical species habitats, and fish and other aquatic life habitats in the Region.

Previous and Current Work

An historic platting inventory was initially completed for the Region in 1969; the inventory data have been updated annually since.

The conduct of detailed environmental inventories and assessments is an ongoing activity. Each year the Commission staff responds to numerous requests from State, county, and local units and agencies of government for detailed natural resource base information for potential development sites or other sites of concern.

Relationship to Other Activities

The platting inventory provides a basis for monitoring current development activity in the Region in relation to the regional land use plan. The results of the platting inventory are also used in the preparation of each new generation of the regional land use plan and in the preparation of county and local comprehensive plans under the Commission's community assistance planning program.

The special environmental inventories and assessments precisely establish the boundaries of natural resource base features, thereby indicating how the open space recommendations of the regional plan apply to individual properties, an important step in plan implementation. In addition, the results of the special environmental inventories are incorporated into the Commission's natural resource base files, which are used in many of the Commission's planning programs.

Work Description/Methodology

As part of the platting inventory, copies of all subdivision plats recorded in 2012 will be obtained from the Wisconsin Department of Administration and from county Register of Deeds offices, as appropriate. Selected data—including the subdivision name, location by minor civil division and U.S. Public Land Survey one-quarter-section, date of recording, number of lots, lot size, dedicated areas, and type of sanitary sewerage facilities—will be computer encoded.

The special environmental inventories involve site-specific inventories of woodlands, wetlands, prairies, wildlife habitats, and fish and aquatic life habitats; provision of species lists, noting any rare, endangered, or threatened species present; evaluation of the ecological value of the site and its significance within the Region; and an assessment of any environmental impacts attendant to proposed public projects, upon request.

Schedule

The platting inventory update will be completed by April 2013. The special environmental inventories and assessments are on-going.

Products

The results of the platting inventory will be summarized in a set of tables, maps, and figures in the Commission 2012 *Annual Report*.

The special environmental inventories and assessments will be documented in letter reports describing and evaluating the environmental quality of the sites concerned.

Funding Source

SEWRPC	
<u>(tax levy)</u>	<u>Total</u>
100%	100%
\$320,199	\$320,199

PROJECT 110-1000: PLAN IMPLEMENTATION AND COMMUNITY ASSISTANCE

Objective

To foster implementation of the regional plan by providing technical assistance to public agencies and private interests on land use and natural resource planning matters; by disseminating land use and natural resource base data to public agencies and private interests; and by assisting county and local units of government in the preparation of local plans which refine and detail the regional plan. Achieving more substantial implementation of the regional land use plan was a key goal identified by the Commission's Advisory Committees on Regional Land Use Planning and Transportation Planning. The purpose of this effort is to achieve such implementation by refining and detailing the regional plan for counties and communities in the preparation or amendment of their county and community comprehensive, farmland preservation, and park and open space plans; by providing technical assistance on land use and natural resources planning; and by disseminating land use and natural resource base data. These efforts also include public involvement and education with respect to regional land use planning.

Previous and Current Work

Between 2004 and 2011, the Commission staff assisted county and local units of government in the Region in preparing comprehensive plans in accordance with the State comprehensive planning law (Section 66.1001 of the *Wisconsin Statutes*). Such comprehensive plans serve to refine and detail the regional land use and transportation plans and other elements of the regional plan. Commission assistance included the preparation of multi-jurisdictional comprehensive plans for Kenosha, Ozaukee, Racine, Walworth, and Washington Counties, with a total of 65 cities, villages, and towns participating in those multi-jurisdictional planning efforts. The multi-jurisdictional plans have been adopted by each of the concerned county boards. The governing bodies of the participating cities, villages, and towns have either adopted the multi-jurisdictional plan or adopted a community plan based upon the multi-jurisdictional plan. The Commission also provided data and technical assistance to Waukesha County in the preparation of its multi-jurisdictional comprehensive plan. The Commission provided data, other assistance, and review comments to cities and villages in Milwaukee County and cities, towns, and villages in other counties upon request. (See Project 520-1000 for more information regarding comprehensive planning efforts).

Commission staff initiated work on updating County farmland preservation plans in 2010. The Wisconsin Legislature enacted comprehensive changes to the Wisconsin Farmland Preservation Program in 2009. As a result, six of the seven counties in the Region (all counties except Milwaukee County) are required to update their farmland preservation plans. Updated plans must be adopted by December 31, 2011, unless the State grants an extension. These plan updates will fulfill a key recommendation of the regional land use plan that counties update their farmland preservation plans, identifying prime agricultural lands as part of those plan updates. During 2010, work was initiated on the Ozaukee County plan, with SEWRPC in the lead staff role. During 2011, SEWRPC staff continued work on the Ozaukee County farmland preservation plan and also served on the advisory committees formed to oversee development of farmland preservation plans in Washington and Waukesha Counties, and provided data and comments to assist County staff with the plans. SEWRPC staff also provided data and other assistance to staff from Kenosha and Walworth Counties upon request to assist in the development of their plans. Work on the Racine County plan, with SEWRPC in the lead staff role, was initiated in 2012. A draft Ozaukee County plan was approved by County advisory and oversight committees in 2012, and work was initiated to prepare the plan and associated materials for State review and certification.

An update of the City of Racine park and open space plan was completed in 2011 and the plan was adopted by the Racine Common Council in late 2011. Publication of the report documenting the plan was completed in 2012.

During 2011, the Commission continued to review, on request, local comprehensive, neighborhood, and public facility plans and cooperative boundary agreements, evaluating their conformity with adopted regional plans in each case. This activity is conducted on an ongoing basis. The provision of planning data and technical assistance to public agencies and private interests is also an ongoing activity. In a typical year, the Commission staff responds to about 300 requests for information from its land use and natural resource base data files.

Relationship to Other Activities

The regional plan is intended to be refined and detailed through the preparation of county- and local-level plans. As it assists counties and communities in such refinements, the Commission encourages them to incorporate regional land use plan recommendations regarding the location and intensity of future urban development, the preservation of environmentally significant areas, and the maintenance of rural character outside planned urban service areas; and to incorporate regional transportation system plan recommendations regarding arterial streets and highways, transit, airports, and bicycle and pedestrian ways. As it assists counties and communities in preparing or amending plans which refine and detail the regional plan, the Commission structures such work in a way that is consistent with the 1999 State comprehensive planning law and the nine elements of a comprehensive plan prescribed under that law, and the Wisconsin Farmland Preservation Program and the changes enacted by the Wisconsin Legislature in 2009.

The provision of land use and natural resource base inventory data and related regional plan data to public agencies and private interests and the provision of technical assistance on land use and natural resource planning matters are key to the Commission's effort to foster regional plan implementation. With ready access to Commission planning data and technical assistance resources, public agencies and private interests can more readily formulate development plans consistent with the regional plan.

Work Description/Methodology

The Commission will continue to work with county and local units of government in the preparation of plans and plan amendments which refine and detail the regional plan, with the objective of incorporating the regional land use and transportation plans in local plans. During 2013, Commission work efforts in relation to local land use planning will continue to focus on incorporating the regional land use and transportation plans into County and local comprehensive plans and plan amendments; County farmland preservation plans; and local park and open space plans.

As noted above, many counties and communities in the Region have adopted comprehensive plans prepared with the assistance of the Commission. It is anticipated that considerable staff time will be directed toward assisting counties and communities in interpreting their comprehensive plans—since decisions regarding zoning, land divisions, and official mapping will have to be consistent with such plans—and amending their comprehensive plans as needed.

The Commission will continue to respond to requests from public agencies and private interests for land use and natural resource base inventory data and related regional plan data from Commission files. Types of data to be provided include planning-related soils data; information on historic, existing, and planned land use; information on environmental corridors, isolated natural resource areas, and other environmentally sensitive areas; and information on soils well suited for agricultural use.

The Commission will continue to review locally prepared comprehensive, neighborhood and public facility plans, and boundary agreements as to their conformity with the regional land use, transportation, and housing plans. Upon adoption of the Regional Housing Plan, anticipated in early 2013, the Commission will initiate the monitoring activities recommended by the adopted plan.

Schedule

During 2013, work will be completed on the Farmland Preservation Plans for Ozaukee and Racine Counties.

The provision of land use and natural resource base data and the provision of technical assistance on land use and natural resource planning matters to public agencies and private interests will continue throughout 2013, as will the review of locally prepared comprehensive, neighborhood, and public facility plans and boundary agreements. Monitoring of activities to implement the regional housing plan will begin following adoption of the plan.

Products

Community assistance planning reports documenting county and local plans which refine and detail the regional land use and transportation plans, and memorandum reports or letter reports documenting special-purpose technical assistance efforts and monitoring of the implementation of the regional housing plan.

Responses to requests for land use and natural resources base data from Commission files, typically in the form of letter reports, with appropriate tables, figures, and aerial photographs included as attachments.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
80%	6%	14%	100%
\$248,329	\$18,548	\$43,534	\$310,411

PROJECT 110-2000: REGIONAL PARK AND OPEN SPACE IMPLEMENTATION

Objective

To foster implementation of the regional park and open space plan by providing park and open space planning data and technical assistance on matters concerning park development and open space preservation to counties; and by assisting them in preparing refinements of the regional park and open space plan.

Previous and Current Work

The Commission staff has prepared a park and open space plan for each county in the Region, which refine and detail the regional park and open space plan, and updates those plans on a cyclical basis. The provision of park and open space planning data and related technical assistance is an ongoing activity. An example of technical assistance is the detailed evaluation of the natural and recreational values of park and open space lands considered for sale or other disposition by Milwaukee County; two to four such evaluations are completed in a typical year.

Relationship to Other Activities

Park and open space plans prepared by the Commission for each of the counties in the Region are adopted by the Commission as amendments to the regional park and open space plan. The preparation of county plans by the Commission cooperatively with each county thus serves to update and extend the regional park and open space plan.

In addition to addressing outdoor recreation needs, each park and open space plan prepared by the Commission refines and details the open space preservation recommendations of the regional plan, including recommendations pertaining to the preservation of environmental corridors. Such plans also incorporate the recommendations of the regional bicycle facilities plan, integrating those recommendations into recreation corridor systems, as appropriate.

Work Description/Methodology

The Commission will continue to respond to requests from public agencies and private interests for park and open space planning data and requests for technical assistance on park and open space planning matters. Types of data to be provided include information on existing and potential park and open space sites, the existing natural resource base, and park and open space planning standards. Technical assistance may include feasibility studies with respect to specific park and open space sites.

The Commission staff will assist local units of government in preparing park and open space plans which refine the regional plan (see Project 110-1000).

The Commission will continue to review, on request, locally prepared park and open space plans for conformity with the regional plan.

Schedule

The provision of park and open space planning data and related technical assistance will continue throughout 2013.

Work on updates of the Racine County and Walworth County park and open space plans is expected to be completed in 2013.

Products

Responses to requests for park and open space data from Commission files and requests for technical assistance on park and open space planning matters, typically in the form of letter reports, with appropriate maps, tables, figures, and aerial photographs included as attachments.

Community assistance planning reports, documenting county plans which refine and detail the regional park and open space plan.

Reviews of locally proposed park and open space plans for conformity with the regional plan, typically in the form of letter reports.

Funding Source

<u>SEWRPC</u> <u>(tax levy)</u>	<u>Service</u> <u>Agreements</u>	<u>Total</u>
73%	27%	100%
\$218,000	\$80,000	\$298,000

PROJECT 120-1000: REGIONAL LAND USE PLAN

Objectives

To update and extend the currently adopted year 2035 regional land use plan to the year 2050.

To complete the refinement and detailing of the residential component of the land use plan, resulting in a housing plan element as another part of the comprehensive plan for the Southeastern Wisconsin Region.

Previous and Current Work

In 2005, the Commission completed the basic framework of a land use plan for the Southeastern Wisconsin Region to the year 2035. The year 2035 plan represents the fifth generation regional land use plan, prior plans having been prepared for the design years of 1990, 2000, 2010, and 2020. The year 2035 land use plan includes recommendations for urban service areas, environmentally significant lands, and rural areas in the seven-county Region. The plan includes a database of planned population, households, and employment levels and land use for the Region that is adaptable for use in a wide range of regional and local planning activities. In 2008, the Commission began work on refining and detailing the residential component of that plan, which would result in a housing element for the comprehensive regional plan. During 2012 work was completed on a preliminary draft housing plan, and public meetings were held to obtain public comment on the plan.

Relationship to Other Activities

The regional land use plan serves as the key element of the comprehensive plan for the Southeastern Wisconsin Region. All of the other elements of the regional comprehensive plan—including the transportation element, housing element, water quality management element, and park and open space element—are prepared within the framework of the regional land use plan. The new regional land use plan for the year 2050 will provide a basis for updating and extending the regional transportation plan and other elements of the regional comprehensive plan to that design year. The regional land use plan is also recommended for use by counties and communities as an overall framework for, and point of departure for, the preparation of more detailed county and local comprehensive plans.

Work Description/Methodology

In 2013, Commission staff efforts will focus on the work required to update and extend the regional land use plan to the year 2050. Work will include the analysis of the implementation status of the currently adopted year 2035 regional land use plan; the review and revision of regional land use objectives and standards; the development of conceptual alternative regional land use scenarios; and the preparation of land use plans for those scenarios. Other work required in support of the preparation of the new regional land use plan—including updating of the Commission's data base on land use, population, and economic activity for the Region and the preparation of new projections of population, households, and employment to the year 2050—are described in Projects 100-1000 and 400-1000.

In early 2013, the Commission will also complete the work involved in refining and detailing the residential element of the currently adopted regional land use plan. Upon its completion, the refinement and detailing will provide a housing element for the regional plan.

Schedule

Work on the update and extension of the regional land use plan to the year 2050 will continue throughout 2013. The plan is expected to be completed in 2015.

The refinement and detailing of the residential component of the regional land use plan, and the resulting housing element of the comprehensive plan for the Region, will be completed in early 2013.

Products

Scheduled to be completed in 2015, the year 2050 regional land use plan will include recommendations for urban service areas, environmentally significant areas, and rural areas in the Region. The plan will include a database of planned land use and planned population, household, and employment levels available for use in the preparation of the year 2050 regional transportation system plan and other regional plans, and adaptable for use in county and local planning. Upon completion in 2015, the year 2050 regional land use plan will be documented in a Commission planning report.

The process of refining and detailing the residential component of the regional land use plan and the resulting housing plan element will be documented in a Commission planning report. The planning report will summarize the housing inventory and analysis findings; present the underlying plan objectives and standards; and describe the plan and related plan implementation recommendations. The report is anticipated to be adopted by the Commission and published in 2013.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
80%	7%	13%	100%
\$552,000	\$45,000	\$93,000	\$690,000

(\$50,000 of the USDOT funds represents STP-M 2012 carryover funding; \$12,500 of the SEWRPC tax levy funding represents a 20 percent match on the carryover funds; \$75,000 of the USDOT funds represents 2013 PL Discretionary funding; \$18,750 of the SEWRPC tax levy funding represents a 20 percent match on the PL Discretionary funds.)

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Chapter III

PROPOSED 2013 REGIONAL TRANSPORTATION PLANNING PROGRAM

INTRODUCTION

The proposed 2013 regional transportation planning program consists of seven projects as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Data Base and Assistance	200-1000	Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance
Transportation Systems Management and Programming	210-1000	Short-Range Transportation Improvement Programming and Transit Planning
Long-Range Planning and Plan Implementation	220-1000	Long-Range Transportation Planning and Plan Implementation
Traffic Forecasting	240-1000	Traffic Forecasting for the Wisconsin Department of Transportation
Travel Surveys	280-1000	Travel Surveys

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized Chapter X.

**PROJECT 200-1000: TRANSPORTATION PLANNING SUPPORT AND ASSISTANCE:
DATA COLLECTION AND DEVELOPMENT, MODEL REFINEMENT,
AND TECHNICAL ASSISTANCE**

Objective

- To maintain and provide data for transportation planning, including the existing and historic supply and use of transportation facilities and services, existing and historic travel behavior, and current and planned future land use data.
- To maintain and refine as needed the simulation models developed and installed for transportation planning.
- To promote and assist in the implementation of the adopted regional plan by providing inventory and forecast data to public and private agencies and individuals, and by providing traffic engineering and transportation planning services to the units of government within the Region. This includes assistance to the Wisconsin Department of Transportation and local governments for local and statewide plan preparation, and facility preliminary engineering.

Previous and Current Work

- Transportation system data are collated annually with respect to arterial street and highway physical and operational characteristics and traffic volumes; automobile and truck availability; transit facilities and services, supply, cost, and ridership; and aviation demand. In U.S. census years and for years midway between census years, additional data are collected and developed, including data on highway and transit system networks and vehicle-miles of travel.
- Planned and alternative future land use data have been developed for the year 2035. Current land use data are developed for each U.S. census year.
- Travel simulation models were developed in 1963, and recalibrated and revalidated in 1972, 1993, and 2005, using data from major travel surveys conducted in 1963, 1972, 1991, and 2001-2002. A review of models by the U.S. Department of Transportation was completed in 1997, and the refinements suggested were completed in 1998 and 1999. Model validations were completed for the years 2001 and 2008.
- Data concerning the regional transportation system and system plan were provided through numerous letters, telephone calls, and meetings. Technical assistance was provided to local units of government and to State and Federal levels of government, including preparation or review of land development traffic impact studies; participation in review of facility planning and engineering studies; assistance to transit system operators in the preparation of their budgets; evaluation of the hydraulic impacts of proposed new bridges; and preparation of facility, corridor, and municipal traffic engineering, systems management, and transportation plans. Under this project, the Commission staff provides assistance to the Wisconsin Department of Transportation (WisDOT), including participation on WisDOT advisory committees. Key efforts in recent years included the Lake Parkway extension study, study of potential routes for the long planned extension of N. 124th street requested by the City of West Allis, assistance in the completion of environmental analyses for CTH K reconstruction in Kenosha County, traffic forecasts for local government arterial reconstruction projects, a review of a traffic impact study for the City of Elkhorn, a traffic engineering study of Main Street in the Village of Waterford, a traffic engineering and speed study for the Town of Delafield, a traffic impact study of removal of the Park East Freeway, a Washington County highway capital improvement plan; a study of the need for local road improvements in the absence of the long-planned STH 83 bypass; a study of two-way street operations in the City of Waukesha; analysis of the planned extension of N. 124th Street in the Village of Elm Grove; and provision of travel data to the Milwaukee downtown transit connector study.

Relationship to Other Activities

This project provides essential travel and transportation system data, land use data, and travel simulation models for short- and long-range transportation planning.

Work Description/Methodology

Transportation data collection/collation includes the following:

1. Traffic count data for 2012, which will be collated from secondary sources (principally Wisconsin Department of Transportation) and encoded into the highway network. The data will be used in the preparation of an estimate of year 2010 regional vehicle-miles of travel.
 2. Estimates of automobile and truck availability for 2012, which will be prepared from secondary sources (Wisconsin Department of Transportation).
 3. Inventories will be conducted of the year 2012 characteristics of public transit systems, including routes, headways, hours of operation, and fares (regional public transportation). Data will also be collated concerning ridership on each public transit system.
 4. Data on changes in arterial street physical and operational characteristics essential to capacity estimation will be updated, along with data on changes in arterial street system bicycle accommodation and off-street bicycle path systems.
- Transportation planning support land use data development includes the following:
 1. Preparation of estimated year 2010 travel model input data.
 2. Continuing inventories of vacant platted lots, developable land, and public utilities.
 - Travel simulation model maintenance and refinement includes the following:

Travel Model Review and Recalibration

The review, refinement, recalibration, and validation of Commission travel simulation models was completed in 2006. The development and application of time period modeling including testing and validation was completed in 2011. In 2013, the Commission will evaluate its current travel simulation models, including testing of the ability of the models (developed with year 2000 and 2001 data) to estimate year 2010-2011 travel and traffic. The Commission will also review, refine, and recalibrate new models with 2010-2011 data and complete the validation of these new models.

Travel Data Analysis

The Commission will complete in 2013 a number of analyses of 2011, 2001, and 1991 travel survey data, including analyses of variation of trip length and trip frequency.

- Transportation planning data provision and technical assistance will include the following:
 1. Provision to public agencies and private interests of data and technical assistance through letters, meetings, and memorandums to guide transportation and land use decisions to implement regional land use and transportation plans.

2. At the request of local municipalities, the Commission will conduct special transportation studies, including traffic impact studies, highway access plans, and short-range and long-range highway corridor or community plans, and law enforcement/emergency management telecommunications studies, plans, and implementation activities.
3. At the request of constituent county and local governments, the Commission will provide traffic forecasts for use in arterial street and highway preliminary and final engineering and design.
4. The Commission will continue to participate in and assist the Wisconsin Department of Transportation in, statewide transportation planning efforts.

Schedule

Addressed in discussion of work description.

Products

- Transportation system use and supply data for existing condition and historical trend analysis.
- Base and design year land use and related data files by U.S. Public Land Survey one quarter-section to support transportation modeling.
- Maintenance and refinement of travel simulation models and transportation system networks.
- Meetings, telephone conversations, letters, memorandums, community assistance planning reports, and travel and traffic data concerning the transportation system and the regional plan in an effort to promote plan implementation.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	5%	15%	100%
\$320,000	\$20,000	\$60,000	\$400,000

(\$50,000 of the USDOT funds represents 2012 STP-M carryover; \$12,500 of the SEWRPC tax levy funding represents a 20 percent match on the carryover funds; \$25,000 of the USDOT funds represents 2013 PL Discretionary Funding; \$6,250 of the SEWRPC tax levy funding represents a 20 percent match on the PL Discretionary funds.)

PROJECT 210-1000: SHORT-RANGE TRANSPORTATION IMPROVEMENT PROGRAMMING AND TRANSIT PLANNING

Objective

- To prepare and maintain current the four-year transportation improvement program, including demonstration of the conformity of the transportation improvement program with the State Implementation Plan for Air Quality.
- To assist public transit operators in the Region in transit-related planning activities through the provision of staff services and data, including preparation of five-year transit development programs.

Previous and Current Work

Preparation of the 2013-2016 transportation improvement program (TIP) and amendments and attendant conformity determination of the TIP and Year 2035 Regional Transportation Plan.

A short-range transit plan for Ozaukee County was completed in 2003. The Milwaukee County short-range transit plan was completed in 2011. The Racine and City of Waukesha short range plans will be completed in 2012, and the Kenosha plan in early 2013. Assistance was provided to Washington County in monitoring the effectiveness of commuter bus service provided under a CMAQ demonstration grant. Assistance was provided in the preparation of a grant application for the Milwaukee area and through the Wisconsin Employment Transportation Assistance Program. A Regional workshop was conducted, and as necessary, follow up workshops were conducted in individual seven counties to prepare a public transit-human services coordination plan for each county and the Region.

Commission staff worked with the State and local governments to select projects for \$38,736,210 million in Milwaukee Urbanized Area American Recovery and Reinvestment Act Federal Highway Administration Surface Transportation Program funds (ARRA STP-M). The funding allocation and project selection prepared by Commission staff attempted to treat each county and community fairly and equitably, and attempted to address the three criteria identified for consideration in funding allocation and project selection: 1) Recognize the overall need for funding is, and the allocation of funding and project selection should be, in proportion to the lane-miles of arterial facilities under the jurisdiction of each county and community; 2) Recognize that the ARRA states that priority is to be given to projects located in economically distressed areas, and the long used lane-mile funding allocation should be adjusted to account for this concern; and, 3) recognize that the ARRA is an economic stimulus bill, and projects which would be under construction in 2009, as compared to 2010, should receive priority for funding.

Commission staff worked with the State and local governments to select a project to receive Round Lake Beach Urbanized Area American Recovery and Reinvestment Act Federal Highway Administration Surface Transportation Program funds.

Commission staff worked with the State and local governments within the Kenosha, and Racine Urbanized Areas, to prioritize and submit to the Wisconsin Department of Transportation a list of eligible potential projects to receive American Recovery and Reinvestment Act Federal Highway Administration Surface Transportation Program funds.

Commission staff worked with the State and local governments within the Milwaukee Urbanized Area, to prioritize and submit to the Wisconsin Department of Transportation a list of eligible potential projects to receive American Recovery and Reinvestment Act Federal Highway Administration Transportation Enhancement Program funds.

The Commission staff identified the distribution of Federal Transit Administration (FTA) Section 5307/5340 formula program funds among the four formally designated recipients in the Milwaukee urbanized area—Milwaukee, Ozaukee, Washington, and Waukesha Counties. The funds were distributed among the designated recipients/transit operators based on annual transit ridership and service data—revenue vehicle miles of transit service, revenue vehicle hours of transit service, revenue passengers, and passenger miles—reported by each transit operator to the Federal Transit Administration and the Wisconsin Department of Transportation, with 25 percent of the urbanized area apportionment distributed using each criterion.

Staffing of the Southeastern Wisconsin Regional Transit Authority (RTA), and the Intergovernmental Partnership in their conduct of the KRM Alternatives Analysis/Draft Environmental Impact Statement.

The development of a Regional Transportation Operations Plan was completed.

Relationship to Other Activities

This project provides a refinement and staging of the transit element, and programming of all elements of the long-range regional transportation plan.

Work Description/Methodology

In 2013, Commission staff will continue to provide short-range planning support to the public transit operators within the Region, including completion of a new transit plan for Kenosha County. Commission staff also expects to be near completion of the Washington County plan, to complete the update of public transit-human services coordination plans, and initiate a Waukesha County transit development plan.

Initiation and completion of amendments to the 2013-2016 TIP. The Commission will also work with FHWA, FTA, WisDOT, and local units of government to periodically identify those projects that have been deferred beyond the four years of the TIP or have been dropped and should not be listed within the TIP.

Schedule

Addressed in discussion of work description.

Products

A transportation improvement program planning document, including air quality-related documentation. Community assistance planning reports documenting new transit development programs; plan amendment documents; and letter reports and other documents as required.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	5%	15%	100%
\$556,000	\$37,500	\$101,500	\$695,000

(\$80,000 of the USDOT funds represents FTA 5304 grant monies; \$20,000 of the SEWRPC tax levy represents a 20 percent match on the FTA 5304 grant monies)

PROJECT 220-1000: LONG-RANGE TRANSPORTATION PLANNING AND PLAN IMPLEMENTATION

Objective

- To maintain and refine the long-range regional transportation system plan in ways which will meet local and State needs and Federal transportation planning requirements.
- To monitor and promote the adoption and implementation of the regional transportation system plan.
- To implement a congestion management system which will monitor existing levels of traffic congestion on the regional transportation system, evaluating those levels against forecast levels as identified in the adopted regional transportation system plan, and determining the need for amendments to that plan and the plan implementation schedule. The congestion management system is fully integrated with—that is, conducted as a part of—any amendment and reevaluation of the regional transportation system plan.
- To help the Wisconsin Department of Transportation, the transit agencies in the Region, and concerned county and local governments in initiating the corridor studies identified in the regional transportation system plan.
- To provide the necessary support to the Wisconsin Department of Natural Resources for the preparation of the State Implementation Plan for air quality attainment and to conduct necessary regional transportation plan conformity analyses.
- To provide for public participation, education, and debate in the conduct of the ongoing regional land use and transportation system planning program, and to promote intergovernmental and interagency coordination in the conduct of the program.

Previous and Current Work

- During 1997, the regional transportation plan was amended and extended to the design year 2020. During the years 1998 through 2003, the refinement of that plan through county jurisdictional highway system plans was undertaken. In 2002 and 2003, that plan was reviewed, reaffirmed, and extended to the year 2025, and further refined through the conduct of the regional freeway reconstruction study. In 2006, the plan was amended and extended to 2035. County jurisdictional highway planning was initiated in 2007.
- Under the long-range regional transportation system plan's congestion management system element, performance measures of congestion have been defined; existing and forecast future levels of congestion have been established; and alternative actions to resolve existing and future congestion problems have been evaluated and recommended. The attainment of the performance measures as of 1995 were reviewed in 1997 in the preparation of the regional long-range year 2020 plan, and as of 1998 were reviewed in 2000 in the review and reaffirmation of the regional plan, as of 2000 were reviewed in 2002 as part of the review and reaffirmation of the regional plan which was completed in 2006. As part of the regional transportation plan review and update, completed in 2010 and initiated in 2009, attainment of performance measures and plan implementation were reviewed.
- Monitoring, reviewing, and reporting of plan implementation activities attendant to the adopted regional transportation system plan.

- The Commission has a continuing arrangement with the University of Wisconsin-Extension whereby a full-time Extension educator is assigned to work with the Commission in carrying out the public participation program attendant to the land use and transportation planning efforts. During previous years, the public participation program included a regional planning conference; a workshop on rural cluster development featuring an introduction to SEWRPC Planning Guide No. 7; additional workshops on geographic information systems and proper land use as it relates to a variety of concerns, including stormwater and flooding concerns; an article published in Wisconsin Counties magazine highlighting the importance of regional planning; a staff report relative to citizens' advisory group involvement in future land use and transportation planning programs, and organizational efforts to obtain such citizen participation; drafting of an ongoing process for public involvement in transportation system planning and programming; youth water-quality-education sessions integrating, for the first time, land use and transportation systems as key variables; teacher-training sessions featuring land use and the relationships between historical development, transportation, and environmental concerns; related teacher-training curricula; town officials' training workshops on planning and zoning concepts, which have been part of an annual series, assistance provided to towns and villages relative to citizen surveys and community "visioning" meetings as preliminary considerations in the comprehensive land use planning process; ongoing coordination assistance provided to the Southeastern Area Land and Water Conservation Association, a coalition of county land conservation committee members and staff; exhibits placed at Wisconsin Farm Progress Days, held in Washington County, and at other exhibitions; and materials prepared for a new Commission-UW-Extension fact sheet series called "Plan On It!" Additional work was completed to synthesize the results of behavioral inventories and attitudinal surveys, among other efforts, designed to gauge public opinion relative to transportation system investments.
- The Commission has provided the Wisconsin Department of Natural Resources with data analyses and forecasts, including traffic assignments for use in the State Implementation Plan. In addition, the Commission has conducted conformity analyses of the new regional transportation system plan and transportation improvement program.

Relationship to Other Activities

- The long-range transportation plan provides a framework for short-range transportation planning, and transportation improvement programming.

Work Description/Methodology

A review, update, and extension to year 2035 of the regional transportation plan was completed in 2006, and a review and reaffirmation of the plan was completed in 2010. During 2013, the Commission staff will continue to work with counties on county jurisdictional highway system planning. Two of seven county plans have been completed, with the remainder to be completed in 2013. Arterial functional improvement changes recommended to the year 2035 regional transportation plan will be reviewed and refined, and jurisdictional responsibility changes will be addressed through work with each county jurisdictional highway planning committee.

- The work program attendant to the congestion management system and the review and update of the regional transportation plan is envisioned to operate in four-year cycles related to the State traffic-volume-counting program operated by the Wisconsin Department of Transportation and the federally required four-year review cycle for the regional transportation system plan. About every four years, analyses would be conducted to document comparison of actual regional change to forecast change – including population, employment, motor fuel price, vehicle-miles of travel, and transit ridership (some of these factors are monitored annually in the Commission's *Annual Report*); changes in levels of

transportation system performance, such as traffic congestion on the regional arterial street and highway system, particularly as related to the congestion levels envisioned in the long-range transportation system plan; and the implementation status of any management or capacity expansion projects included in the plan to address congestion and other problems. A review of current traffic congestion and plan implementation status was completed in 2010 as part of the review of the regional transportation plan. In 2007 and 2008, the Commission worked with WisDOT, FHWA, and FTA to define the system performance measures to be used in this analysis.

- The Commission developed an overall set of transportation performance measures which will be monitored annually—and reported annually in the Commission’s *Annual Report*—beginning in 2010, and will be compared to historic data if available.
- During 2013, the Commission staff will complete work to assess the priority of need for bicycle accommodation on each segment of the surface arterial system.
- Provision of support to local units of government in the adoption of the long-range transportation plan. Monitoring and documentation of the progress of implementation of the plan.
- During 2013, the Commission intends to continue implementing its ongoing process for public participation in the land use and transportation planning and plan implementation work efforts. This will involve meetings, surveys, and assessment or information activities of many types of continued broadening citizen participation as the work of securing adoption and implementation of the regional land use and transportation system plans moves forward. Specific major work efforts will center around a regional planning conference tentatively focusing on the design year 2035 regional land use and transportation system plans, and/or (an) other conference(s); continuing to provide assistance regarding the town officials’ training workshops and certificate program of education in planning and zoning issues, which program was piloted in Waukesha County; the conduct of additional town and village surveys to further assemble an emerging picture of public preference for integration into the planning process; the continued expansion of the land use education program for students, including the development of resource materials and associated teacher training; the augmentation of youth education units on land use and transportation planning; and the coordination of assistance to the Southeastern Area Land and Water Conservation Association and other groups relative to work with the Commission and the UW-Extension on land use, transportation, and related matters pertaining to environmental quality. The work effort will also include responses to the requests of local officials, students, and other interested citizens; the development and refinement of needed audiovisual materials; and the continued publication and distribution of the “Plan on It!” fact sheet series, as well as brochures, newsletter or magazine articles, white papers, and other public informational materials essential to ensuring that the general public is educated and involved in the planning and programming processes.

In late 2005, the public involvement process for transportation planning and programming was reviewed and amended including the holding of several public meetings. In 2005 and 2006, the Commission met with several interests which have been critical of the Commission’s transportation planning and public involvement process to identify potential

changes to be considered in the Commission's public involvement process. In 2007, the Commission's public involvement process was amended to incorporate the potential changes identified, specifically the creation of an Environmental Justice Task Force. This Task Force met for the first time in 2007 and will continue to meet bi-monthly through 2012.

In 2011, the review and update of the Commission's public involvement process was initiated. A summary more user-friendly document was prepared along with a brochure. This review and update was completed in 2012.

- As may be necessary during 2013, the Commission will continue to provide support to the Wisconsin Department of Transportation and other agencies in conceiving and structuring corridor studies, including preliminary engineering for the reconstruction of IH 94 between 25th Street and 70th Street and IH 43 between Silver Spring Drive in Milwaukee County and STH 60 in Ozaukee County.
- It is anticipated that related to the State Implementation Plan for Ozone Air Quality, Commission staff will need to provide data, conduct analyses, attend meetings, and perform traffic assignments for numerous alternatives, as well as review emission budgets that the State will propose to include in the new State Implementation Plan. In addition, the Commission will need to do a conformity analysis attendant to the preparation of a Transportation Improvement Program. The Commission will be the lead agency in the development of the conformity analyses, working with the appropriate State and Federal transportation and environmental agencies.
- In 2012, work was initiated on the major update and reevaluation of the regional transportation plan, including extension of the plan design year to the year 2050. A detailed schedule for the major update of the Regional Transportation Plan is provided in Appendix I and is also summarized below:
 - 2012 – Complete travel and land use inventories and population zonal data files. Approach completion of employment zonal data files, and regional population and employment forecasts. Initiate inventories and analyses of 2035 land use and transportation plan implementation, and transportation system supply and use. Develop conceptual design of regional land use and transportation scenarios.
 - 2013 – Complete inventories and analyses of land use and transportation plan implementation and transportation system supply and use. Complete analyses of regional development, calibration, and validation of new travel simulation models. Complete development of regional land use and transportation planning objectives and standards. Develop detailed designs for regional land use and transportation scenarios, and initiate scenario testing and evaluation.
 - 2014 – Complete scenario testing and evaluation, and develop, test, and evaluate preliminary recommended land use and transportation plan.
 - 2015 – Complete development and documentation of final recommended regional land use and transportation plans, and conduct air quality conformity analyses.
- In 2012 work was initiated, and work will be completed in early 2013, in cooperation with WisDOT staff, on identifying adjustments to the 2010 defined census boundaries for the Kenosha, Milwaukee, Racine, and Round Lake Beach urbanized areas, to incorporate areas of

urban development not included based on population alone. This work will also entail functionally classifying highway facilities within Southeastern Wisconsin as urban or rural, and arterial, collector, or local.

- In 2013, the Commission will complete the following agreements:
 - Agreement with Jefferson County regarding planning for those facilities included within the census defined Milwaukee urbanized area.
 - An update to the agreement with the Chicago Metropolitan Agency for Planning regarding planning within the Wisconsin portion of the Round Lake Beach urbanized area.
 - Appointment of an advisory committee on transportation system planning and programming for the West Bend urbanized area and through that committee an agreement regarding planning within the West Bend urbanized area.

Schedule

- Addressed in discussion of work description.

Products

- A planning report documenting the regional transportation system plan; wall maps illustrating the plan recommendations; and supplemental technical documents as required, including air quality conformity analyses and determinations.
- Data files attendant to traffic volumes, congestion levels, and project implementation; letter and technical reports on traffic congestion.
- A file of the plan adoption and implementation actions taken by Federal and State agencies and local units of government.
- Study designs, memorandums, letter reports, technical reports, and planning reports. Some of these documents could become the basis for formally amending the adopted regional transportation system plan.
- A regional planning conference and/or other conferences; citizens' meetings; teacher, youth, and local official training; public informational meetings and hearings; citizen surveys and analyses; and newsletters, fact sheets, brochures, audiovisual programs, and articles or white papers addressing important planning and public participation issues.
- Transmittal of data, attendance at meetings, and preparation of conformity analyses reports.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	4%	16%	100%
\$732,000	\$37,500	\$145,500	\$915,000

(\$100,000 of the USDOT funds represents 2013 PL Discretionary funding; \$25,000 of the SEWRPC tax levy funding represents a 20 percent match on the PL Discretionary funds)

**PROJECT 240-1000: TRAFFIC FORECASTING FOR THE WISCONSIN
DEPARTMENT OF TRANSPORTATION**

Objective

To provide traffic forecasts as requested by WisDOT in support of their preliminary and final engineering and environmental assessment of State highway projects.

Previous and Current Work

This project was initiated in 2008 for the preliminary engineering of the reconstruction of IH 94 between the Mitchell Interchange and the Wisconsin – Illinois stateline and the preliminary engineering of the reconstruction of the Zoo Interchange.

Relationship to Other Activities

This project uses the travel models developed in project 200-1000.

Work Description/Methodology

Traffic forecasts for state highway facilities will be prepared and provided as requested by WisDOT as needed for WisDOT preliminary engineering and environmental assessment for the construction and reconstruction of state highway facilities. It is anticipated that in 2012 this will include forecasts for IH 94 and IH 43, and other state highway facilities.

Schedule

Each traffic forecast request will have a schedule developed by WisDOT and SEWRPC.

Products

Traffic forecasts needed for preliminary and final engineering and environmental assessment for state trunk highways.

Funding Source

<u>Service Agreements (WisDOT)</u>	<u>Total</u>
100%	100%
\$200,000	\$200,000

PROJECT 280-1000: TRAVEL SURVEYS

Objective

- To provide the travel data necessary to an accurate description and good understanding of current travel habits and patterns within Southeastern Wisconsin.
- To provide information on trends in travel habits and patterns based upon comparisons to previous surveys conducted in 1963, 1972, 1991, and 2001.
- To enable the validation, update, and recalibration of the Commission's mathematical traffic simulation models.

Previous and Current Work

During 2001 and 2002, the last origin and destination travel survey was conducted, including the resident household and group quartered travel survey, the truck travel survey, the public transit travel survey, and the external travel survey. In 2011, this regional travel survey effort was initiated with partial completion of resident household and vehicle external travel surveys, and completions of air carrier, and intercity bus and rail external passenger travel surveys. In addition, Kenosha, Milwaukee, and Racine screenline traffic counts were conducted during 2011. In 2012 the household, vehicle external commercial truck, and public transit surveys were completed.

Relationship to Other Activities

- A major reevaluation of the land use and transportation plans will be conducted in the early and middle 2010's.
- Provision of traffic forecasts as requested by the WisDOT in support of their preliminary and final engineering and environmental assessment of State highway and transit projects.

Work Description/Methodology

The Commission staff in 2012 completed the resident household and group quartered travel survey. The resident household and group quartered travel survey provide information about the travel characteristics and travel patterns of the Region's households. The work in 2012 included:

- Encoding of household survey data;
- Geocoding and editing of completed survey forms.

The household and group quartered survey data will be used to evaluate the travel characteristics and travel patterns of the Region's households. Work will begin in 2013 calibrating and validating the household travel simulation models.

The Commission staff in 2012 also completed the external vehicle travel survey, commercial truck travel survey, and public transit travel survey. The external travel survey provides information on travel with both ends located outside Southeastern Wisconsin and travel with one end inside Southeastern Wisconsin and the other end outside Southeastern Wisconsin. The vehicle external survey includes external cordon surveys of highway and truck traffic at the boundaries of the Region. Other external travel surveys completed in 2011 include: Amtrak rail passengers, intercity bus and rail passengers, and air carrier passengers. The transit travel survey conducted in 2012 was an on-board survey. The truck travel survey

conducted in 2012 was a survey of trucks registered within Southeastern Wisconsin. Work on all of the surveys includes data collection, checking, coding, verification, and validation against travel and traffic counts. In 2013, all survey coding, verification, validation, and tabulation will be completed, along with the analysis of the travel survey data and its comparison to 1963, 1972, 1991, and 2001 travel survey data.

Schedule

Addressed in work description.

Products

- Documentation in a planning report presenting current travel habits and patterns within Southeastern Wisconsin and presenting trends in travel habits and patterns from 1963 through 2010.
- Travel simulation models which are validated to the year 2010 and are recalibrated with 2011 and 2012 travel survey data

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u>	<u>Total</u>
80%	16%	4%	100%
\$132,543	\$27,450	\$5,686	\$165,679

Chapter IV

PROPOSED 2013 REGIONAL WATER QUALITY PLANNING PROGRAM

INTRODUCTION

The proposed 2013 regional water quality planning program consists of five projects under two basic tasks as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Ongoing Plan Implementation	300-1000	Regional Water Quality and Refinement Projects Management Plan Coordination and Extension of Implementation Activities
	300-2000	Sanitary Sewer Extension Reviews and Assistance
	300-3000	Sanitary Sewer Service Area Plan Refinements
Plan Extension and Updating Projects	300-4000	Regional Water Quality Management Plan: Major Subregional Elements
	300-5000	Regional Water Quality Management Plan: Groundwater Management Studies

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized in Chapter X.

**PROJECT 300-1000: REGIONAL WATER QUALITY
MANAGEMENT PLAN COORDINATION AND
EXTENSION OF IMPLEMENTATION ACTIVITIES**

Objective

To assist local and State-designated management agencies in developing procedures and guidelines and in conducting second-level planning studies needed to implement point source and nonpoint source pollution abatement measures recommended in the adopted regional water quality management plan; and to effect needed intergovernmental cooperation in plan implementation.

Previous and Current Work

Since adoption of the regional water quality management plan in 1979, the Commission staff has worked with a large number and variety of designated management (plan implementation) agencies in a number of different ways to implement the regional water quality management plan. An update and status report on that plan was completed in 1995 and a regional water quality management plan update (RWQMPU) for the greater Milwaukee watersheds (the Kinnickinnic, Menomonee, Milwaukee, and Root River watersheds; the Oak Creek watershed; the Lake Michigan direct drainage area; and the nearshore Lake Michigan area) was completed in 2007. This project includes, for example, working with the Wisconsin Department of Natural Resources (WDNR), the county land and water conservation departments, and designated management agencies, in the preparation and implementation of detailed nonpoint source pollution abatement plans; working with lake protection and rehabilitation districts and lake associations in preparing and implementing detailed lake management plans; working with wastewater treatment plant operators and counties in implementing the plan recommendations for treatment plants and attendant sewer service areas; and working with county land and water conservation and planning departments to carry out county land and water resource management and stormwater management planning.

Relationship to Other Activities

Land and water quality inventory data is made available to communities and private interests for use in developing permit conditions and site designs which are environmentally sound. This supports local and regional land use planning and development activities. Nonpoint source pollution abatement planning activities are integrated with watershed planning and stormwater management planning described under the regional floodland management planning program.

Work Description/Methodology

During 2013, it is proposed that the Commission maintain a staff capability designed to respond to a variety of requests for assistance in implementing the regional water quality management plan. For the most part, these activities will be conducted in direct response to requests submitted by designated management agencies. Under this project, Commission staff would attend meetings and prepare reports relating to the regional water quality management plan and its implementation recommendations. Such meetings and reports can be expected to involve all of the elements of the adopted regional water quality management plan. This project will include assisting local communities in resolving water quality problems through effective stormwater management planning and analysis integrating nonpoint source pollution abatement measures. For example, the Commission may assist some communities in the analysis and development of stormwater management plans and facilities designed to reduce nonpoint source pollutant loadings to downstream waters. This project will also include the provision of all sewerage system facility planning assistance and review, as well as the preparation of amendments to the regional water quality management plan. Such assistance typically includes provision of data, review of plans, and attendance at meetings.

In 2013, the Commission staff will continue to serve in an advisory role to the MMSD study team developing third party Total Maximum Daily Loads (TMDLs) for the Kinnickinnic, Menomonee, and Milwaukee River watersheds and the Milwaukee Harbor estuary and for the development of a TMDL implementation plan. The Commission staff also anticipates completing a watershed restoration plan for the Root River watershed, which is being developed within the framework of the RWQMPU for the greater Milwaukee watersheds.

The WDNR and Commission staffs will meet to explore ways that WDNR resource managers can more effectively convey basin priorities to local governments to help improve resource management and protection of high priority resources areas as county land and water plans and local comprehensive plans are developed and implemented.

The project will include assistance to the WDNR, county land conservation departments and local units of government in preparing and review of detailed nonpoint source pollution abatement plans and refinements to county land and water resource management plans, and in developing data for statewide water quality and watershed management programs. It is anticipated that such assistance and data may include the provision of available land use and water quality and pollutant loading data; watershed characteristics and areas; wetland and environmental corridor evaluation reports; field survey records; and other support data available from related Commission work programs.

The work project will also involve the preparation of inventory and analysis reports to assist lake districts and organizations in the conduct of lake use and management planning activities, including the preparation of project descriptions for lake planning programs and public informational and educational materials attendant to implementation of the regional water quality management plan. Under this work program, the Commission staff will continue to work with the WDNR and statewide lake organizations to develop refined lake management programs. This element will include Commission participation as a committee member on, water quality- and habitat-related WDNR teams, county land and water resources management planning committees, and other water quality-related committees. This element will also include the provision of assistance to the WDNR in developing additional data layers for watershed maps in Southeastern Wisconsin and maintenance and refinement of the sewer service area component of the SEWRPC website which will be linked to the WDNR website.

This work project will include the provision of assistance to State and local units of government in developing the quality aspects of local stormwater management and stream restoration. As examples, the Commission anticipates 1) technical assistance to counties in implementing the water quality management elements of the county land and water resource management plans, 2) assistance to local units of government through preparation of watershed protection plans, and 3) possible assistance to the Wisconsin Department of Transportation in preparing stream restoration plans for selected highway projects.

This work project will also include a process designed to consider water quality-related issues of importance to the planning program. This process is expected to involve one WDNR-SEWRPC staff interagency meeting.

Schedule

This work effort is continuing with products being prepared over the course of the year.

Products

It is anticipated that the end products under this work project will be many and varied. Anticipated work products may be expected to include about four letter reports, staff memorandums or community assistance reports; assistance to the WDNR and county land conservation departments for water quality and watershed planning activities to consist of meeting attendance and materials review; lake management planning assistance to 30 lake districts and organizations; 30 public informational and educational presentations or reports; attendance at about 120 meetings; coordination of meetings and activities with the WDNR; and other miscellaneous plan implementation activities. The sewer service area component of the SEWRPC website will be maintained and refined.

Funding Source

<u>WisDNR</u>	<u>SEWRPC (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
14%	46%	40%	100%
\$140,000	\$451,245	\$399,879	\$991,124

PROJECT: 300-2000: SANITARY SEWER EXTENSION REVIEWS AND ASSISTANCE

Objective

To review, comment on, and provide assistance in the preparation of proposals to construct public and private sanitary sewer extensions and major onsite sewage disposal systems, relating such reviews to the adopted regional water quality management plan. Such comments and assistance are provided in response to letters submitted by local units of government, consulting engineers, architects, plumbers, and others, and are forwarded to the Wisconsin Departments of Natural Resources (WDNR) and Commerce.

Previous and Current Work

This is an ongoing project. During the year 2012, the Commission staff provided review comments attendant to about 45 proposed public sewer extensions and 40 proposed private main sewers and building sewer extensions, all as required under Sections NR 110.08(4) and Comm 82.20(4) of the *Wisconsin Administrative Code*. Assistance was also provided to local units of government and private land developers in the preliminary evaluation of land use development proposals. Such preliminary evaluation is particularly important since it makes the subsequent formal review of proposed sewer extensions routine. Letter reports and field staking of environmentally sensitive areas were provided for approximately 15 sewer extension projects.

Relationship to Other Activities

The sanitary sewer extension review process includes consideration of environmental corridor and other environmentally sensitive lands. Thus, the reviews are directly related to implementation of the regional land use plan. This project is also directly related to Project 300-3000, Sanitary Sewer Service Area Plan Refinements, under which the boundaries of the planned sewer service areas are developed through an intergovernmental planning effort.

Work Description/Methodology

During 2013, it is expected that about 45 proposals for public sanitary sewer extensions and about 40 proposals for private and building sewers will be reviewed. Numerous meetings will have to be held and letters written concerning the relationship of land development proposals to the adopted regional water quality management plan. Such review letters will indicate whether or not a land development proposal would encroach upon environmentally sensitive lands and whether or not such a proposal lies within an approved sanitary sewer service area. This work activity is expected to require about 60 meetings with people who visit the Commission offices to review environmentally sensitive land mapping for land parcels being considered for sewer service. Letter reports and field staking of environmentally sensitive areas may be expected to be provided for about 15 sewer extension projects as part of the review or to assist in preparation of the sewer extension submitted. Each of these field staking projects will involve a written report as well as an in-field inspection and an in-field layout of the environmentally sensitive area.

Schedule

The work effort is continuing with reviews and field surveys being conducted over the course of the year.

Products

Approximately 85 letter reports relating to public and private sewer extensions and about 15 letter reports documenting in-field layouts of environmentally sensitive areas. Approximately 60 meetings are also conducted with people to review environmentally sensitive land information on a site-specific basis.

Funding Source

<u>WisDNR</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
50%	50%	100%
\$15,000	\$15,000	\$30,000

PROJECT 300-3000: SANITARY SEWER SERVICE AREA PLAN REFINEMENTS

Objective

To refine and detail sanitary sewer service areas and environmentally sensitive lands as initially delineated in the 1979 regional water quality management plan.

Previous and Current Work

When the Commission adopted the regional water quality management plan in 1979, it was envisioned that a multi-year process would be undertaken to refine and detail the sanitary sewer service areas delineated in that plan in order to meet the requirements of Chapter NR 121 of the *Wisconsin Administrative Code*. This would involve working with the designated management agencies in efforts that would seek to incorporate local, as well as areawide, planning objectives into the sewer service area planning process. A total of 86 individual sewer service areas are currently identified in the Region, including a new planned service area adopted in 2010 for the Village of Big Bend and environs. By the end of 2012, refined and detailed sewer service area plans will have been completed and adopted for 74 of those 86 areas. Following refinement, including consolidation and identification of new service areas, there are now 57 redefined named service areas in Southeastern Wisconsin. In addition, during 2012, while there were no new editions of previously prepared sewer service area plans, two revisions to previously prepared plans were completed.

Relationship to Other Activities

The sanitary sewer area refinement process includes delineation of, and protection recommendations for, environmental corridors and other environmentally sensitive lands as recommended in the regional land use plan. In addition, the sewer service areas are delineated with due consideration to the planned urban development as set forth in the regional land use plan.

Work Description/Methodology

The Commission will continue to work during the year 2013 toward completing the refinement process for all sanitary sewer service areas. This process involves working with the designated management agencies and other affected local units of government in revising the sewer service areas, incorporating into those revisions refined delineations of primary and secondary environmental corridors and isolated natural resource areas. In addition, where adequate data exist, floodplains outside of the environmental corridor lands will be delineated. Field evaluations and delineation of environmentally sensitive areas will be conducted for sites proposed to be included within the sewer service areas. Each refinement process is documented in a community assistance planning report which is presented to local governmental officials for review. One or more public hearings are held to present the final plans and obtain public reaction. The reports are then printed, adopted by the designated management agencies, adopted by the Commission as amendments to the regional water quality management plan, and forwarded by the Commission to the Wisconsin Department of Natural Resources (WDNR) as water quality plan amendments. During 2013, it is estimated that four requests for amendments to previously prepared sewer service area plans and 15 environmental corridor field delineations will be received and acted upon. Special letter reports, field evaluations, and environmental corridor field stakings will be conducted to support and consider specific requests for sewer service area refinements. Environmental impact assessment data will be provided where and as needed for sewer service area amendments. No revisions to previously prepared sewer service area plans are expected to be completed. Procedures for plan amendments will continue to be refined in conjunction with the WDNR staff in order to meet the requirements of Chapter NR 121 of the *Wisconsin Administrative Code*. A map of the sewer service areas and map designation as to the status of their refinement will be updated. The sewer service area program, including mapping, will be maintained and refined as an integral component of the SEWRPC website.

Schedule

This work effort is continuing with sewer service area plans and refinements being conducted over the course of the year.

Products

Community assistance planning reports and/or plan amendment reports documenting the revised sanitary sewer service areas (none anticipated in 2013), amendments to service areas (four anticipated), and environmentally sensitive lands, and special letter reports and field evaluations to support specific sewer service area amendment requests. Data needed to complete WDNR environmental assessment forms as needed. An updated map indicating the sewer service areas and their refinement status for the Southeastern Wisconsin Region. Maintenance and refinement of a sewer service area component on the SEWRPC website.

Funding Source

<u>WisDNR</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
50%	50%	100%
\$15,000	\$15,000	\$30,000

PROJECT 300-4000: REGIONAL WATER QUALITY MANAGEMENT PLAN— MAJOR SUBREGIONAL AMENDMENTS

Objective

To update and extend the land use-, point source-, nonpoint source-, and surface-water-related elements of the regional water quality management plan. The plan updating process is intended to be a continuing process. As such, this work project will focus on major amendments to the plan which generally involve subregional considerations.

Previous and Current Work

The original regional water quality management plan was completed in 1979. Under the 1994-1995 water quality planning program, a report providing an update of and status report on the regional water quality management plan was completed. In 2008, the regional water quality management plan update (RWQMPU) for the greater Milwaukee watersheds (the Kinnickinnic, Menomonee, Milwaukee, and Root River watersheds; the Oak Creek watershed; the Lake Michigan direct drainage area; and the nearshore Lake Michigan area) was finalized and distributed. During 2009, the technical report on water quality conditions and sources of pollution in the greater Milwaukee watersheds, which is a companion to the RWQMPU, was completed. The Commission also participated as a member of the Southeastern Wisconsin Watersheds Trust (SWWT), which is a broadly-based organization bringing together diverse interests for the purpose of implementing the RWQMPU. The Commission staff serves on the SWWT Executive Council and the Science, Policy, and Strategic Planning Committees. The Commission staff also participates as a member of the MMSD Technical Advisory Team, which is a working committee which meets regularly to consider implementation-related steps associated with the MMSD facility plan.

Relationship to Other Activities

This project is related to Projects 300-1000 and 300-3000, which include the provision of assistance to designated management agencies in plan implementation and updating on a local basis.

Work Description/Methodology

During the year 2013, the Commission staff will continue to provide input into the ongoing inter-governmental processes relating to implementation of major plan amendments relating to sewerage facilities and sewer service areas as the need arises. This project will also include activities related to implementing the regional water quality management plan update for the greater Milwaukee watersheds.

Schedule

This work effort is continuing with facilities plan reviews and regional water quality plan amendments being conducted over the course of the year.

Products

Plan amendments and letter reports as appropriate.

Funding Source

<u>WisDNR</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
50%	50%	100%
\$5,000	\$5,000	\$10,000

PROJECT 300-5000: REGIONAL WATER QUALITY MANAGEMENT PLAN GROUNDWATER MANAGEMENT STUDIES

Objective

To develop groundwater resources-related data and analyses for use in regional land use and water quality management planning over a multi-year period.

Previous and Current Work

Prior to 2012, work was completed on groundwater resources inventories, including a pollution potential mapping for the Region. The final report incorporating all inventories, mapping, and analyses and a prospectus describing a regional groundwater aquifer modeling program for Southeastern Wisconsin were published. In addition, work was completed on a regional groundwater aquifer model development. The model development was carried out under an interagency agreement by the Commission, the U.S. Geological Survey, and the Wisconsin Geological and Natural History Survey staffs. The work was overseen by the Commission's Technical Advisory Committee on Groundwater Resources. Work was also completed on a prospectus describing a regional water supply plan for Southeastern Wisconsin and on applying the regional aquifer simulation model to simulation analyses associated with groundwater withdrawals in the vicinity of the Village of Eagle. A regional water supply plan for Southeastern Wisconsin was published in December 2010.

During 2011, the Commission staff made numerous presentations to local units of government considering endorsement of the regional water supply plan.

During 2012, the Commission staff advised municipalities and watershed organizations on issues related to groundwater contamination and the effects of high capacity wells on surface water resources.

Relationship to Other Activities

This project is designed to provide for groundwater quantity and quality protection planning activities and supports the regional water quality and land use planning programs.

Work Description/Methodology

During the year 2013, on an as-needed basis, the Commission staff will continue groundwater quantity and quality protection planning activities in support of the regional water quality, water supply, and land use planning programs.

Schedule

This work effort is continuing with technical assistance to local units of government on matters related to groundwater management, possibly including ongoing applications of the regional groundwater model, being provided over the course of the year.

Products

The Commission will offer technical assistance to local units of government on matters related to groundwater management. This assistance will be documented in letter reports, as appropriate.

Funding Source

<u>WisDNR</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
50%	50%	100%
\$5,000	\$5,000	\$10,000

Chapter V

PROPOSED 2013 REGIONAL FLOODLAND MANAGEMENT PLANNING PROGRAM

INTRODUCTION

The proposed year 2013 regional floodland management planning program consists of five projects divided into two basic tasks as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
General Floodland Management Projects	330-1000	Continuing Floodland and Stormwater Management Planning
	330-2000	Flood Hazard Area Mapping within Milwaukee County
	330-2100	Flood Hazard Area Mapping for Watersheds Tributary to Milwaukee County
	330-3000	Continuing Watershed Planning— Flood-Flow and Flood- Stage Revisions
Special Floodland Management	350-1000	Cooperative Streamflow- Gaging Program

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized in Chapter X.

PROJECT 330-1000: CONTINUING FLOODLAND AND STORMWATER MANAGEMENT PLANNING

Objective

To abate flood damages through the development and implementation of sound comprehensive floodland and stormwater management planning, and the preservation and protection of floodlands.

Previous and Current Work

This is a continuing program which relies and builds upon previous work and previously developed plans. Prior to 2012, updated and expanded rainfall intensity-duration-frequency analyses were prepared and documented in a technical report for use regionwide. A provisional analysis of temporal storm rainfall distribution that was set forth in that study was later expanded and replaced by a regional study of temporal storm rainfall distribution that was conducted by the Commission staff in cooperation with the Wisconsin Department of Natural Resources (WDNR) and adopted by the WDNR for state-wide use in floodplain studies.

During the year 2012, the Commission staff continued to provide available hydrologic and hydraulic data and technical assistance relating to stormwater and floodland management to governmental agencies, local units of government, their contractors, and private interests. In 2012, the Commission staff assisted the WDNR and the Federal Emergency Management Agency (FEMA) in implementing the FEMA Risk Mapping, Assessment, and Planning (RiskMAP) program in Kenosha County (related to Lake Michigan coastal flood hazard mapping) and Washington County (related to riverine flood hazard mapping).

Relationship to Other Activities

This project involves activities which in part relate to implementation of comprehensive watershed plans as have been completed for eight of the Region's 12 watersheds.

Work Description/Methodology

The project involves the development and provision of hydrologic-hydraulic data and technical assistance to government agencies, local units of government, their contractors, and private parties. This technical work involves re-evaluation and refinement of hydrologic-hydraulic data developed, and flood control management recommendations set forth in adopted watershed plans. Special stormwater management plans may be prepared addressing stormwater drainage, flood control, and nonpoint source pollution control. Assistance will be provided to local units of government to develop project scoping and review of stormwater plans and in stormwater permitting activities.

Schedule

This work effort is continuing with products being prepared over the course of the year.

Products

An estimated four letter or memorandum reports will be prepared, and a full file maintained of all flood-flow and flood-stage data for the areas of the Region for which comprehensive watershed plans have been prepared and adopted.

Funding Source

SEWRPC	
<u>(tax levy)</u>	<u>Total</u>
100%	100%
\$75,000	\$75,000

PROJECT 330-2000: FLOOD HAZARD MAPPING WITHIN MILWAUKEE COUNTY

Objective

To complete a multi-purpose, multi-user, parcel-based automated mapping and land information system for all of Milwaukee County.

Previous and Current Work

During 2011, work on Phase I of the project included revising the Menomonee River watershed hydrologic and hydraulic models to explicitly represent the MMSD Milwaukee County Grounds detention basin, the Underwood Creek Phase 1 channel rehabilitation project, the Hart Park flood mitigation project, and Phase 1 of the Menomonee River fish passage project. During 2012, work continued on developing the hydrologic model of the Root River watershed, work began on the hydraulic model of the East Branch Root River, and additional hydrologic and hydraulic modeling of Beaver Creek in the Milwaukee River watershed was completed.

Relationship to Other Activities

This project involves activities which relate to implementation of comprehensive watershed plans that have been completed for the Menomonee River, Milwaukee River, Kinnickinnic River, Root River, and Oak Creek watersheds. The project also complements and is being coordinated with project 330-2100 which provides for similar mapping in the watershed areas tributary to Milwaukee County.

Work Description/Methodology

The proposed project will consist of the development of accurate mapping in digital format of the 10-, 50-, 100-, and 500-year recurrence interval floodplain areas and 100-year Lake Michigan coastal flooding areas within Milwaukee County. The project area consists of 508 U.S. Public Land Survey one-quarter sections and encompasses riverine floodplain and Lake Michigan coastal flooding areas in all of the communities in the County, including the Cities of Cudahy, Franklin, Glendale, Greenfield, Milwaukee, Oak Creek, South Milwaukee, Wauwatosa, and West Allis and the Villages of Bayside, Brown Deer, Fox Point, Greendale, Hales Corners, River Hills, St. Francis, Shorewood, West Milwaukee, and Whitefish Bay.

Schedule

This work effort for Phases I and II is currently scheduled to be completed in 2013.

Products

Upon completion of this project, floodplain boundaries will have been accurately delineated and digitally added to all large-scale topographic maps prepared under the MCAMLIS project. The proposed mapping will consist of layers in the system which can readily be combined with the large-scale cadastral, as well as topographic maps which have been prepared under the MCAMLIS program. The layers will also be suitable for use with digital orthophotographic products and other map products correctly related to the MCAMLIS survey control network. Four layers will include the 10-, 50-, 100-, and 500-year recurrence interval floodplain boundaries; a fifth the 100-year recurrence interval floodway boundaries; and a sixth the flood stage elevations, cross-section locations, and river mile stations. The mapping will provide an improved basis for Federal flood insurance purposes and for local floodplain zoning, which is currently required under Chapter NR 116 of the *Wisconsin Administrative Code* and is in place in all of the communities in Milwaukee County.

Funding Source

<u>SEWRPC (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
24%	76%	100%
\$100,000	314,860	\$414,860

PROJECT 330-2100: FLOOD HAZARD MAPPING FOR AREAS TRIBUTARY TO MILWAUKEE COUNTY

Objective

To complete a multi-purpose, multi-user, parcel-based automated mapping and land information system for the watershed areas tributary to Milwaukee County.

Previous and Current Work

During 2011, work continued on developing the hydraulic models for the Little Menomonee River and Little Menomonee Creek in the City of Mequon. During 2012, work continued on development of the hydrologic model of the Root River watershed, including those areas outside of Milwaukee County.

Relationship to Other Activities

This project involves activities which relate to implementation of comprehensive watershed plans as have been completed for the Menomonee River and Root River watersheds. The project also complements and is being coordinated with project 330-2000 which provides for similar mapping for flood hazard areas within Milwaukee County.

Work Description/Methodology

This project will consist of the development of accurate mapping in digital format of the 10-, 50-, 100-, and 500-year recurrence interval flood hazard areas along those stream reaches in the Menomonee and Root River watersheds located outside Milwaukee County, but tributary to stream reaches within Milwaukee County. The project area consists of 211 U.S. Public Land Survey one-quarter sections and encompasses riverine floodplain areas in the City of Mequon in Ozaukee County, the Village and Town of Germantown in Washington County, and the Cities of Brookfield, Muskego, and New Berlin and the Villages of Butler, Elm Grove, and Menomonee Falls in Waukesha County.

Schedule

These work efforts for Phases I (Menomonee River watershed) and II (Root River watershed and Lake Michigan coast) are scheduled to be completed in 2014.

Products

Upon completion of this project, flood hazard area boundaries will have been accurately delineated and digitized along the stream reaches concerned. The proposed mapping will consist of digital layers which can readily be combined with the digital, large-scale cadastral, as well as topographic mapping which has been prepared to SEWRPC standards in the Waukesha County portions of the study area and the digital large-scale topographic mapping which has been prepared to SEWRPC standards in the Ozaukee and Washington County portions of the study area. The layers will also be suitable for use with digital orthophotographic and other map products prepared to SEWRPC standards. Four layers will include the 10-, 50-, 100-, and 500-year recurrence interval flood hazard area boundaries; a fifth the 100-year recurrence interval floodway boundaries; and a sixth the flood stage elevations, cross-section locations, and river mile stations. The mapping will provide an improved basis for Federal flood insurance purposes and for local floodplain zoning, which is currently required under Chapter NR 116 of the *Wisconsin Administrative Code* and is in place in all of the studied communities in Ozaukee, Washington, and Waukesha Counties.

Funding Source

<u>SEWRPC (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
25%	75%	100%
\$25,000	\$73,557	\$98,557

PROJECT 330-3000: CONTINUING WATERSHED PLANNING— FLOOD-FLOW AND FLOOD-STAGE REVISIONS

Objective

To assist local, State, and Federal units and agencies of government through the reevaluation of flood flows and stages, using all available hydrologic, hydraulic, and topographic data.

Previous and Current Work

Prior to the year 2012, the Commission staff 1) updated the hydrologic and hydraulic analyses for the Oak Creek watershed that were originally conducted under the comprehensive watershed plan, 2) refined hydrologic modeling for the Pike River watershed, and 3) assisted the Wisconsin Department of Natural Resources (WDNR) and the Federal Emergency Management Agency (FEMA) in implementing the FEMA Floodplain Map Modernization program in Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties.

In 2012, the Commission staff assisted local units of government, WDNR, and FEMA in implementing the FEMA Floodplain Map Modernization program in Kenosha and Racine Counties. The Commission staff provided technical and plan development assistance to Kenosha County regarding the ongoing U.S. Army Corps of Engineers Upper Des Plaines River Watershed Phase II Feasibility Study. The County is participating in that study in partnership with the Chicago Metropolitan Water Reclamation District and Lake County in Illinois and the Illinois Department of Natural Resources.

In 2012, the Commission staff also 1) initiated a flood mitigation and stream rehabilitation study for MMSD of Honey Creek in the Menomonee River watershed in Milwaukee County 2) completed Letter of Map Revision (LOMR) and Conditional Letter of Map Revision (CLOMR) applications to be submitted to FEMA by MMSD and the Cities of Milwaukee and Wauwatosa, reflecting constructed and proposed MMSD flood mitigation projects along the main stem of the Menomonee River, 3) completed two LOMR applications for Sussex Creek in the Town of Lisbon that will be submitted to FEMA, and 4) at the request of Kenosha County and the Town of Salem, refined the hydraulic analysis of Unnamed Tributary No. 1 to Hooker Lake, and 5) continued work on a LOMR application for Pebble Creek and Brandy Brook in Waukesha County.

The Commission staff also responded to numerous hydrologic and hydraulic data and analysis requests from counties, municipalities, State and Federal agencies, and private consultants.

Relationship to Other Activities

This project involves the preparation of the basic watershedwide, hydrologic and hydraulic data. This data is used for site-specific analyses by the Commission staff and others as described under Project 330-1000, Continuing Floodland and Stormwater Management Planning.

Work Description/Methodology

Comprehensive plans have been completed for eight of the Region's 12 watersheds: the Root River, Fox River, Milwaukee River, Menomonee River, Kinnickinnic River, Pike River, Des Plaines River, and Oak Creek watersheds. Moreover, the Commission has developed tools for use in those parts of the Region for which watershed studies have not been prepared and for selected smaller streams not previously studied. The Commission will conduct data research and analyses needed for re-evaluation and refinement of hydrologic-hydraulic data and flood control analyses, integrating all available data, including flood insurance study results. Data are incorporated as a layer in the Commission's Regional geographic information system database.

During 2013, it is anticipated that the Commission staff will continue work on the MMSD Honey Creek flood mitigation and stream rehabilitation study and complete a Beaver Creek flood mitigation study, also for MMSD.

Schedule

Work will be ongoing during the year.

Products

Flood-flow and flood-stage data, flood profiles, and delineated areas of inundation will be prepared and documented in letter reports, SEWRPC staff memoranda, and WDNR/FEMA technical support data notebook format in cases where FEMA digital flood insurance maps are to be revised.

Funding Source

<u>SEWRPC</u> <u>(tax levy)</u>	<u>SEWRPC</u> <u>(service</u> <u>agreements)</u>	<u>Total</u>
54%	46%	100%
\$157,104	\$134,843	\$291,947

PROJECT 350-1000 COOPERATIVE STREAMFLOW-GAGING PROGRAM

Objective

To provide long-term records of streamflow data in support of local, State, and Federal water resources management decisions.

Previous and Current Work

Streamflow data were collected and published by the U.S. Geological Survey (USGS) for a network of 36 continuous-recording stream-gaging stations in the Region during 2012. The Commission functions as a USGS stream gaging cooperator by coordinating and administering the local aspects of the stream gaging program for 15 locally-supported gages (out of the total of 36).

Relationship to Other Activities

The streamflow data collected are essential to sound hydrologic analyses of the storm system and are integrated into the continuing floodland management and watershed planning work.

Work Description/Methodology

This project involves the preparation of an annual work program and contract with the U.S. Geological Survey (USGS) and the maintenance of a set of 15 recording stream gages. The USGS will perform the gage maintenance work and collect and publish the data.

Schedule

This is an ongoing project carried out over the course of the year.

Products

Streamflow data is set forth in a published report by the U.S. Geological Survey. Data from most gages is available electronically on a real time basis.

Funding Source

<u>USGS</u>	<u>SEWRPC</u> <u>(service agreements)</u>	<u>Total</u>
47%	53%	100%
\$82,500	\$91,500	\$174,000

Chapter VI

PROPOSED 2013 COASTAL MANAGEMENT PLANNING PROGRAM

INTRODUCTION

The proposed 2013 coastal management planning program consists of one project classified within one task, as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Coastal Management Coordination Projects	390-1000	Coastal Management Program Coordination

These projects are described on the following pages. The program budget is summarized in Chapter X.

PROJECT 390-1000: COASTAL MANAGEMENT PROGRAM COORDINATION

Objective

To assist the Wisconsin Department of Administration in the conduct of the Wisconsin Coastal Management Program; to assist local units and agencies of government in their ability to better manage their coastal resources; to develop planning and engineering data which can contribute to the resolution of encroachment on ecologically sensitive areas, waterfront blight, and flooding problems; to undertake both the collection of statistical data and public attitudinal surveys concerning the demand for commercial and recreational fishing and the need for further port developments along the Southeastern Wisconsin lake-shore as requested by the Wisconsin Coastal Council; and to develop a public attitudinal program under which the major and complex issue of the desirability of public accessibility to the shoreline can be determined.

Current and Previous Work

Assisted numerous local units of government to develop coastal management program projects. Participated in activities designated by the Wisconsin Coastal Management Council, including the Wisconsin Wetland Delineation Training Courses.

Relationship to Other Activities

The Commission's data base is actively used in the conduct of this project. Specifically, the Commission's land use, natural resource, soils, and topographic information is used in the development of planning and engineering data related to the coastal zone. In addition, the Commission's land use; sewer service area; park recreation, and open space; and natural area and critical species habitat plans are continuously utilized.

Work Description/Methodology

The Commission staff will assist local units and agencies of government within the coastal management area in the identification and management of special coastal areas, as well as assist in identifying coastal management projects for local implementation utilizing coastal management funds. In addition, Commission staff will, upon request, assist local coastal governments with developing project requests for possible Federal funding under the Coastal Zone Management Act of 1972, as amended. Public attitudes on issues pertaining to the coastal area will continue to be solicited through the Southeastern Wisconsin Coastal Management Committee, made up of local public officials, technical experts, and appointed citizen leaders. The Commission will continue to participate in public information activities through the solicitation and dissemination of news releases, public informational meetings, and other means. Further, the Commission will continue to provide instructors for the Wisconsin Wetland Delineation training courses.

Schedule

This project is conducted annually.

Products

News releases, committee meetings, staff meetings, training workshops, local government meetings, letters, and letter reports.

Funding Source

<u>WisDOA</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
48%	52%	100%
\$20,000	\$21,257	\$41,257

Chapter VII

PROPOSED 2013 PLANNING RESEARCH PROGRAM

INTRODUCTION

The proposed 2013 planning research program consists of four projects divided into two basic tasks as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Basic Research Projects	400-1000	Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision
	490-1000	Transportation-Related Environmental Inventories, Assessments, and Evaluations
Mapping and Related Projects	420-1000	Regional Base Mapping and Survey Control
	420-2000	Regional Orthophotography Program

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized in Chapter X.

PROJECT 400-1000: DEMOGRAPHIC AND ECONOMIC DATA RESEARCH, BASE FILE CREATION AND MAINTENANCE, AND DATA PROVISION

Objective

To maintain current information on the Region's population and economy, analyze current population and economic trends, and prepare population, employment, and personal income forecasts in support of Commission planning programs.

To provide, upon appropriate request, historic, current, and planned demographic, economic, and related data and staff capabilities as may be useful in the day-to-day work of public and private agencies within the Region.

To provide technical assistance to the U.S. Bureau of the Census, the Wisconsin Department of Administration, and local units of government, as may be needed to help coordinate the efficient dissemination of various Census Bureau data products.

Previous and Current Work

The Commission staff annually collates and analyzes information on current population, household, and employment estimates for the Region.

The Commission has prepared data files indicating population, household, and employment levels by U.S. Public Land Survey quarter section on a periodic basis since 1963. An update of the quarter-section employment file and the population/household file to the year 2000 was completed in 2004. Projections of population, households, and employment for the Region to the year 2035 were also prepared. In 2012, the Commission staff updated the population/household quarter-section file to 2010 and began work on the update of the quarter-section employment file to 2010. In 2012 the Commission staff began work on the preparation of new population, household, and employment projections for the Region for the period from 2010 to 2050. The provision of data to public agencies and private interests from the Commission's demographic and economic data files is an ongoing activity. In a typical year, the Commission staff responds to about 60 requests for socioeconomic data.

Relationship to Other Activities

Historic, current, and projected demographic and economic data are essential to the Commission's land use, transportation, water quality, and community assistance planning programs. State, county, and local government agencies also utilize Commission historic, current, and projected demographic and economic data files for a wide range of planning activities. Use of Commission demographic and economic forecasts by other public agencies and private interests enables them to formulate land use and public facility plans and development proposals which are consistent with the regional plan.

Work Description/Methodology

The Commission will monitor and analyze population and employment trends in the Region using all available demographic and economic base data.

The Commission will continue to respond to requests from public agencies and private interests for historic, current, and planned demographic and economic data and assist in the interpretation and use of such data.

Population, household, and employment data will also be collated from the quarter-section files and other data sources as required in support of other Commission planning programs.

Upon request, Commission personnel will be assigned to advisory committees or task forces to coordinate research activities and to make available information contained in Commission data files.

The Commission will continue to assist in the dissemination of Census Bureau data—including data from the 2010 Federal Census and the American Community Survey—to State, county, and local units and agencies of government.

The Commission staff will complete major analyses of the Region's population and economic base and complete work on the development and extension of new population and employment forecasts for the Region. This work is carried out every 10 years, following the release of the required demographic data from the decennial census and the release of the required economic data from the U.S. Bureau of Economic Analysis and other sources. The forecasts of population, households, and employment will be extended to the year 2050, providing a basis for the preparation of new regional land use and transportation plans for that design year.

The Commission will complete the work of creating a data file indicating year 2010 employment levels by quarter section. This file, along with the 2010 population/household quarter-section file completed in 2012, is needed as a basis for the preparation of the year 2050 regional land use and transportation plans and are used as well in many other public and private planning efforts.

Schedule

The year 2010 quarter-section employment file and the new forecasts of population, households, and employment will be completed in early 2013. Monitoring of population and employment trends and data provision are ongoing activities.

Products

Data files, tables, graphs, maps, and written analyses regarding the Region's demographic and economic base prepared for use in Commission planning programs and in response to requests from public agencies and private interests.

Current estimates of population, households, and employment presented yearly in the Commission *Annual Report*, along with a comparison of current and Commission-projected population, household, and employment levels.

An update of the Commission employment file indicating the number of jobs by major category in the Region by quarter-section in 2010.

New Commission technical reports documenting the year 2050 population, household, and employment forecasts.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$200,000	\$25,000	\$25,000	\$250,000

PROJECT 490-1000: TRANSPORTATION-RELATED ENVIRONMENTAL INVENTORY, ASSESSMENT, AND EVALUATION

Objective

To maintain up-to-date inventory data on primary environmental corridors, secondary environmental corridors, and isolated natural resource areas and also on woodlands, wetlands, prairies, wildlife habitats, and fish and other aquatic life in the Region.

Previous and Current Work

The Commission has used aerial photography and topographic mapping, with some field investigation to identify primary environmental corridors, secondary environmental corridors, and isolated natural resource areas, and their component elements including woodlands wetlands, prairies, and wildlife habitat areas. Regional plans have recommended preservation of these areas. Field investigation and delineation, however, is essential to the precise identification and preservation of the boundaries of these areas. Beginning in 2013, the Commission will conduct the necessary land surveying work utilizing GPS technology to obtain coordinate values for the wetland boundaries staked for projects that are funded by the Wisconsin Department of Transportation (WisDOT). The coordinate values obtained will provide a more precise location of the boundaries and the area encompassed.

In addition, the Commission has provided technical assistance to the WisDOT for transportation related projects that impact stream systems by providing interagency coordination assistance, data collection and planning services, onsite field investigations, data analysis, and preliminary design recommendations. This has required technical assistance for pre-, during-, and post-construction on-site meetings with WisDOT, WDNR, and other team partners to prevent and resolve problems that have occurred at various phases of a construction project.

Relationship to Other Activities

The Commission's large-scale aerial photography and topographic mapping is used to identify environmental corridor and their component element sites and to report findings. In addition, the Commission's land use inventory, natural area and critical species habitat plan, soils mapping, and wetland inventory mapping are all used in identifying these sites.

Work Description/Methodology

Upon request, inventories, including field staking, of environmental corridors and natural resource areas including woodlands, wetlands, prairies, wildlife habitats, and fish and other aquatic life habitats will be conducted along with the preparation of a species list and noting of any rare, endangered, or threatened species present for sites being considered for roadway, culvert crossings, or bridge projects. Evaluation of sites will be made regarding their ecological value and significance within the Region. An assessment of environmental impacts will be provided upon request. This field investigation and delineation work will provide the precise delineation of environmental corridors and their component elements thus providing for regional plan refinement and also plan implementation.

Instream physical habitat and stability inventories will be conducted and preliminary design concepts will be prepared for stream restoration and relocation projects in collaboration with WisDOT, WDNR, and other team partners. The inventories require use of Global Positioning System (GIS) and tools to conduct numerous measurements of the stream channel width, depth, length, flow velocity, bank slope, bed slope, substrate composition, sinuosity, meander length, pool-riffle structure, woody debris, flow amplitude, hydraulic structures, among other features within the proposed affected stream reach as well as upstream and downstream of the project area. In some cases, it may be necessary for Commission staff to conduct or assist in chemical and biological assessments downstream, within, and above a project site. Analysis and stream habitat design recommendations are compiled and are combined with the necessary GIS

elements to develop recommendations for the stream reconfiguration details and locations for inclusion in WisDOT digital files and plan design sheets.

Schedule

This is a continuing project.

Products

Refinement of environmental corridor and component element inventories. Letter reports providing the wetland and environmental corridor inventory data and evaluating and assessing the environmental quality of selected sites within the Region.

The survey data collected for projects funded by WisDOT will be utilized by the Commission's Geographic Information System Division to accurately locate the wetland boundaries staked in a digital format. This information will also be transmitted to WisDOT and be placed in a digital format which will be used for existing and future street and highway construction and reconstruction project plans, where wetland boundaries are an issue.

The instream habitat inventory, analysis, and design recommendations will be compiled within a memorandum report format, which typically includes a summary of the physical and biological status of a specific stream or tributary reach, recommendations for the proposed stream location and specific features (width, depth, meander length, etc.) of the replacement stream design and construction; and recommendations for construction staging. These also include specific recommendations to provide and/or improve fish and aquatic organism passage at road crossings, including culverts and bridges to reduce the impacts on water quality and wildlife associated with the transportation infrastructure, to the extent practicable.

Funding Source

WisDOT SE Region <u>Project Funding</u>	<u>Total</u>
100%	100%
\$100,000	\$100,000

PROJECT 420-1000: REGIONAL BASE MAPPING AND SURVEY CONTROL

Objective

To prepare and update base maps necessary to the conduct of ongoing Commission programs. To collect, collate, and disseminate control survey data necessary to the conduct of Commission, State, county, and municipal planning and engineering programs.

Previous and Current Work

The base maps, which were converted to digital format by the Commission staff, are updated annually as resources permit to include municipal boundary changes. The maps are updated every five years to include changes in physical features. Control survey data files are maintained on a continuing basis.

Relationship to Other Activities

Base mapping products are essential to the conduct of the regional planning program. They provide the basis for graphic presentation of data collected under regional inventories of urban growth and land use change. Control survey data products are used in regional base mapping as well as other Commission planning and engineering programs. Control survey data products are widely distributed.

Work Description/Methodology

The Commission digital base map series will be updated using Wisconsin Department of Transportation State aid mileage summary maps to make changes in municipal boundaries; and using aerial photography obtained in the spring of 2010 to make changes in physical features. A variety of control survey data will be collected, collated, and disseminated including control survey summary diagrams; U.S. Public Land Survey corner, traverse station, and benchmark dossier sheets; and selected computer files. A project has been completed to disseminate control survey data via the internet. Maintenance work for monumented control survey stations established under previous programs will be carried out as required.

Schedule

The regional base mapping program and the regional control survey data program are continuous. Work will be conducted throughout the year 2013.

Products

Updated digital base maps will be produced as described above. Updated control survey data files will be produced. Maintenance of control survey stations will produce the basis for current control survey data files.

Funding Source

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$280,000	\$35,000	\$35,000	\$350,000

PROJECT 420-2000: REGIONAL ORTHOPHOTOGRAPHY PROGRAM

Objective

To obtain high-resolution color orthophotography for the Region at periodic intervals; to provide orthophotography to interested users via the Southeastern Wisconsin Regional Land Information website.

Previous and Current Work

The Commission obtains aerial photography of the Southeastern Wisconsin Region at five-year intervals. The earlier aerial photography was prepared as a black-and-white hardcopy product, but beginning in 1995 the standard product was upgraded to black-and-white orthophotography and made available in digital form. Orthophotography is aerial photography that is enhanced by the removal of horizontal displacement caused by ground relief, thereby creating image products that can be used as true maps. In 2005, the regional product was further enhanced with the collection of high resolution color orthophotography in digital form only. A project in 2007 obtained color digital orthophotography for a portion of the Region, and the recently-completed 2010 project acquired high resolution color imagery for the entire seven-county area.

Relationship to Other Activities

Aerial photography products are essential to the conduct of the regional planning program. The products provide the basis for updating the Commission's regional base map and for conducting regional inventories of urban growth and land use change. Current orthophotography was used to prepare a major reevaluation of the regional land use and transportation plans. Aerial photography and orthophotography products are extremely useful in local government planning activities, and the products are widely distributed to both the public and private sectors. The regional land information website makes the orthophotos and related survey information available to a broad range of users.

Work Description/Methodology

The regional orthophotography program is a partnership between the seven counties of the Region and the Southeastern Wisconsin Regional Planning Commission. Orthophotography projects are generally conducted at five-year intervals. The 2010 regional orthophotography project included a work effort to compare the accuracy of orthophotography obtained both by use of a traditional large format digital camera at a relatively high altitude and by a small format camera flown at a much lower altitude. The results of this pilot project will help determine a future course of action relative to obtaining orthophotography products.

Schedule

The 2010 orthophotography project involved the acquisition of aerial photography in the spring of that year. After review of the imagery, the Commission staff delivered final products to the participating counties and cities by the first quarter of 2011. The comparative evaluation of orthophotography products in Milwaukee County was completed in mid 2011. The Commission anticipates that discussions with participating counties concerning an orthophotography project in 2015 will begin next year.

Products

The regional orthophotography program prepares orthophoto products in GeoTIFF digital file format and MrSID compressed file format. The current standard is color imagery in either six-inch or 12-inch pixel resolution prepared to meet National Map Accuracy Standards for 1" = 100' scale or 1" = 200' scale mapping. The digital products are widely distributed and are placed on the regional land information website for public viewing. The results of the comparative evaluation of 2010 orthophoto products in Milwaukee County were documented in a technical memorandum.

Funding Source

SEWRPC
(tax levy)
100%
\$25,000

Total
100%
\$25,000

Chapter VIII

PROPOSED 2013 COMMUNITY ASSISTANCE PLANNING PROGRAM

INTRODUCTION

The proposed 2013 community assistance planning program consists of eight projects divided into six basic tasks as follows:

<u>Task</u>	<u>Project Number</u>	<u>Project Name</u>
Advisory and Educational Projects	500-1000	Guidance on Local Planning Matters and Educational Services
Review Projects	510-2000	Environmental and Agricultural Impact Statement Review Services
	510-4000	Subdivision Plat Review Services
County and Local Comprehensive Plans	520-1000	Preparation and Implementation of County and Local Comprehensive Plans
Local Plan Implementation Devices	530-1000	Zoning Ordinances and Maps, Subdivision Ordinances, Official Map Ordinances, and Other Local Plan Implementation Devices
Local Economic Development Assistance	630-3000	Economic Development Technical and Project Assistance
Special Community Assistance Projects	770-9000	County Land Information System Assistance
	790-5000	County Surveyor Services

The balance of this chapter consists of the presentation of individual project descriptions. The program budget is summarized in Chapter X.

**PROJECT 500-1000: GUIDANCE ON LOCAL PLANNING MATTERS
AND EDUCATIONAL SERVICES**

Objective

To extend basic planning and engineering data to local units of government and interested citizens in the Region and to give advice on local planning matters on an ad hoc basis. To further the principles of sound planning by providing advisory and educational services to interested citizens, private organizations, and local units of government, as well as functional guidance on local planning matters.

Previous and Current Work

Information concerning specific Commission work programs, as well as the general work of the Commission, has been discussed with numerous groups. Commission staff has made formal presentations to advanced education classes. The staff has also responded to many telephone calls, e-mails, and visits to the Commission offices.

The Commission staff has responded to questions regarding the interpretation of local zoning ordinances and local comprehensive plans, provided examples of regulatory solutions to various development problems, provided urban and rural design solutions to various development problems, provided basic demographic and economic data to local units of government, consultants, interest groups, and interested citizens in the Region, and prepared contracts and specifications for local mapping and planning programs.

Relationship to Other Activities

Providing information and education on the relationship between local planning matters and other aspects of the Commission work programs helps in the conduct of the regional planning program.

Work Description/Methodology

Educational services are provided to local units of government, as well as interested citizen groups, in order to explain the need for, and the purpose of, continuing local, regional, and state planning programs, and the relationships which exist among these several levels of planning, and to encourage creation, organization, staffing, and financing of local planning programs. The Commission staff prepares model ordinances and planning guides and general educational materials on local planning, planning implementation, and land development matters.

The Commission provides basic planning and engineering data available in Commission files. The provision of data may also include analytical work by the Commission staff, but such work efforts are short in duration, normally not exceeding two days in their preparation. The staff also prepares contracts and specifications for local mapping and planning programs. On request, Commission staff will attend local plan commission meetings to give advice on local planning matters.

Schedule

This activity is conducted on an on-going basis.

Products

Formal oral presentations and discussions with groups and individual citizens; model ordinances and other educational materials; letter reports; meeting attendance.

Funding Source

<u>SEWRPC</u> <u>(tax levy)</u>	<u>SEWRPC</u> <u>(service agreements)</u>	<u>Total</u>
75%	25%	100%
\$247,365	\$82,918	\$330,283

PROJECT 510-2000: ENVIRONMENTAL AND AGRICULTURAL IMPACT STATEMENT REVIEW SERVICES

Objective

To review and comment on State, Federal, and local projects that may have a significant effect on the natural and agricultural environments.

Previous and Current Work

Environmental and agricultural impact statements or assessments are occasionally provided to the Commission for review and comment. The Commission staff expects to review one to three impact statements or environmental assessments annually.

Relationship to Other Activities

No specific relationship.

Work Description/Methodology

The Commission staff reviews environmental and agricultural impact statements and assessments where the subject project may have a negative or positive impact on the natural or agricultural environment. The purpose of the review is to determine whether the proposed project is in conformance with and serves to implement regional, watershed, and district plans or plan components adopted by the Commission, or is in conflict with or duplicates other proposed projects.

Schedule

This activity is conducted on an on-going basis.

Products

Letter reports.

Funding Source

SEWRPC	
<u>(tax levy)</u>	<u>Total</u>
100%	100%
\$5,000	\$5,000

PROJECT 510-4000: SUBDIVISION PLAT REVIEW SERVICES

Objective

To respond to requests from local governments to determine whether preliminary plats are in conformance with adopted regional plans.

Previous and Current Work

The Commission staff reviewed eight preliminary plats and certified survey maps in the Southeastern Wisconsin Region in 2011. The Commission staff expects to review an estimated 10 to 15 preliminary plats and certified survey maps during 2012.

Relationship to Other Activities

Local units of government are advised whether or not submitted applications for subdivisions or land divisions are in conformance with, and serve to implement, regional, watershed, and district plans or plan elements prepared and adopted or under preparation by the Commission.

Work Description/Methodology

The Commission staff, in response to requests from local governments, reviews preliminary subdivision plats and certified survey maps to determine whether they are in conformance with and serve to implement regional, watershed, and district plans or plan elements prepared and adopted or under preparation by the Commission. Copies of Commission letters are provided to the District Office of the Wisconsin Department of Transportation if the plat abuts a state trunk highway or connecting highway.

Schedule

This activity is conducted on an on-going basis. The Commission staff will review an estimated 10 to 15 preliminary plats and certified survey maps during 2013.

Products

Letter reports.

Funding Source

SEWRPC	
<u>(tax levy)</u>	<u>Total</u>
100%	100%
\$5,000	\$5,000

PROJECT 520-1000: PREPARATION AND IMPLEMENTATION OF COUNTY AND LOCAL COMPREHENSIVE PLANS

Objective

To work with County and local governments on request to implement county and local comprehensive plans.

Previous and Current Work

From 2004 through 2011, the Commission staff worked with county and local governments in Kenosha, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties to develop multi-jurisdictional comprehensive plans to meet the requirements of the comprehensive planning law set forth in Section 66.1001 of the *Wisconsin Statutes*. The Commission staff also prepared separately-documented local comprehensive plans for a number of cities, towns, and villages that participated in multi-jurisdictional county-local planning efforts. Comprehensive plans adopted by county and local governments serve to refine and detail the land use, transportation, and other elements of the regional plan.

Work in 2010 and 2011 shifted to implementation of comprehensive plans. During 2011, Commission staff worked with staff from Kenosha, Ozaukee, Walworth, and Washington Counties to determine how best to incorporate State-mandated farmland preservation plan updates into the County comprehensive plans (Commission work on updating county farmland preservation plans is described under project code 110-1000). In 2012, Commission staff continued to respond to requests from local governments for assistance with plan amendments and determining consistency between plan elements and between local plans and implementing ordinances.

A draft amendment to the Washington County comprehensive plan to incorporate the land use plan maps adopted as part of city, town, and village comprehensive plans, or amended by a local government after the County plan was adopted in April 2008, was completed in 2011 and provided to County staff for review. The amendment is on hold pending completion of the County Farmland Preservation Plan, in the event additional changes will be needed to the comprehensive plan to maintain consistency between the two plans.

Relationship to Other Activities

The regional plan is intended to be refined and detailed through the preparation of county- and local-level plans. As it continues to assist counties, cities, towns, and villages in preparing, adopting, and implementing comprehensive plans, the Commission will encourage them to incorporate regional land use plan recommendations regarding the location and intensity of future urban development, the preservation of environmentally significant areas, and the maintenance of rural character outside planned urban service areas; and to incorporate regional transportation system plan recommendations regarding arterial streets and highways, transit, airports, and bicycle and pedestrian ways.

Work Description/Methodology

Now that much of the work on preparing, adopting, and publishing county and local comprehensive plans has been completed, work efforts will focus on assistance with implementing the plans, based on requests for such assistance from a county or local government. SEWRPC assistance with amendments and implementation of local and county comprehensive plans will continue to be carried out within the framework of the State's comprehensive planning law and regional plans.

Implementation activities are expected to include on-going assistance, on request, with interpreting and applying adopted plan policies and programs and assistance with plan amendments and related public participation activities.

Schedule

On-going.

Products

Letter reports, map updates, and meeting attendance.

Funding Source

<u>SEWRPC (tax levy)</u>	<u>SEWRPC (Service Agreements)</u>	<u>Total</u>
92%	8%	100%
\$25,000	\$2,311	\$27,311

**PROJECT 530-1000: ZONING ORDINANCES AND MAPS, SUBDIVISION
ORDINANCES, OFFICIAL MAP ORDINANCES, AND
OTHER LOCAL PLAN IMPLEMENTATION DEVICES**

Objective

To prepare or revise local zoning ordinances and maps to better reflect existing and planned urban and rural development and to protect natural resource and floodplain areas from incompatible development. To prepare or revise local subdivision control ordinances to better enable local governments to cope with land development problems. To prepare local official maps to reserve proposed street rights-of-way and proposed parks and open spaces. To assist communities in the preparation of other plan implementation devices, such as design guidelines, erosion control and stormwater management regulations, and impact fee ordinances.

Previous and Current Work

During 2011, work was completed on a comprehensive update to the Village of Hartland zoning ordinance and map. Work was initiated on an update of the Hartland land division ordinance in 2012. A draft update of the Town of Sugar Creek Impact Fee Ordinance and the associated needs assessment was completed in 2012 and provided to the Town for review. Staff continued to provide advice on implementation of local ordinances prepared by SEWRPC, and to provide examples of ordinance language to address issues relating to land use regulation to local governments on request.

Relationship to Other Activities

Zoning ordinances, land division ordinances, and official maps are some of the most important devices available for the implementation of County and local comprehensive plans. Section 66.1001(3) of the *Wisconsin Statutes* requires that amendments to such ordinances be consistent with adopted comprehensive plans. The implementation of County and local comprehensive plans that are consistent with regional plans furthers the objectives of the regional planning program in the Region.

Work Description/Methodology

Zoning or land division ordinances are prepared for County and local governments from model and other ordinances prepared by the Commission. Ordinance language, zoning maps, and official maps are customized to the needs of each community. Assistance with street layouts is provided for use in official maps.

Schedule

Work on an update to the Town of Sugar Creek impact fee ordinance and needs assessment will be completed in 2013. A comprehensive update of the Village of Hartland land division ordinance will also be completed in 2013. Work on an update to the Town of Belgium zoning ordinance and map will be initiated in 2013. The update will include changes necessary to bring town zoning into compliance with State zoning requirements for farmland preservation areas enacted by the Wisconsin Legislature in 2009, and to maintain consistency with the new Ozaukee County farmland preservation plan and the Town comprehensive plan. SEWRPC will also provide assistance to local governments, on request and subject to staff availability, to update zoning ordinances and maps and land division and official mapping ordinances as necessary to implement comprehensive plans, and to address new State laws and regulations and Court decisions that affect local land use regulation, including the changes to the Wisconsin Farmland Preservation Program enacted by the Wisconsin Legislature in 2009.

SEWRPC staff will continue to provide assistance to communities required to adopt updated floodplain zoning regulations and floodplain zoning maps to incorporate updated floodplain mapping conducted as part of the FEMA/WDNR Map Modernization Program and to incorporate changes to the WDNR model

floodplain zoning ordinance. Assistance will consist primarily of the review of existing floodplain regulations and written comments specifically listing ordinance sections that should be amended to reflect current Federal and State requirements, with specific ordinance language included. Such reviews will be conducted in response to requests from communities, subject to staff availability.

Products

Published zoning ordinances and maps, land division ordinances, and official map ordinances.

Funding Source

SEWRPC	
<u>(tax levy)</u>	<u>Total</u>
100%	100%
\$10,000	\$10,000

PROJECT 630-3000: ECONOMIC DEVELOPMENT TECHNICAL AND PROJECT ASSISTANCE

Objective

To assist local units of government, nonprofit development corporations, and other economic development organizations in developing technical and institutional capacity by providing information and assistance on economic development, housing, public facility, and disaster recovery assistance projects.

Previous and Current Work

The Commission staff routinely provides economic development-related data and information to local units of government in the Region, Federal and State agencies, local development corporations, businesses, and local citizens. The Commission staff also provides assistance to local community staff and representatives of businesses interested in locating or expanding in communities in Southeastern Wisconsin and utilizing State and Federal business loan programs to do so. The Commission staff has provided technical assistance in the preparation and updating of an industrial park land absorption study for Racine County; the preparation, distribution, and updating of community economic profiles for communities throughout the Region; the provision of assistance in relocating businesses and the occupants of residential dwellings; the preparation of a flood mitigation plan and an all hazards mitigation plan for Kenosha County; the development and administration of two State of Wisconsin technology zone tax credit programs; and the identification of public- and private-sector resources for the creation of economic development, housing, and disaster recovery programs.

Commission staff has also participated in the activities of the Regional Economic Partnership—an economic development initiative of the seven counties in the Southeastern Wisconsin Region, the City of Milwaukee, the Wisconsin Electric Power Company, the Metropolitan Milwaukee Association of Commerce, and the Commission. Commission staff has provided technical support to the Milwaukee 7 economic development initiative, including substantial materials for use on the www.choosemilwaukee.com website.

Commission staff has provided assistance in obtaining and administering economic development grant awards from the State of Wisconsin and U.S. Economic Development Administration for business loans and infrastructure improvements associated with business expansion projects in communities throughout the Region. By the end of 2011, the Commission staff work had resulted in acquiring \$38 million in public funds and administering \$21 million of those funds. These grants have yielded a projected \$128 million in private investment, the creation of a projected 4,477 new jobs, and the retention of a projected 1,155 existing jobs.

Commission staff has provided assistance in obtaining and administering grant funds for housing rehabilitation and development, public facility improvements, and disaster recovery assistance projects. By the end of 2011, the Commission staff work resulted in acquiring \$21 million in public funds and administering \$16 million of those funds.

The Commission has provided staff support to local units of government in the administration and management of economic development revolving loan fund programs that are capitalized with the proceeds of economic development grant awards and other public-sector appropriations. This work has resulted, by the end of 2011, in loans totaling \$12 million; a projected \$67 million in private investment; the creation of a projected 1,011 new jobs; and the retention of a projected 432 jobs.

The Commission has also provided staff support to the Kenosha County Housing Authority since 1985 in the administration and management of the County's housing rehabilitation revolving loan fund program. A Commission staff member serves as the Housing Authority's Executive Director. By the end of 2011, the Commission staff work for the Housing Authority has resulted in the provision and administration of 648 housing rehabilitation loans totaling \$5 million.

Relationship to Other Activities

Implementation of local community and economic development projects is in direct response to the need of local units of government, businesses, and homeowners for financial support in community growth and development. The Commission staff provides the experience and expertise that are needed for local governments to successfully utilize publicly-funded programs.

Work Description/Methodology

During 2013, the Commission staff will provide economic development-related data and business finance information upon request to local units of government, Federal and State agencies, local development organizations, businesses, and local citizens. Commission staff will prepare applications for economic development, housing, public facility, and disaster recovery assistance grant awards at the request of local units of government. In addition, Commission staff will administer grant-in-aid awards and revolving loan fund programs. Commission staff will continue to serve as the Executive Director of the Kenosha County Housing Authority.

The Commission staff will also continue to participate in the activities of the Regional Economic Partnership and the Milwaukee 7 economic development initiative, which includes assisting the Milwaukee 7 with the preparation of a Comprehensive Economic Development Strategy for the Region.

Schedule

All work will be completed during 2013.

Products

Oral presentations and meetings with local officials, business persons, homeowners, and other citizens; telephone and in-person consultations; letter correspondence; loan packaging; progress reports; financial and project files and records; and project management services. Provision of technical assistance with emphasis on individualized instruction to local government officials to establish community development technical and institutional capacity. Preparation of State and Federal grant applications. Dissemination of information to local units of government and local businesses relative to the policies, regulations, and application procedures governing State and Federal community development and business development assistance programs.

Funding Source

<u>SEWRPC</u> <u>(tax levy)</u>	<u>SEWRPC</u> <u>(service agreements)</u>	<u>Total</u>
65%	35%	100%
\$120,855	\$65,000	\$185,855

PROJECT 770-9000: COUNTY LAND INFORMATION SYSTEM ASSISTANCE

Objective

To assist county and local units of government in the Region in developing modernized systems of land records management, with particular emphasis on the development of countywide, multi-purpose, automated land information systems using modern computer hardware and software technology.

Previous and Current Work

Prior to 1993, the Commission completed initial county land information system plans for each of the Region's seven counties. In 1993, the Commission began work under separate contracts with Kenosha, Milwaukee, and Waukesha Counties toward implementation of their land information system plans. The work continued until 2004 in Waukesha County, 2008 in Kenosha County, and 2009 in Milwaukee County. In 1994, the Commission entered into contracts with Walworth and Washington Counties to assist in carrying out the land information system plans in those two counties. This work continued until 2005 in Walworth County and until 2007 in Washington County. In 1995, the Commission entered into a contract with Racine County directed toward the implementation of the Racine County land information system plan. This work continued between 1995 and 2007. Technical assistance in laying the foundation for implementation of the Ozaukee County land information system plan was provided to Ozaukee County during 1993 and 1994. During 1999, the Commission prepared updated land information system plans for Kenosha, Milwaukee, Racine, and Walworth Counties. Amendments to the Milwaukee County land information plan were prepared during 2003 and 2004. In 2005, the Commission assisted Racine County with another update of its land information system plan. In the first half of 2012, the Commission staff completed a planimetric digitizing project for Kenosha County that was initiated in 2011.

Relationship to Other Activities

The development of modern land information systems in the Region's seven counties is important for both local and regional planning efforts. The countywide systems provide ready access and retrieval of information, assist in the maintenance of land records and maps, and facilitate planning and development at the local and regional levels.

Work Description/Methodology

Much of the work under this project is done pursuant to letter agreements and contracts with the county and local units of government concerned. The Commission staff anticipates providing technical assistance to all seven counties in the Region in the implementation of their land information system plans.

Schedule

This project is conducted annually.

Products

Community assistance planning reports, staff memoranda, hardcopy and digital base maps, miscellaneous digital land information files, and technical advice related to the promulgation and implementation of land records modernization projects.

Funding Source

<u>SEWRPC</u> <u>(service agreements)</u>	<u>Total</u>
100%	100%
\$5,000	\$5,000

PROJECT 790-5000: COUNTY SURVEYOR SERVICES

Objective

To perform the statutory duties and functions of the County Surveyor within those southeastern Wisconsin Counties that request such services. Such work helps perpetuate the U.S. Public Land Survey System within the Region, and maintains the foundation for the modernized land records systems in the Region.

Previous and Current Work

Perform the duties and functions of County Surveyor, as required by statute; provide field support to County Surveyors.

Relationship to Other Activities

The monumented U.S. Public Land Survey System is essential to the conduct of the regional planning program. It provides the basis for the regional base mapping program (PROJECT 420-1000) and for the conduct of both private cadastral and public engineering surveys. U.S. Public Land Survey data products are widely distributed.

Work Description/Methodology

The U.S. Public Land Survey System will be maintained by perpetuating the corner locations as needed. The previously established horizontal and vertical control surveys for the corners will also be maintained. Dossier sheets for the perpetuation of the corners will be prepared.

Schedule

County Surveyor services will be provided throughout the year 2013 to the counties of Kenosha, Milwaukee, Walworth, and Waukesha. During 2012 a Commission staff member was appointed as the Deputy County Surveyor for Ozaukee County. The staff member is a registered land surveyor and will be working under the direction of the Ozaukee County Surveyor during the year 2013.

Products

Perpetuated U.S. Public Land Survey corners; revised survey corner and supplementary vertical control benchmark dossier sheets; and revised control survey summary diagrams. Assists the GIS Division with the distribution of data on the Commission website.

Funding Source

SEWRPC	
<u>(service agreements)</u>	<u>Total</u>
100%	100%
\$344,940	\$344,940

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Chapter IX

PROPOSED 2013 COMMISSION ADMINISTRATIVE ACTIVITIES

INTRODUCTION

Commission administrative projects are those activities which are necessary to the successful completion of the Commission's work program, but for which costs cannot reasonably be allocated to individual work projects. Accordingly, the costs for these services are included in all planning programs as indirect expenses in accordance with the provisions of U.S. Office of Management and Budget Circular A-87. One administrative project is included in this chapter:

<u>Project Number</u>	<u>Project Name</u>
900-1000	Administration Activities

The remainder of this chapter consists of the presentation of the administrative project descriptions and concludes with the Commission's proposed 2013 indirect cost plan.

PROJECT 900-1000: ADMINISTRATION ACTIVITIES

Objective

To provide administrative support to the overall operation of the Regional Planning Commission.

Previous and Current Work

Continuing activity.

Relationship to Other Activities

Administrative activities are essential to the Regional Planning Commission. Such activities provide the Commission with a support basis for all work projects, such as clerical support, personnel and human resource administration, and financial guidance.

Work Description/Methodology

Administration consists of the following: general operational support services and supplies; overall managerial supervision and direction; Commission budget and overall work program preparation; personnel activities; annual audit preparation as directed by a local certified public accounting firm; report and newsletter preparation and distribution; updating and implementation of an affirmative action plan; Disadvantaged Business Enterprise support; Title VI Coordination; and other managerial operations and activities not detailed in other existing projects.

Schedule

This is an on-going activity.

Products

The end products of this project are the Commission's annual budget; overall work program; employee salary and benefits analysis; the Commission's annual audit; affirmative action plan updating and follow-through; Title VI Implementation as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21; and Disadvantaged Business Enterprise compliance with regard to the U.S. Department of Transportation Disadvantaged Business Enterprise regulations (49 CFR, Part 26).

Funding Source

All activities are included in the Commission's indirect cost plan.

COST ALLOCATION PLANS
OF THE
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

For Calendar Year Ending
December 31, 2013

Prepared by the
Southeastern Wisconsin Regional Planning Commission
W239 N1812 Rockwood Drive
P. O. Box 1607
Waukesha, Wisconsin 53187-1607

For Submittal to the
U.S. Department of Transportation
Federal Highway Administration
Region 5, Wisconsin Division

INTRODUCTION

The Southeastern Wisconsin Regional Planning Commission proposes to establish two indirect cost allocation plans for calendar year 2013. One plan pertains to administrative costs, with such costs to be allocated to+ all projects in the Commission's planning programs on the basis of a percentage of salaries and attendant fringe benefits directly charged to such projects. The second plan pertains to costs associated with developing, maintaining, and operating the Commission's regional geographic information system, with such costs to be allocated to selected projects in the Commission's regional planning programs on the basis of a percentage of salaries and attendant fringe benefits directly charged to such projects. These cost allocation plans have been prepared in accordance with the principles set forth in U.S. Office of Management and Budget Circular A-87.

INDIRECT COST ALLOCATION PLAN—ADMINISTRATIVE COSTS

The costs included in this plan are administrative in nature and cannot be readily assignable to specific work programs and projects. Accordingly, such costs have been determined to benefit all Commission planning projects. These costs are to be charged to all projects on a basis of percentage of salaries and attendant fringe benefits directly charged to all projects. The Commission computes actual fringe benefit costs and does not use a fringe benefit rate.

The following is an estimate of administrative indirect costs and an administrative indirect cost rate. Specifically included within the category below entitled "Administrative Salaries with Fringe Benefits" are the salary and expense costs of the Commission's Executive Director. The indirect cost rate is used only for budgeting and work program planning purposes. Actual cumulative year-to-date costs incurred in the administrative indirect cost categories are used as the basis for invoicing such costs to all funding agencies. Final administrative costs will be subject to the Commission's annual single audit.

Staff will work to align the cost allocation plan more closely with current Federal regulations for calendar year 2014.

<u>Cost Category</u>	<u>2013 Estimate</u>
Office and Drafting Supplies	\$ 30,000
Library Acquisition.....	31,125
Reproduction.....	35,750
Travel and Related	10,950
Telephone.....	30,000
Postage	30,000
Insurance, Audit, Legal Fees	124,500
Unemployment Compensation.....	5,000
Building Maintenance.....	160,000
Building Depreciation.....	172,260
Equipment Maintenance	77,500
Equipment Depreciation	37,125
Automobile Maintenance.....	10,000
Automobile Depreciation.....	30,000
Administrative Salaries with Fringe Benefits	964,930
Vacation, Sick, and Holiday Salaries with Fringe Benefits	635,145
Other Operating Expenses	<u>15,000</u>
Total	\$2,399,285

COMPUTATION OF ESTIMATED
ADMINISTRATIVE INDIRECT COST RATE

<u>Estimated Indirect Costs</u>	<u>\$2,399,285</u> = 65.30%
Estimated Direct	\$3,674,162
Project Salaries and Wages, including Fringe Benefits	

**INDIRECT COST ALLOCATION PLAN—REGIONAL
GEOGRAPHIC INFORMATION SYSTEM COSTS**

The costs included in this plan relate entirely to the development, maintenance, and operation of the Commission's regional geographic information system (RGIS). This system directly serves all regional planning projects in the Commission's regional land use, transportation, floodland management, water quality, and planning research programs. As such, costs associated with the system cannot be readily assignable to specific work projects. The system involves the capture, storage, and manipulation of point, line, and area data of all types which comprise the regional planning data base. The continuing regional planning program areas included within the Commission's *2013 Overall Work Program* to which such costs are proposed to be charged are as follows: regional land use planning, regional transportation planning, regional water quality management planning, regional floodland management planning, and regional planning research. The costs associated with the RGIS are to be charged to all of the foregoing projects on the basis of the percentage of salaries and attendant fringe benefits directly charged to all projects.

The following is an estimate of the RGIS indirect costs and an RGIS indirect cost rate. The indirect cost rate is used only for budgeting and work planning purposes. Actual cumulative year-to-date costs incurred in the RGIS cost categories are used as the basis for invoicing such costs to all funding agencies. Final RGIS costs will be subject to the findings of the Commission's annual single audit.

<u>Cost Category</u>	<u>2013 Budget Estimate</u>
Salaries with Fringe Benefits	\$436,827
Equipment Maintenance.....	20,000
Forms and Supplies	15,930
Travel and Training.....	1,000
Other Expenses.....	<u>1,000</u>
Total	\$474,757

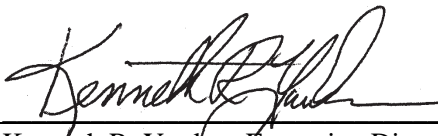
COMPUTATION OF ESTIMATED
REGIONAL GEOGRAPHIC INFORMATION SYSTEM
INDIRECT COST RATE

<u>Estimated Indirect Costs</u>	<u>\$ 474,757</u> = 10.06%
Estimated Direct Project	\$4,718,759
Salaries and Wages, Including Fringe Benefits	

CERTIFICATION—INDIRECT COST PLANS

As the Executive Director of the Southeastern Wisconsin Regional Planning Commission, I hereby certify that the information contained in these indirect cost plans for the calendar year ending December 31, 2013, has been prepared in accordance with the policies and procedures contained in Office of Management and Budget Circular A-87 and is, to the best of my knowledge, complete and correct. I hereby further certify that administrative procedures were utilized to: 1) prevent costs from being allocated to Federal programs as indirect costs that have already been charged to such programs as direct costs; 2) assure that consistent treatment was accorded to similar costs for all project categories regardless of source of funds; and 3) assure that indirect costs have not been allocated to federally supported programs in a manner inconsistent with the statutory restrictions governing these programs.

Date



Kenneth R. Yunker, Executive Director

Chapter X

PROPOSED FUNDING SUMMARY 2013 SEWRPC OVERALL WORK PROGRAM

INTRODUCTION

For the convenience of the reader, all proposed planning program budgets and 2013 activity schedules are set forth in this chapter. More specifically, this chapter consists of the following materials:

1. A narrative pertaining to the fiscal aspects of the entire work program.
2. Tables setting forth budgets for the work tasks and projects included in each planning program (Tables 10-1 through 10-7).
3. A table summarizing funding for the continuing regional land use-transportation study (Table 10-8).
4. A table summarizing the proposed funding sources for all programs included within the 2013 overall work program (Table 10-9).

FINANCIAL ACCOUNTING AND REPORTING: AN OVERVIEW

Based upon previous discussions with State and Federal agency program managers, the overall work program budget set forth in this chapter includes detailed project budget estimates. While such detailed project budget estimates are useful for program management purposes, the Federal and State agency managers have agreed that it would not be appropriate for financial accounting purposes to hold the Commission accountable at the individual project level of detail. It was agreed that, beginning with the 1980 overall work program, individual work projects would be aggregated into work tasks and that the Commission would be held financially accountable at the work task level of detail.

In this regard the following definitions are used in this work program:

1. Work Project. A work project is an individual activity identified by a Commission-assigned seven-digit code. The Commission will collect fiscal data at the seven-digit level. Financial reporting at this level of detail, however, is beyond the requirements of the State and Federal agencies concerned. While the budget detail for the work project provides a valuable internal resource planning tool, it is presented for informational purposes only.
2. Task. A task is a summation of specific work projects and is represented as a subtotal on the work programs, tasks, and projects summary tables set forth in this chapter. The task is an agreed-upon level of detail by which the Commission will be held accountable for accounting, invoicing, and auditing.
3. Program. A program is a grouping of tasks which together represent one component of the Commission's total planning operations. The program level serves as a general summary level of detail for internal management purposes.

Tables 10-1 through 10-9 in this chapter indicate which of the individual projects have been placed into the various task categories and set forth appropriate subtotals with respect to the task budgets. State and Federal agency managers have agreed that the task budget subtotals attached to each of the categories would be used for budgeting, accounting, invoicing, and auditing purposes, with an appropriate system to be determined upon the relative percentage participation of each funding agency in the task category. The following guidelines are established with respect to financial and work progress reports and to changes in the scope of the work program:

1. The Commission shall provide monthly financial reports to the State and/or Federal agency program managers which set forth the following information at the project and task level of detail:
 - a. The original task budget as set forth in the Overall Work Program.
 - b. A revised task budget as may be required during the course of the calendar year.
 - c. The actual current-month expenditures.
 - d. The actual year-to-date (YTD) expenditures.
2. The Commission shall notify, in writing, the appropriate funding agencies of any additional work projects to be undertaken or previously approved work projects to be deleted. The following information shall be set forth in the Commission's written notification:
 - a. Name of project.
 - b. Project number as assigned by Commission staff.
 - c. Preliminary estimate of project cost.
 - d. Statement of impact of project on previously approved work effort, where appropriate.
 - e. Specific project cost and the impact on previously approved work effort.

In addition, the Commission shall provide a program completion report within its Annual Report.

4. SEWRPC will initiate the process of budget revision by submitting a formal request for amendment to WisDOT. Request for budget revision is necessary if the cumulative amount of funding transfers among tasks is expected to exceed 10 percent of the total budget of the continuing land use planning, transportation planning, and planning research programs, or if a new project is to be undertaken, or if a previously approved project is to be deleted or significantly changed in scope. Upon receipt of such a request, WisDOT and/or such other funding agencies as may be necessary will act upon the request within 20 working days.
5. SEWRPC and WisDOT will confer from time to time to determine if work programs and/or budget adjustments are in order in light of final funding amounts. If necessary, SEWRPC and WisDOT will meet to resolve such matters.

RATIONALE FOR DETERMINING PROPORTIONAL COST SHARES AND BENEFITS TO BE DERIVED BY EACH FUNDING AGENCY

In general, the allocation of costs for each project in each task within each functional planning program area has been assigned on a basis that takes into account Federal grant program eligibility requirements, federally specified and State-specified cost-sharing formulas, and the estimated total grant amounts to be made available to the Commission from each Federal and State funding agency.

The proposed 2013 land use and housing element of the continuing regional land use transportation study of the regional land use planning program includes a variety of tasks funded primarily by the Commission, the local communities concerned through planning agreements, and by FTA, FHWA, and WisDOT. Other land use tasks, including park and open space planning, which are part of the 2013 regional land use planning program, would be funded by SEWRPC and local governments.

With respect to the proposed 2013 regional transportation planning program, the projects are proposed to be funded by FTA, FHWA, WisDOT, and SEWRPC on a shared basis, reflecting that these highway and public transit planning efforts should be shared in accordance with the formulas specified in the Federal grant programs and the existing WisDOT-SEWRPC “3C” agreement. Other transportation tasks include, the Origin and Destination Travel Study and WisDOT traffic forecasting which are funded by the Wisconsin Department of Transportation monies.

With respect to the proposed 2013 regional water quality planning program, the projects are proposed to be funded jointly by the Regional Planning Commission, the Milwaukee Metropolitan Sewerage District and local units of government through planning agreements, and the Wisconsin Department of Natural Resources.

The proposed 2013 floodland management planning program includes a variety of tasks funded primarily by the Commission and by the local communities concerned through contract agreements. No Federal funding is involved except for the Federal 50 percent cost share by the U.S. Geological Survey for the operation of the continuing cooperative streamflow-gaging program.

Joint funding between FHWA, FTA, WisDOT, and SEWRPC is proposed for all projects in the 2013 planning research program. This reflects a finding that the data developed under this program are essential to all Commission transportation planning efforts.

The various projects contained within the proposed 2013 community assistance planning program are proposed to be funded by SEWRPC and local units of government in the Region through planning agreements.

Table 10 - 1

2013 REGIONAL LAND USE PLANNING
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)				Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
TASK 1--DATABASE DEVELOPMENT					
100-1000 Land Use Inventory.....	\$120,000	\$15,000	\$15,000	\$-	\$150,000
100-2000 Land Platting Inventory and Special Environmental Assessments.....	-	-	320,199	-	320,199
Subtotal	\$120,000	\$15,000	\$335,199	\$-	\$470,199
TASK 2--PLAN EXTENSION AND REFINEMENT					
110-1000 Plan Implementation and Community Assistance.....	\$248,329	\$18,548	\$43,534	\$-	\$310,411
110-2000 Regional Park and Open Space Plan Implementation.....	-	-	218,000	80,000	298,000
Subtotal	\$248,329	\$18,548	\$261,534	\$80,000	\$608,411
TASK 3--LONG RANGE PLANNING					
120-1000 Regional Land Use Plan.....	\$552,000	\$45,000	\$93,000	\$-	\$690,000
Subtotal	\$552,000	\$45,000	\$93,000	\$-	\$690,000
Total	\$920,329	\$78,548	\$689,733	\$80,000	\$1,768,610

Table 10 - 2

**2013 REGIONAL TRANSPORTATION PLANNING
PROGRAM WORK TASKS AND PROJECTS**

Work Tasks and Projects					Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
TASK 1--DATA BASE AND ASSISTANCE					
200-1000 Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance.....	\$320,000	\$20,000	\$60,000	\$-	\$400,000
Subtotal	\$320,000	\$20,000	\$60,000	\$-	\$400,000
TASK 2--TRANSPORTATION SYSTEMS MANAGEMENT AND PROGRAMMING					
210-1000 Short-Range Transportation Improvement Programming and Transit Planning.....	\$556,000	\$37,500	\$101,500	\$-	\$695,000
Subtotal	\$556,000	\$37,500	\$101,500	\$-	\$695,000
TASK 3--LONG-RANGE PLANNING AND PLAN IMPLEMENTATION					
220-1000 Long-Range Transportation Planning and Plan Implementation.....	\$732,000	\$37,500	\$145,500	\$-	\$915,000
Subtotal	\$732,000	\$37,500	\$145,500	\$-	\$915,000
TASK 4--TRAFFIC FORECASTING					
240-1000 Traffic Forecasting for the Wisconsin Department of Transportation.....	\$-	\$200,000	\$-	\$-	\$200,000
Subtotal	\$-	\$200,000	\$-	\$-	\$200,000
TASK 5--TRAVEL SURVEYS					
280-1000 Travel Surveys.....	\$132,543	\$27,450	\$5,686	\$-	\$165,679
Subtotal	\$132,543	\$27,450	\$5,686	\$-	\$165,679
Total	\$1,740,543	\$322,450	\$312,686	\$-	\$2,375,679

Table 10 - 3

2013 WATER QUALITY PLANNING
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)			Total
	WisDNR	SEWRPC	Service Agreements	
TASK 1--ONGOING PLAN IMPLEMENTATION AND REFINEMENT PROJECTS				
300-1000 Water Quality Management Plan Coordination and Extension of Implementation Activities.....	\$140,000	\$451,245	\$399,879	\$991,124
300-2000 Sanitary Sewer Extension Reviews and Assistance.....	15,000	15,000	-	30,000
300-3000 Sanitary Sewer Service Area Plan Refinements.....	15,000	15,000	-	30,000
Subtotal	\$170,000	\$481,245	\$399,879	\$1,051,124
TASK 2--PLAN EXTENSION AND UPDATING PROJECTS				
300-4000 Regional Water Quality Management Plan Update: Major Subregional Amendments.....	\$5,000	\$5,000	\$-	\$10,000
300-5000 Regional Water Quality Management Plan Update: Groundwater Management Studies.....	5,000	5,000	-	10,000
Subtotal	\$10,000	\$10,000	\$-	\$20,000
Total	\$180,000	\$491,245	\$399,879	\$1,071,124

Table 10 - 4

2013 FLOODLAND MANAGEMENT PLANNING
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)			Total
	USGS	SEWRPC	Service Agreements	
TASK 1--GENERAL FLOODLAND MANAGEMENT PROJECTS				
330-1000 Continuing Floodland and Stormwater Management Planning.....	\$-	\$75,000	\$-	\$75,000
330-3000 Continuing Watershed Planning-- Flood-Flow and Flood Stage Revisions.....	-	157,104	134,843	291,947
Subtotal	\$-	\$232,104	\$134,843	\$366,947
TASK 2--SPECIAL FLOODLAND MANAGEMENT STUDIES				
330-2000 Flood Hazard Area Mapping within Milwaukee County.....	\$-	\$100,000	\$314,860	\$414,860
330-2100 Flood Hazard Area Mapping for Watersheds Tributary to Milwaukee County.....	-	25,000	73,557	98,557
350-1000 Cooperative Streamflow Gaging Program.....	82,500	-	91,500	174,000
Subtotal	\$82,500	\$125,000	\$479,917	\$687,417
Total	\$82,500	\$357,104	\$614,760	\$1,054,364

Table 10 - 5

2013 COASTAL MANAGEMENT PLANNING
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)			Total
	WisDOA	SEWRPC	Service Agreements	
TASK 1--COASTAL MANAGEMENT COORDINATION PROJECT				
390-1000 Coastal Management Program Coordination.....	\$20,000	\$21,257	\$-	\$41,257
Subtotal	\$20,000	\$21,257	\$-	\$41,257
Total	\$20,000	\$21,257	\$-	\$41,257

Table 10 - 6

2013 PLANNING RESEARCH
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)				Total
	USDOT	WisDOT	WisDOT SE Region Project Funding	SEWRPC	
TASK 1--BASIC RESEARCH PROJECTS					
400-1000 Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision.....	\$200,000	\$25,000	\$-	\$25,000	\$250,000
490-1000 Transportation-Related Environmental Inventories, Assessments, and Evaluations.....	-	-	100,000	-	100,000
Subtotal	\$200,000	\$25,000	\$100,000	\$25,000	\$350,000
TASK 2--MAPPING AND RELATED PROJECTS					
420-1000 Regional Base Mapping and Survey Control.....	\$280,000	\$35,000	\$-	\$35,000	\$350,000
420-3000 Regional Orthophotography Program.....	-	-	-	25,000	25,000
Subtotal	\$280,000	\$35,000	\$-	\$60,000	\$375,000
Total	\$480,000	\$60,000	\$100,000	\$85,000	\$725,000

Table 10 - 7

2013 COMMUNITY ASSISTANCE PLANNING
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)		Total
	SEWRPC	Service Agreements	
TASK 1--ADVISORY AND EDUCATIONAL PROJECT			
500-1000 Guidance on Local Planning Matters and Educational Services.....	\$247,365	\$82,918	\$330,283
Subtotal	\$247,365	\$82,918	\$330,283
TASK 2--REVIEW PROJECTS			
510-2000 Environmental and Agricultural Impact Statement Review Services.....	\$5,000	-	\$5,000
510-4000 Subdivision Plat Review Services.....	5,000	-	5,000
Subtotal	\$10,000	\$-	\$10,000
TASK 3--COUNTY AND LOCAL COMPREHENSIVE PLANS			
520-1000 County and Local Comprehensive Plans.....	\$25,000	\$2,311	\$27,311
Subtotal	\$25,000	\$2,311	\$27,311

Table 10-7 (continued)

Work Tasks and Projects	Funding Source (in dollars)		Total
	SEWRPC	Service Agreements	
TASK 4--LOCAL PLAN IMPLEMENTATION DEVICES			
530-1000 Zoning Ordinances and Maps, Land Division Ordinances, Official Map Ordinances, and Other Local Plan Implementation Devices.....	\$10,000	\$-	\$10,000
Subtotal	\$10,000	\$-	\$10,000
TASK 5--LOCAL ECONOMIC DEVELOPMENT PROJECTS			
630-3000 Economic Development Technical and Project Assistance.....	\$120,855	\$65,000	\$185,855
Subtotal	\$120,855	\$65,000	\$185,855
TASK 6--SPECIAL COMMUNITY ASSISTANCE PROJECTS			
770-9000 County Land Information System Assistance.....	\$-	\$5,000	\$5,000
790-5000 County Surveyor Services.....	-	344,940	344,940
Subtotal	\$-	\$349,940	\$349,940
Total	\$413,220	\$500,169	\$913,389

Table 10-8

**SUMMARY OF PROPOSED FUNDING FOR ALL PROJECTS INCLUDED IN THE
SEWRPC 2013 CONTINUING REGIONAL LAND USE TRANSPORTATION STUDY**

Program Area	Project	Funding Source (in dollars)								Total
		FTA 5303	FTA 5304	FHWA PL	FHWA PL-D	FHWA STP-M	FHWA STP-M 2012	WisDOT	SEWRPC	
LAND USE	100-1000 Land Use Inventory.....	\$34,950	\$-	\$72,550	\$-	\$12,500	\$-	\$15,000	\$15,000	\$150,000
	110-1000 Regional Land Use Plan Implementation.....	26,150	-	209,679	-	12,500	-	18,548	43,534	310,411
	120-1000 Year 2035 Regional Land Use Plan.....	160,770	-	241,230	75,000	25,000	50,000	45,000	93,000	690,000
	Subtotal	\$221,870	\$-	\$523,459	\$75,000	\$50,000	\$50,000	\$78,548	\$151,534	\$1,150,411
TRANSPORTATION	200-1000 Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance.....	\$93,200	\$-	\$76,800	\$25,000	\$75,000	\$50,000	\$20,000	\$60,000	\$400,000
	210-1000 Short Range Transportation Improvement Programming and Transit Planning.....	26,255	80,000	274,745	-	175,000	-	37,500	101,500	695,000
	220-1000 Long Range Transportation Planning and Plan Implementation.....	118,875	-	388,125	100,000	125,000	-	37,500	145,500	915,000
	Subtotal	\$238,330	\$80,000	\$739,670	\$125,000	\$375,000	\$50,000	\$95,000	\$307,000	\$2,010,000
PLANNING RESEARCH	400-1000 Demographic and Economic Data Research Data Research, Base File Creation and Maintenance, and Data Provision.....	\$58,250	\$-	\$116,750	\$0	\$25,000	\$-	\$25,000	\$25,000	\$250,000
	420-1000 Regional Base Mapping and Surveying.....	81,550	-	148,450	0	50,000	-	35,000	35,000	350,000
	Subtotal	\$139,800	\$-	\$265,200	\$0	\$75,000	\$-	\$60,000	\$60,000	\$600,000
TOTAL PROGRAM AREA	Total	\$600,000	\$80,000	\$1,528,329	\$200,000	\$500,000	\$100,000	\$233,548 ^a	\$518,534	\$3,760,411

^a Of this total, \$158,548 is Wisconsin Department of Transportation match on PL funding; \$75,000 is Wisconsin Department of Transportation match on FTA 5303 funding

Table 10 - 9

SUMMARY OF FUNDING SOURCES FOR ALL WORK PROGRAMS, TASKS,
AND PROJECTS INCLUDED IN THE SEWRPC 2013 OVERALL WORK PROGRAM
(in dollars)

Planning Program	Federal			State			SEWRPC	Service Agreements	Total
	USDOT	FHWA STP-M	USGS	WisDOT	WisDNR	WisDOA			
SEWRPC									
Land Use Planning	\$820,329 ^a	\$100,000 ^c	\$-	\$78,548	\$-	\$-	\$689,733 ^a	\$80,000	\$1,768,610
Transportation Planning									
Normal "3C" Projects	1,183,000 ^b	425,000 ^d	-	95,000	-	-	307,000 ^b	200,000	2,210,000
Travel Survey	132,543	-	-	27,450	-	-	5,686	-	165,679
Water Quality Planning	-	-	-	-	180,000	-	491,245	399,879	1,071,124
Floodland Management									
Planning	-	-	82,500	-	-	-	357,104	614,760	1,054,364
Coastal Management									
Planning	-	-	-	-	-	20,000	21,257	-	41,257
Planning Research	405,000	75,000	-	60,000	-	-	85,000	100,000	725,000
Community Assistance	-	-	-	-	-	-	413,220	500,169	913,389
Subtotal	\$2,540,872	\$600,000	\$82,500	\$260,998	\$180,000	\$20,000	\$2,370,245	\$1,894,808	\$7,949,423
Total	\$2,540,872 ^e	\$600,000	\$82,500	\$260,998 ^f	\$180,000	\$20,000	\$2,370,245	\$1,894,808	\$7,949,423

a Of this total, \$75,000 is PL-Discretionary funding; \$18,750 of the SEWRPC tax levy represents a 20 percent match on the PL-Discretionary funding

b Of this total, \$125,000 is PL-Discretionary funding; \$31,250 of the SEWRPC tax levy represents a 20 percent match on the PL-Discretionary funding;

\$80,000 in FTA 5304 grant monies; \$20,000 of the SEWRPC tax levy represents a 20 percent match on the FTA 5304 funding

c Of this total, \$50,000 is 2012 STP-M carryover funding; \$12,500 of the SEWRPC tax levy represents a 20 percent match on the 2012 STP-M carryover funding

d Of this total, \$50,000 is 2012 STP-M carryover funding; \$12,500 of the SEWRPC tax levy represents a 20 percent match on the 2012 STP-M carryover funding

e This total includes; \$1,528,329 PL funding, \$132,543 Travel Survey funding, \$600,000 FTA 5303 funding, \$200,000 PL-Discretionary funding, and \$80,000 FTA 5304 funding

f This total includes; \$158,548 WDOT match on PL funding, \$75,000 WDOT match on FTA 5303 funding, and \$27,450 WDOT match for the travel survey

Table 10-10

Direct Hours Charged to Federal Projects by Job Title for Calendar Year 2013

Position Title	Project Title														
	Land Use Inventory 100-1000	Regional Land Use Plan Implementation 110-1000	Year 2035 Regional Land Use Plan 120-1000	Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance 200-1000	Short Range Transportation Improvement Programming and Transit Planning 210-1000	Long Range Transportation Planning and Plan Implementation 220-1000	Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision 400-1000	Transportation- Related Environmental Inventory, Assessments, and Evaluations 410-1000	Regional Base Mapping and Surveying 420-1000	Traffic Forecasting for the Wisconsin Department of Transportation 240-1000	Travel Surveys 280-1000	Land Platting Inventory and Special Environmental Assessments 100-2000	Water Quality Management Planning Activities 300-1000	Floodland, Stormwater, and Coastal Management Planning 330-1000	Community Assistance, County Surveyor Services and Economic Development Planning 500-1000
Manager	480	1215	1445	1590	530	425	1095	560	850	840	125	820	1915	1110	1320
Principal Planner/ Engineer/Specialist	255	2765	2160	1480	3520	585	2000	170					4480	3630	1125
Senior Planner/ Engineer/Specialist				3330	3915	1595	175		510	520	1040	1850	2085	1960	1665
Engineer/Planner/Specialist/ Research Analyst	3100	1850	1040	1615	8890	1410	25	1735		2110	535	3155	5460	2575	1310
Technician	2830	725	530	810	180	570	2990		4315		2080		4360	320	5115
Secretary				135	50	50						70	1200	235	30

APPENDICES

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Appendix A

**COOPERATIVE AGREEMENT FOR CONTINUING TRANSPORTATION PLANNING
FOR THE SOUTHEASTERN WISCONSIN REGION**

between

STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION

and

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

and

MILWAUKEE COUNTY (FOR MILWAUKEE COUNTY TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF KENOSHA (FOR THE KENOSHA TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF RACINE (FOR THE RACINE TRANSIT SYSTEM)

(Transit Operator)

and

OZAUKEE COUNTY (FOR THE OZAUKEE COUNTY TRANSIT SYSTEM)

(Transit Operator)

and

WASHINGTON COUNTY (FOR THE WASHINGTON COUNTY TRANSIT SYSTEM)

(Transit Operator)

and

WAUKESHA COUNTY (FOR THE WAUKESHA COUNTY TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF WAUKESHA (FOR THE WAUKESHA TRANSIT COMMISSION)

(Transit Operator)

This Cooperative Agreement is made and entered into this 2nd day of May, 2008 Wisconsin Department of Transportation (hereinafter referred to as "WisDOT"), the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the "Commission"), and the operators of publicly owned transit services within southeastern Wisconsin, including Milwaukee County, Ozaukee County, Washington County, Waukesha County, the City of Kenosha, the City of Racine, and the City of Waukesha (hereinafter referred to as "Transit Operators").

WHEREAS, the Commission has been established under Section 66.0309 of the Wisconsin Statutes with authority to carry on comprehensive, areawide development planning to promote the physical, social, and economic well-being of the seven-county Southeastern Wisconsin Region; and

WHEREAS, the Commission is charged in its enabling legislation with the function and duty of making and adopting a comprehensive plan for the development of the Region, and of certifying that plan to its constituent local units of government and concerned State and Federal agencies; and

WHEREAS, the Wisconsin Department of Transportation is authorized under Section 85.02 of the Wisconsin Statutes to direct, undertake, and expend Federal monies for planning for the use of all transportation modes; and

WHEREAS, the Governor of the State of Wisconsin on December 27, 1973, after consultation with local elected officials in the Kenosha, Milwaukee, and Racine urbanized areas, has designated the Commission as the metropolitan planning organization (MPO) to carry out urban land use and transportation planning activities for the Kenosha, Milwaukee, and Racine urbanized areas and such additional areas as may be required under Title 23, U.S. Code, Section 134 and Section 8 of the Federal Transit Act, as amended; and

WHEREAS, in accordance with Federal metropolitan planning requirements, the Commission became the MPO for the Wisconsin portion of the Round Lake Beach-McHenry-Grayslake, IL-WI urbanized area upon designation by the Bureau of the Census and as provided in the Cooperative Agreement (with Illinois entities) for Coordination of Land Use and Transportation Planning in the Round Lake Beach-McHenry-Grayslake, IL-WI Urbanized Area, that area already being part of the SEWRPC metropolitan planning area; and

WHEREAS, various Federal grants and aids and State funding are available to the Department and the Commission for carrying out metropolitan land use and transportation planning activities; and

WHEREAS, urban transportation planning activities come under the jurisdiction of the U.S. Department of Transportation (hereinafter referred to as "USDOT") and are subject to the metropolitan planning requirements of 23 U.S.C. 134 and Section 5303 of the Federal Transit Act, as amended; and

WHEREAS, metropolitan area boundaries for purposes of the Federal planning provisions are determined by agreement between the Commission and the Governor; and

WHEREAS, the Southeastern Wisconsin Regional Planning Area has been designated as a non-attainment area with respect to Federal air quality standards for ozone; and

WHEREAS, the Wisconsin Department of Natural Resources (WDNR) has the responsibility for the preparation and submission of the State Implementation Plan (SIP) mandated by the Clean Air Act Amendment of 1990; and

WHEREAS, the Transit Operators provide public transit service within the Milwaukee, Kenosha, and Racine urbanized areas; and

WHEREAS, the Transit Operators are the designated recipients in their urbanized areas -- the only exception being the City of Waukesha -- for Federal transit operating aids under Section 5307 of the Federal Transit Act, as amended; and

WHEREAS, the Federal metropolitan planning requirements mandate that the responsibilities for cooperatively carrying out transportation planning and programming be identified in an agreement among the State, the MPO, and the publicly-owned operators of mass transportation services provided within the metropolitan planning area; and

NOW THEREFORE, in consideration of these premises, and of their mutual and dependent needs, the parties hereto contract and agree as follows:

Article I: Statement of Purpose

WisDOT and the Commission, in cooperation with the Transit Operators and with the county and local units of government concerned, shall cooperatively undertake a continuing, comprehensive, and cooperative transportation planning and programming process for the metropolitan planning area in accordance with the requirements of Section 66.0309 of the Wisconsin Statutes and, the provisions of 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450, as amended, and in accordance with the provisions of this Agreement.

Article II: Geographic Area for Planning

The cooperative urban transportation planning process to be conducted under this Agreement shall encompass the area as determined by agreement between the Governor and the Commission and include the entire seven-county Southeastern Wisconsin Region, consisting of the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha. With respect to that portion of the planning process governed by the provisions of 23 CFR 450, the geographic area shall consist of the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha. (This planning process also addresses, and has historically addressed, a 0.5 square mile portion of the Town of Ixonia, Jefferson County, centered on STH 16 immediately west of the City of Oconomowoc, Waukesha County, which was defined by the U.S. Bureau of Census as part of the year 2000 Milwaukee urbanized area. Regional land use and water quality management planning have addressed, and will continue to address this area, as it is part of the Oconomowoc planned sanitary sewer service area. Regional transportation planning has also addressed, and will continue to address, this area, including public transit, bicycle and pedestrian facility, and arterial street and highway planning.)

Article III: Overall Responsibilities

A. The **Commission** shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities pursuant to 23 CFR 450:

1. Formulating, adopting and periodically reviewing, updating and amending a long-range land use plan and multi-modal transportation plan for the Planning Area, which shall conform to all applicable Federal requirements;
2. Formulating and approving the short-range Transportation Improvement Program (TIP) for the Planning Area which shall cover a period of not less than 4 years and must have 4 years of projects and may include projects outside the Planning Area for information only;
3. Preparation in close cooperation with each Transit Operator of a mid-range (3-5 year) Transit Development Plan (TDP) for each Transit Operator on approximately a 5 year cycle, and also conduct of other transit studies as requested;
4. Providing a forum for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of county and local governmental units, transit operators, and the general public in the review and evaluation of all transportation plans and programs;
5. Considering and implementing WisDOT planning guidance to the fullest extent consistent with local and regional goals;

6. Making data, assumptions, criteria, methodology and analyses available to WisDOT and other participants in a timely manner;
7. Providing WisDOT with copies of all transportation plans and programs and all resolutions concerning their adoption, endorsement or amendment;
8. Providing WisDOT with an annual self-certification that the Commission's transportation planning process conforms to all applicable Federal requirements pursuant to 23 CFR 450 with the TMA certification cycle being conducted every 4 years;
9. Complying with ADA plan certification procedures as required in 49 CFR 37.139;
10. Assessing the conformity of the metropolitan area transportation plan and TIP with the SIP for air quality management;
11. Conducting such additional air quality related transportation planning and analyses as shall be determined by a separate Agreement or Memorandum of Understanding between the Commission, WDNR, and WisDOT;
12. Formulating and annually approving the urban transportation planning work program, which shall identify all transportation-related planning activities to be funded with State and Federal financial aids in accordance with the provisions of this Agreement, and
13. The Commission's regional transportation planning shall take the lead in addressing intra-regional passenger and freight travel (travel with both ends of the trip within southeastern Wisconsin) and the travel modes which predominately carry such travel, including streets and highways, urban and regional public transit, and pedestrian and bicycle facilities. The WisDOT's statewide transportation planning shall take the lead in addressing travel which occurs through southeastern Wisconsin, or between southeastern Wisconsin and other regions of the State, including the travel modes of freight rail and intercity passenger rail. The WisDOT's planning must also address State highways as these highways carry through and inter-regional passenger and freight travel within southeastern Wisconsin, but such planning should be closely coordinated with the Commission's planning as the predominant travel on these facilities is intra-regional travel.

B. WisDOT shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Informing the Commission relative to the availability, or anticipated availability, of State and Federal financial aids and technical assistance for urban transportation planning activities and providing financial support in the form of Federal and State funds to the Commission in accordance with the approved annual work program;
2. Providing information relative to the availability, or anticipated availability, of State and Federal financial aids for urban transportation improvements and services that fall under local programming jurisdiction;
3. Providing information relative to the proposed programming of State and Federal financial aids for urban transportation improvements and services, which fall under State jurisdiction;

4. Informing the Commission relative to Federal or State statutes, policies, regulations and guidelines, which bear upon urban transportation planning and programming activities and contractual arrangements;
5. Developing and issuing statewide strategies and guidance for the preparation and scoping of the area transportation system plan, improvement program and work program to address Federal and State planning requirements and goals;
6. Coordinating the development of the schedule and procedures for annual submittal and interagency review and approval of the urban transportation planning work program;
7. Providing technical support and data and information collected or maintained by WisDOT that is pertinent to the transportation planning work to be performed by the Commission under this Agreement;
8. Endorsing the Commission transportation plan, in a timely manner, for use as a guide in statewide planning and programming activities;
9. Approving the Commission TIP on behalf of the Governor;
10. Developing the statewide transportation plan and the Statewide Transportation Improvement Program (STIP), pursuant to the provisions of 23 U.S.C. 135;
11. Coordinating and reconciling Commission transportation plans and programs with statewide plans and programs as necessary to ensure connectivity within transportation systems, in consultation with the Commission; and
12. Monitoring the Commission's transportation planning process to ensure compatibility with State and USDOT programs and objectives and to certify compliance with applicable Federal requirements.

C. The **Transit Operator** shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Participating with the Commission in preparing and updating a mid-range (3-5 year) TDP, which plan shall include, but not be limited to transit system policies and service demands, transit service modifications and extensions, transit fares, and transit system capital facilities needs;
2. Providing information relative to the proposed programming of Federal, State and local funds for urban transit system improvements and services that fall under the Transit Operator jurisdiction;
3. Preparing and submitting applications for State and Federal mass transportation capital and operating assistance grants and administering approved grants;
4. Conducting preliminary engineering and final design studies relating to mass transportation capital facilities, including but not limited to transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock;
5. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures in accord with the proposals contained in the TDP;

6. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
7. Endorsing the Commission transportation plan in a timely manner, for use as a guide in local transit planning and programming activities;
8. Conducting transit marketing planning, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
9. Conducting transit management planning, including but not limited to activities related to personnel procedures and training programs, maintenance policies, fare collection and handling procedures, and accounting practices;
10. Collecting data to meet the requirements of 49 U.S.C. 5335; and
11. Collecting data to meet the requirements of Wisconsin Administrative Code Trans 3, 4, and 8;

Article IV: Scope of Work

A. The cooperative urban transportation planning process shall be carried out in accordance with a unified planning work program (hereinafter referred to as the "Planning Work Program") approved by the Commission, WisDOT and USDOT, in consultation with appropriate transportation providers, and made a part of this Agreement which shall constitute the scope of work to be performed under this Agreement. The draft Planning Work Program will be provided to the Transit Operators for their review, and their comments will be considered and incorporated in the preparation of the final Planning Work Program.

It is the intent of this Agreement that the metropolitan transportation planning process appropriately address the eight (8) planning factors and six (6) plan elements as identified in 23 U.S.C. 134.

The Planning Work Program shall set forth a description of the specific urban transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies. Responsibility for the following planning activities shall be identified in the Planning Work Program, where applicable:

1. Preparing technical and other reports to assure documentation of the development, refinement and reappraisal of the transportation plan; and
2. Conducting detailed corridor or subarea studies to evaluate major transportation investment alternatives and their social, economic and environmental impacts pursuant to 23 CFR 450;

B. Upon adoption of the Planning Work Program by the Commission and approval by WisDOT and by USDOT funding agencies, WisDOT shall, in writing, authorize the Commission to proceed with the Planning Work Program in accordance with the terms and conditions of such approval.

The Planning Work Program may be amended during the course of the year upon written request of the Commission and subject to (1) the written concurrence of WisDOT and USDOT and (2) the availability of funding, if applicable.

Article V: Organization and Administration

A. The governing body of the Commission shall appoint and maintain advisory committees as deemed appropriate to effectively carry out the regional comprehensive urban transportation planning process under this Agreement. WisDOT and the Transit Operators shall be represented on such advisory committees. The Commission shall request that the chief elected official for each Transit Operator appoint an advisory committee to guide the preparation of the Transit Development Plan for the Transit Operator.

B. The Commission may enter into such institutional arrangements, service contracts or agency Agreements as it deems necessary to carry out the scope of work under this Agreement with the understanding that the Commission shall remain accountable for completion of planning products in accordance with the Planning Work Program. All such contracts, subcontracts, Agreements or other written understandings for services shall conform to the appropriate provisions of 49 CFR 18 (common rule) as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

C. When consultants are to be employed in accomplishing work under this Agreement, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and upon request, to review and approve contracts and subcontracts.

Article VI: Inspection of Work

WisDOT and USDOT shall, at all times during the effective period of this Agreement, be accorded proper facilities for inspection of the urban transportation planning work activities and shall, in accordance with Article XII have access to all data, information, records and documents pertaining to the work under this Agreement.

Article VII: Work Product

A. WisDOT, the Commission and the Transit Operators shall give each other and applicable USDOT agencies the opportunity to review and comment on their respective reports produced under this Agreement prior to publication of the final report. This review will be accomplished through active participation or advisory committees.

B. All reports and documents published by all parties under this Agreement shall give credit to all other parties and to participating USDOT agencies.

C. WisDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this Agreement for government purposes.

Article VIII: Prohibited Interest

A. No member, officer or employee of the Commission or any State or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in this Agreement or proceeds thereof or any benefit arising therefrom.

B. No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in this Agreement or proceeds thereof or any benefit arising therefrom.

Article IX: Funding and Payment

A. Funding levels and financial responsibilities for the continuing urban transportation planning process shall be negotiated annually in conjunction with the preparation, review and approval of the Planning Work Program, and shall consider such factors as the availability of Federal planning monies and State and local matching funds, statewide allocation formulas developed in cooperation with Commissions, and the relative benefits to participating agencies.

B. Upon adoption of the Planning Work Program by the Commission and approval by WisDOT and by USDOT funding agencies, the Planning Work Program shall be deemed to constitute a part of this Agreement with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the Planning Work Program will be set forth in WisDOT's annual authorization letter.

C. All costs incurred during the progress of the urban transportation planning work activities under this Agreement shall be shared by the Commission and the other participating agencies on the basis of the cost allocation schedule set forth in the approved Planning Work Program.

WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be made available to the Commission following the receipt of a properly executed invoice and a detailed status of expenditures report in a format compatible with the approved Planning Work Program.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by the Commission semi-annually to WisDOT, USDOT, and the Transit Operators. These reports shall be due 60 days after the end of the second quarter of the calendar year, and 60 days after the final quarter of the calendar year.

WisDOT may withhold or delay approval of invoices if the Commission fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement, on all invoices meeting requirements, to the Commission within 30 days so as to comply with Federal planning requirements for the timely payment of all submitted and approved progress reports, finished products, and invoices.

Article X: Cost Principles

A. Allowable Costs. Actual costs incurred by the Commission under this Agreement shall be eligible for reimbursement provided the costs are:

1. Verifiable from the Commission's records;
2. Not included as match funds as prescribed by Federal law or regulation for any other Federally assisted program;
3. Necessary and reasonable for proper and efficient accomplishment of the approved Planning Work Program;

4. In conformance with the standards for allowability of costs set forth in Office of Management and Budget (OMB) Circular A-87, revised, and with applicable guidelines, regulations or Federal Agreement provisions issued by FHWA or FTA.
5. Not paid by the Federal government under another assistance agreement unless authorized to be used as match funds under the other Federal agreement and the laws and regulations governing such agreement; and
6. Provided for in the approved Planning Work Program budget;

No contributions where costs are not incurred, such as volunteer services or donated property, may be accepted as the non-Federal share.

B. Indirect Costs. Expenditures charged on an indirect basis shall be supported by an indirect cost allocation plan and/or indirect cost proposal. Such plans and/or proposals will be negotiated and approved by the cognizant Federal agency prior to recovering any indirect costs included under this Agreement.

Article XI: Property Utilization and Management

The Commission shall comply with the property management standards as set forth in 49 CFR 18.31, 18.32 and 18.33, as amended, and, if applicable, OMB Circular A-102, Attachment M, as amended.

Article XII: Records and Audits

A. The Commission shall, for the program of continuing, comprehensive transportation planning and programming activities maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the Federal, State and local units of government, or any other quasi-public or private source under this Agreement.

B. All eligible costs, including paid services and expenses contributed by the Commission, shall be charged to the approved Planning Work Program by the Commission and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the Commission under this Agreement shall be maintained by the Commission and shall be clearly identified and readily accessible. WisDOT and USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this Agreement at any reasonable time. The Commission shall retain all records and documents applicable to this Agreement for a period of not less than three (3) years after final payment is made to WisDOT by the Federal funding agencies.

C. The Commission shall have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under Federal laws and regulations. (See OMB Circular A-133, Subpart B.). This audit shall be performed in accordance with OMB Circular A-133, and State single, organization-wide audit guidelines issued by the Wisconsin Department of Administration (DOA). A copy of the audit shall be furnished to WisDOT.

Article XIII: Certification Regarding Lobbying

A. The Commission certifies, by signing this Agreement, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. The Commission also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

Article XIV: Effective Date and Duration of Agreement

A. This Agreement shall become effective upon execution by WisDOT, the Commission, and the Transit Operator and shall remain in force until terminated under provisions of Article XV, or until superseded by a new agreement.

B. This Agreement may be amended from time-to-time as facts or circumstances warrant or as may be required by OMB and/or State laws, administrative regulations, departmental orders, or guidelines having the full force and effect of law.


C. This Agreement supersedes any previous cooperative agreements for urban transportation planning between the Commission and WisDOT, and between the Commission and the Transit Operators.

Article XV: Termination of Agreement

WisDOT, the Commission or a Transit Operator may terminate this Agreement by giving sixty (60) days written notice of such termination to the other parties. In the event of termination, the Commission will be entitled to receive just and equitable compensation for any satisfactory work completed under this Agreement to the effective date of such termination.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

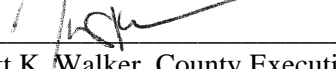
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

By  Date 9/11/07
Thomas H. Buestrin, Chairman

STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION

By  Date 5/2/08
Frank J. Busalacchi, Secretary


MILWAUKEE COUNTY (FOR MILWAUKEE COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date 9-26-2007
Scott K. Walker, County Executive
County of Milwaukee

CITY OF KENOSHA (FOR THE KENOSHA TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date 9-17-07
John M. Antaramian, Mayor
City of Kenosha


CITY OF RACINE (FOR THE RACINE TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date October 12, 2007
Gary E. Becker, Mayor, City of Racine

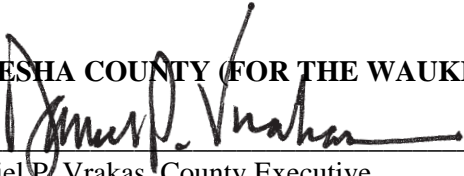
OZAUKEE COUNTY (FOR THE OZAUKEE COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date 11/12/07
Robert A. Brooks, County Board Chairman
County of Ozaukee

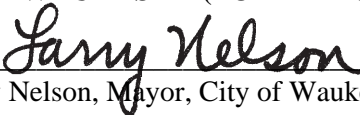
WASHINGTON COUNTY (FOR THE WASHINGTON COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date 9-19-07
Thomas J. Sackett, County Board Chairman
County of Washington

WAUKESHA COUNTY (FOR THE WAUKESHA COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR

By  Date 4-22-08
Daniel P. Vrakas, County Executive
County of Waukesha

CITY OF WAUKESHA (FOR THE WAUKESHA TRANSIT COMMISSION) TRANSIT OPERATOR

By  Date 9-25-07
Larry Nelson, Mayor, City of Waukesha

PUBLIC PARTICIPATION PLAN FOR REGIONAL PLANNING FOR SOUTHEASTERN WISCONSIN



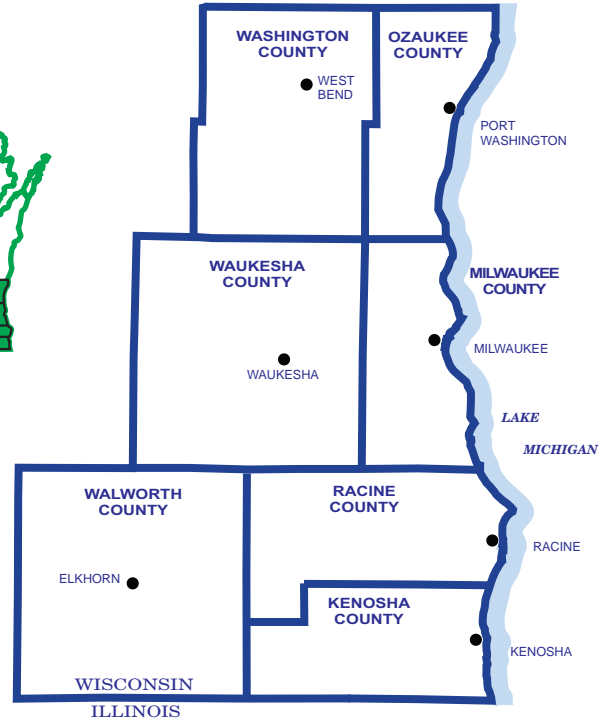
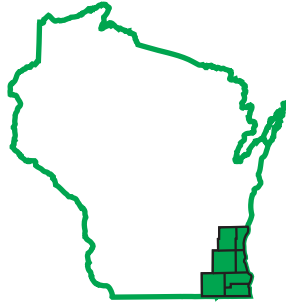
Southeastern Wisconsin Regional Planning Commission



PLANNING FOR OUR REGION

In Southeastern Wisconsin, regional planning for land use, transportation, and other elements of public works and facilities (for example, parks, sanitary sewerage, water supply, and stormwater management) is done by the **Southeastern Wisconsin Regional Planning Commission**, serving seven counties:

- Kenosha County
- Milwaukee County
- Ozaukee County
- Racine County
- Walworth County
- Washington County
- Waukesha County
- 146 cities, villages, and towns
- More than 2 million people
- About 1.2 million jobs
- Over \$190 billion in equalized valuation
- More than one third of Wisconsin's population, jobs, and wealth



We invite you to participate in planning for the future of our Region, and this document discusses many opportunities.



The Regional Planning Commission (SEWRPC) works to provide basic information and planning services **to solve problems and explore opportunities which go beyond single units of government.** In our Region, there are 146 cities, villages, and towns, in addition to the seven counties, containing many public and private interests.

Planning for needs like efficient highways and public transit systems, beneficial parks and open spaces, major land use changes and employment centers, and a quality environment including clean water cannot be done well without working together. These and other needs require a multi-county planning effort and **benefit from the participation of many people.**

IMPORTANCE OF PUBLIC PARTICIPATION

Public participation has become an important part of government decisions affecting many aspects of our lives. The Regional Planning Commission believes that having people participate in its work can help to accomplish positive things:

- **Let the public know what's going on** and give people a voice
- **Present opportunities** to both provide and get back useful information
- **Explain issues** and choices that are sometimes complex using non-technical language
- **Encourage residents to suggest ideas and make comments** which can improve planning
- **Guide planning** through advisory committees containing key representatives and topic experts
- **Create plans that are more likely to be carried out** due to understanding and support
- **Expand knowledge** so that participants are better equipped to act or to join in public debate
- **Do the right thing**, as well as meet important law requirements, by reaching out to all
- **Build important partnerships** and maintain key connections for success





The rest of this document explains in detail how the Regional Planning Commission plans to provide opportunities for public participation, how it will use the ideas and comments received, and how it is prepared to evaluate success and make improvements. **Suggestions are welcome** on how the Commission can meet participation needs and best receive public comments (please see back cover). **The SEWRPC website at www.sewrpc.org is a ready source** of full information—from newsletters and meeting details to draft recommendations and complete plans—offering an **open opportunity to comment on regional planning 24 hours a day, 7 days a week.**

PUBLIC PARTICIPATION GOAL

The Commission's goal for public participation has three major parts:

- **Ensure early and continuous public notification** about regional planning;
- **Provide meaningful information** concerning regional planning; and
- **Obtain participation and input** to regional planning.

HOW PEOPLE MAY RELATE DURING PUBLIC PARTICIPATION

In pursuing its three-fold public participation goal, the Commission recognizes and appreciates that diverse audiences or clientele groups will approach regional planning topics from different perspectives. Some people may initially be unaware, or struggle to see the relevance. Others may wish to become active participants or even outreach partners.

The Commission will use a range of informational materials, activities, and events which meet a variety of needs. In this process, it will be respected that some people may want to participate only at a distance, if at all, while others may seek a great deal of information and involvement. In all cases, providing meaningful opportunities for participation will be considered a key for success by the Commission. The following describe different and generally growing levels of planning involvement upon which people often focus. However, the Commission wishes to be flexible and encourages involvement in whatever way is desired and convenient.



- **Recipient** – a person or group perhaps merely wanting to become or remain informed, that may receive materials via U.S. Mail or other means
- **Attendee** – someone taking the step of travelling to a meeting or other event, or consulting the SEWRPC website for updates, where discussion may begin
- **Participant** – an attendee who becomes engaged, at which point discussion increases as well as the opportunities for commenting
- **Stakeholder** – a person or represented interest that initially had a tie to the planning effort, or that developed a stronger interest via public participation, so that they actively pursue the process
- **Partner** – usually a specific interest or grouping of interests that will work cooperatively with the Commission staff on completing key activities such as outreach events
- **Implementer or Plan Advocate** – participants extending beyond direct roles of the Commission, but directly using plan information, as implementation reflects a final step in the planning cycle and advocacy of plan recommendations by key groups is strongly related

RECOMMENDED PUBLIC PARTICIPATION PLAN

The Commission will work to achieve its public participation goal cooperatively with other public agencies and units of government by coordinating efforts when possible. It will coordinate particularly with the Region's counties, cities, villages, and towns, and the Wisconsin Departments of Transportation and Natural Resources.

The components of public participation will include:

- *Open Meetings*
- *Advisory Committee Meetings*
- *Document Availability*
- *Notification by Mail*
- *Website Updates*
- *Meeting Presentations or Briefings*
- *Public Meetings*
 - *Targeted Format and Frequency*
 - *Broad Notification*
 - *Convenient Scheduling*
- *Public Comment Periods*
- *Ensuring Environmental Justice in Planning*
- *Environmental Justice Task Force*
- *Public Outreach*
- *Incorporation of Public Input*
- *Evaluation of Public Participation*

PLANNING FOR HOUSING IN SOUTHEASTERN WISCONSIN

A plan for housing in southeastern Wisconsin is now being prepared. Work began in 2009 and will be finished in 2012. The plan should benefit people, communities, neighborhoods, businesses, and the economy.





Engaging Minority and Low-Income Populations: An Example

The Commission will seek to involve all interested and concerned segments of the public in its planning. Some practical applications, shown immediately below, identify how certain public participation steps unfold in major planning efforts to engage minority and low-income populations:

- **Personal letters are sent to lead contacts** of groups and organizations at each major stage of planning corresponding to study newsletters and/or public meetings, highlighting key points of potential interest.
- **Telephone campaigns, emails, or regular contacts** occur to arrange meetings, encourage participation, answer questions, and take any comments.
- **Opportunities are explored for more intensive engagement**, including co-sponsored events, special meetings involving full memberships, and employing small group assessment techniques.
- **Primary organizational contacts** are identified and cultivated, to provide a basis of regular or ongoing involvements with a subset of very active and broad-based representative groups.
- **Partnerships and/or other deeper relationships** will be sought with key target groups tied to their interests, clientele, and/or the subject matter of particular planning efforts.

Evaluating Public Participation

The effectiveness of the Commission's public participation will regularly be monitored and evaluated, and modified as needed to ensure that needs are successfully met. The Commission will continue to seek improvements to its public participation process when possible.

Following the conclusion of each major planning effort, Commission staff will complete an evaluation of the public participation process for that particular effort. The evaluation will indicate the public involvement techniques used with brief evaluations of those techniques, and conclusions regarding the overall public participation effort.

Individual public participation activities, including events, will also be reviewed. Criteria will include participation level, feedback provided by attendees and/or reviewers, and periodic sampling using surveys or other techniques. Any improvements could then immediately be implemented for the future.

Beginning on the next page is a summary listing of the materials, activities, and events which the Commission will use under each of its public participation plan components (see also back cover to obtain more details).

PLAN SUMMARY

The Regional Planning Commission will seek to provide timely notices of important steps in planning, free and open access, and multiple means of participation within the Region in a number of ways, as described below:

Open Meetings

- Meetings of the Commission and its advisory committees are **open to the public**.
- **Agendas are posted** on the SEWRPC website and at the Commission offices at least five days in advance.
- **Locations accessible by public transit** are considered desirable and will be used for committee and public meetings if practical, especially for transportation planning, depending upon the subject matter and expected audience.
- **Persons with special needs are welcome** to participate, and reasonable accommodations will be made upon request. All locations will comply with the Americans with Disabilities Act of 1990.

Advisory Committee Meetings

- Advisory committee meetings take place **throughout each planning process**.
- **Concerned government officials** who can represent residents or are specialists in the planning topic serve on the committees, as well as other knowledgeable people.
- **The Commission seeks committee diversity**, especially members of minority population groups.
- **Plan chapters are carefully reviewed** by committees for approval, along with planning data.
- **Agendas may provide an opportunity for public comments**, and the committees review all comments.

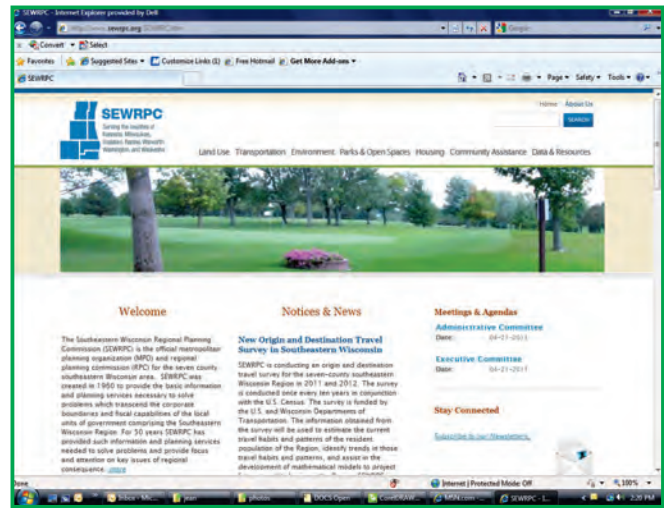
Document Availability and Notification by Mail

- **All draft preliminary plans are available for public review** at the Commission offices and on the SEWRPC website.
- **Documents including published plans are sent to all public libraries** in the Region. These are also available for public review at the Commission offices and on the website. A charge to cover production and mailing costs may be applied to purchases.
- **The Commission maintains a mailing list** of governments, individuals, agencies, groups and organizations that have expressed interest in receiving information including free newsletters.
- **Newsletters** are prepared and sent during each major study to **some 2,000 recipients, including local elected and appointed officials, and anyone who requests receiving the newsletters**.
 - Provide study updates, announce public meetings, and describe planning content
 - Serve as condensed but relatively thorough summaries of plans or plan progress
- **Summary fact sheets or brochures** are used to further shorten newsletter content.
 - Used as public meeting handouts and provided to groups as appropriate
 - Typically translated into Spanish
 - Mailed with personal letters to minority and low-income group contacts
 - Sometimes substituted for newsletters in smaller, shorter term, or local planning studies



Website Updates – www.sewrpc.org

- **The SEWRPC website** contains both background and comprehensive current information about the Regional Planning Commission.
- **Detailed information** about transportation planning and other planning activities is featured.
- **Committee meeting materials** including agendas, minutes, and chapters reviewed are regularly updated.
- **Current studies as well as historic plan materials** can be consulted.
- **Postings also include** newsletters, fact sheets, brochures, meeting announcements and ads, public meeting presentations and handouts, and draft sections of reports.
- **Contact information is available, and online comments** are possible at any time.



Meeting Presentations or Briefings

- **Presentations or briefings are given throughout planning efforts** at any point in time.
- **These are specifically offered** to governmental units, as well as to central city, minority, and low-income groups and organizations accepting invitations.
- **Any group may request a presentation or briefing**, which is welcome and encouraged.
- **Comments are directed into the planning process**, and given equal weight to public meeting comments.

Public Meetings – Targeted Format and Frequency

Public meetings and informational materials used with them will provide opportunities to obtain public input, as well as to inform the public about transportation and other planning efforts.

- **A variety of techniques** provide information, including summary handouts, visual displays, and availability of Commission staff to answer questions and make presentations.
- **All meetings include the opportunity to provide comments** in writing or orally in-person with Commission staff.
- **An opportunity for oral testimony** in town hall format and/or one-on-one with a court reporter occurs for meetings at which alternative plans or a preliminary recommended plan are presented.
- **Annually at least one public meeting will be held**, whether for a major or routine transportation plan update, where the regional transportation plan will be available for review and comment.
- **During major regional plan updates, at least two series of public meetings** will be held, one early in the process to address the study scope and/or inventory findings, and the other later for comment on alternatives and/or a preliminary recommended plan.
- **For other efforts** including a routine regional transportation plan review taking place every three or four years, for studies affecting only part of the Region, and during the preparation of the transportation improvement program, a single public meeting may be held.

Public Meetings – Broad Notification

- **Paid advertisements** will be placed by the Commission in newspapers appropriate for the study area and meeting locations, published at least 10 days prior to the first meeting announced.
- **Newspapers serving minorities and low-income populations** will also be used for paid ads, with translations into non-English languages as appropriate, notably Spanish.

- **Press releases** announcing public meetings may be distributed for an area appropriate for each planning effort, and a **media list** will be maintained for this purpose.
- **Development and distribution of summary materials** may also be used for notification of public meetings – brochures, fact sheets, and/or newsletters.
- **Website updates** will be used to make meeting notifications and associated materials quickly and readily available.

Public Meetings – Convenient Scheduling

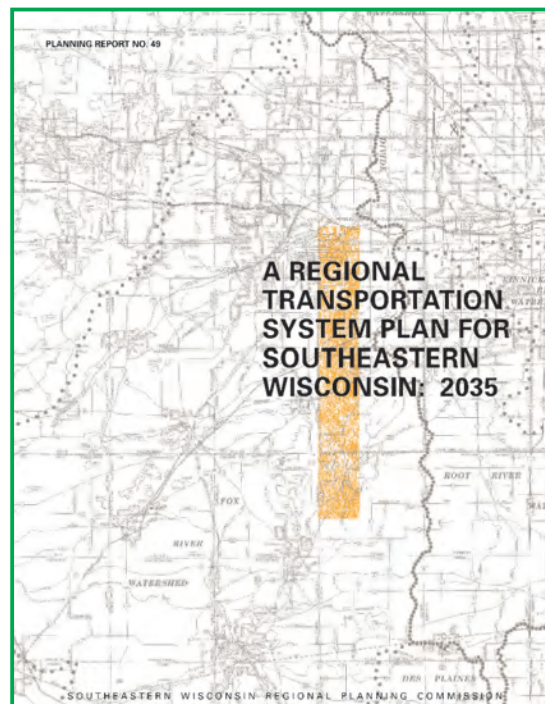
For major regional plan updates, involving at least two series of public meetings, the following are routinely considered:

- **At least one meeting per county** is held during each of the meeting series, all at accessible locations substantially complying with the Americans with Disabilities Act.
- **Central city locations** are sought for meetings held in Kenosha, Milwaukee, Racine, and Waukesha Counties.
- **Minority neighborhood centers in the City of Milwaukee** are typically sought for two of three meetings held for each meeting series in Milwaukee County.
- **Public transit availability** is considered in selecting meeting sites, notably in urban areas.
- **Limited English proficiency steps** are taken, including arrangements for requested translators, and typically providing a translator in Hispanic/Latino neighborhood locations.

Public Comment Periods

As mentioned earlier, ongoing public comments are sought in many different ways. Formal comment periods will be used at times, with minimums noted below, often before studies reach conclusion.

- **30 days for most updates, amendments, or adoptions:**
 - Update or amendment of the regional transportation plan
 - Adoption of the transportation improvement program
 - Transportation improvement program amendment when it requires a plan amendment
 - Adoption of a transit development plan
 - Adoption of a jurisdictional highway system plan
- **45 days for the adoption of the public involvement process.**
- **30 days for other planning or programming efforts**, if a public meeting is determined necessary by the Commission or one of its advisory committees.
- **A public meeting, if conducted**, will be scheduled during these formal comment periods.
- **If significant changes are made** to a preliminary plan or program following completion of a public participation process, an additional notification and formal comment period may be provided prior to adoption.



Ensuring Environmental Justice in Planning

The Commission will continue working to ensure that environmental justice occurs in all its efforts, including public participation.

- **Title VI of the Civil Rights Act of 1964 forms the basis** of environmental justice, stating in part that, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation...”
- **“Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”** is an Executive Order signed by President Clinton in 1994.
- **Ensuring full and fair participation of minority and low-income populations** is one of the principles of environmental justice, along with avoiding, minimizing, or relieving unfair harmful effects and preventing the denial, reduction, or delay in benefits involving any Federal funds.
- **The population that may be affected, and the potential benefits and impacts** of a plan or program to be considered, will help determine the amount and type of public participation efforts.

Environmental Justice Task Force

The Commission has an advisory group called the Environmental Justice Task Force to enhance environmental justice throughout the regional planning process.

- **Membership is appointed** by the Regional Planning Commission after consultation with organizations representing low-income, African-American, Latino, Asian, Native American, disabled, and/or transit-dependent populations as appropriate.
- **Up to 15 total Task Force members** represent the seven counties in southeastern Wisconsin (one each); the four largest Cities including Milwaukee (three members), Kenosha, Racine, and Waukesha; the remainder of the Region; and an at-large regional representative.
- **Meetings are usually held at least quarterly** in accessible locations served by public transit, are publicly announced, and include a reasonable opportunity for public comment.
- **The Task Force may meet in smaller or needs-based groups** with invited local or specific subject representatives, depending on agenda topics including geographic or subject matter considerations – for example, transit planning or another issue affecting a portion of the Region.

Public Outreach

Beyond Commission efforts to notify, inform, and obtain input from the general public, and to involve representatives on its Environmental Justice Task Force, the Commission will seek outreach opportunities to work directly with those most likely to be impacted by transportation proposals.

- **Community groups in an affected/concerned area** will be contacted, with an offer of briefings and presentations either held specially or during regularly scheduled meetings of those groups.
- **User-friendly, lay language** will be used to the extent possible for outreach contacts and materials, with offers to work with group or organization leaders to develop options.
- **Minority and low-income populations** will particularly be approached for such outreach, both early in each study, and later as alternatives have been developed and evaluated. Resulting meetings, including comment sessions, will be conducted anytime there is interest by the groups.



- **Limited English proficiency group and organization** leaders will be contacted to determine how best to inform, and obtain input from, their communities.
- **Continuing attempts to broaden group participation** will occur by adding groups and organizations to contact lists, and renewing offers to meet on their turf as locally convenient.
- **Other means will continue to be tried** to obtain public participation, for example, focus groups, small group techniques, visioning or brainstorming, and non-traditional meeting places and events such as fairs, festivals, Internet social media sites, or the like.

Incorporation of Public Input

The results of public participation will be documented and taken into account by the Commission and its advisory committees guiding planning efforts.

- **The results of each regional plan public participation process will be documented**, provided to the Commission and the study advisory committee, published on the SEWRPC website, and made available at the Commission offices.
- **Individual comments in written form will be published**, whether submitted in writing, offered as public hearing testimony, or provided orally to a court reporter.
- **Either a full account or a summary of public comments** will be contained in the primary plan or program document being produced.
- **Responses to public comments will also be documented**, addressing each issue raised, and will be included in the primary document being produced.
- **Prior to any final recommendations or actions** the above steps will be taken, and the results considered by the Commission and its advisory committees.

Evaluation of Public Participation

The effectiveness of the Commission's public participation efforts will be monitored and evaluated, and improved when possible.

- **At the conclusion of planning and programming efforts**, Commission staff will complete an evaluation of the public participation used, which will be reviewed by the advisory committee for guiding public participation in future planning efforts:
 - Commission publications, public participation techniques, and conclusions regarding the overall public participation
 - How public participation shaped the planning effort and the final plan
 - Any comments that were received during the planning about public participation
- **Evaluations will be provided** to the Wisconsin Department of Transportation and the U.S. Department of Transportation.
- **Ongoing public participation will be modified** while a planning program is underway, as necessary and practical, factoring in any public comments which may apply.
- **Individual activities and events will also be evaluated** in response to measures such as participation level, feedback, and periodic sampling regarding effectiveness.





FOR MORE INFORMATION

Public Participation Plan for Transportation Planning

A more detailed discussion of public participation for the Commission's regional transportation planning, *"Public Participation Plan for Transportation Planning Conducted by the Southeastern Wisconsin Regional Planning Commission,"* is available as an appendix to this document.

Your participation is valued! To get more information, offer a comment, request a meeting, be added to a Commission mailing list, or other needs, please contact the:

Southeastern Wisconsin Regional Planning Commission

Contacts: Kenneth R. Yunker, Executive Director
 Stephen P. Adams, Public Involvement and Outreach Manager
 Gary K. Korb, Regional Planning Educator
 E-mail: kyunker@sewrpc.org, sadams@sewrpc.org,
gkorb@sewrpc.org
 Website: www.sewrpc.org
 U.S. Mail: P.O. Box 1607, Waukesha, WI, 53187-1607
 Location: W239 N1812 Rockwood Drive, Pewaukee, WI
 Phone: (262) 547-6721
 Fax: (262) 547-1103



Note: Certain photographs included in the public participation plan were graciously provided by county or UW-Extension staff members in Kenosha, Ozaukee, and Washington Counties.

APPENDIX

PUBLIC PARTICIPATION PLAN FOR TRANSPORTATION PLANNING CONDUCTED BY THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

INTRODUCTION

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is the official areawide planning agency for the seven-county Southeastern Wisconsin Region, including Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties. The Commission also serves as the Metropolitan Planning Organization for transportation planning in the Kenosha, Milwaukee, Racine, and Round Lake Beach (Wisconsin portion) urbanized areas and the federally designated six county transportation management area, including Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties.

The Commission is responsible for preparing the regional transportation plan and transportation improvement program for the seven county Region, including the four urbanized areas and the six county transportation management area.

The purpose of this public participation plan document is to outline how the Commission proposes to achieve public involvement in its regional transportation planning and transportation improvement programming, including with respect to:

- providing information about, and access to, regional transportation planning and programming activities;
- obtaining public input during regional transportation planning and programming activities;
- considering public input received when regional transportation planning and programming recommendations are made; and
- evaluating the effectiveness of the public participation plan and continuing to improve public participation when possible.

This appendix document supplements, and adds detail to, the overall Commission “*Public Participation Plan for Regional Planning in Southeastern Wisconsin.*” The Appendix, Public Participation Plan, and a summary brochure on public participation are available on the Commission’s website at www.sewrpc.org, which also contains a host of other information.

The SEWRPC website has been designed as a portal into virtually all of the Commission’s work, which the public is encouraged to utilize. All committee memberships, meetings, agendas, minutes, notices, and materials pertaining to current planning efforts are online, as well as hundreds of publications, planning data and resource inventories, and background information on relevant planning efforts. Persons visiting the website have ready access to a full range of information prepared at various planning stages and levels of detail, including final reports, draft chapters, newsletters and brochures, comments received, and related website links. Importantly, the SEWRPC website also provides ready access and an open opportunity to comment on regional planning 24 hours a day, 7 days a week.

RECOMMENDED PUBLIC PARTICIPATION PLAN

The Commission's public participation goal is to ensure early and continuous public notification about regional transportation planning and programming activities, provide meaningful information concerning such regional transportation planning and programming activities, and obtain participation in and input to the preparation and adoption of regional transportation plans and improvement programs.

The Commission will work to achieve this goal cooperatively with other public agencies and units of government—local, State, and Federal—by coordinating public participation processes when possible. The Commission views these other agencies and governments as partners in the public participation process. In particular, the Commission will coordinate with the Wisconsin Department of Transportation regarding public participation efforts.

The remainder of this document describes how the Commission proposes to achieve this overall public participation goal, and outlines a framework for public participation to be followed for each type of transportation planning and programming effort. However, the Commission wishes to be responsive and encourages involvement in whatever way is desired and convenient. Suggestions are welcome on how the Commission can meet participation needs and best receive public comments. Please go to www.sewrpc.org or see the contact information at the end of this document.

Public Notification and Access

Timely notification of, and provision of access to, Commission regional transportation planning and programming activities will be provided to encourage early and continuous public participation. The Commission's planning and programming efforts benefit from having a well-informed citizenry. The ability for the general public to become actively involved and to provide meaningful input on needs, plans, and programs depends on knowledge of the issues under consideration and the study being undertaken to address those issues. The techniques listed below will be used by the Commission to raise awareness of, and provide public access to, the preparation and adoption of regional transportation planning and programs.

Advisory Committees

Advisory Committees will be formed by the Commission for each planning and programming effort to guide the development of the desired plan or program. The membership of the Advisory Committees will primarily, although not exclusively, consist of concerned and affected local government elected and appointed public officials who will have the authority and expertise to represent the residents of their local units of government. The membership will also include representatives of State and Federal transportation and environmental resource agencies. The Commission will seek diversity -- specifically, members of minority population groups -- as it considers, solicits, and makes appointments to Advisory Committees.

The use of Advisory Committees promotes intergovernmental and interagency coordination and broadens the technical knowledge and expertise available to the Commission. The members of Advisory Committees serve as direct liaisons between the Commission planning and programming efforts and the local and State governments that will be responsible for implementing the recommendations of those planning and programming efforts. The Advisory Committees will be responsible for proposing to the Commission, after careful study and evaluation, recommended plans and programs. Information regarding public comment received will be provided to the Advisory Committees, which will consider that public comment prior to determining final recommended plans and programs. In some cases, non-governmental officials will be asked to serve on Advisory Committees to represent different interests.

Advisory Committee Meeting Notifications/Agendas

The agendas for all meetings of the Commission's Advisory Committees will normally be posted on the Commission website and at the offices of the Commission as soon as available, but at least five business days prior to each meeting. Meeting notifications will request that persons with special needs contact the Commission a minimum of three business days in advance of the meeting they wish to attend so that appropriate arrangements can be made.

Open Meetings

Meetings of the Commission and its Advisory Committees will be open to the public to ensure that interested persons have access the regional transportation planning and programming process. Advisory Committee meetings will be held at transit accessible locations, to the extent practicable, particularly meetings addressing plan alternatives, and preliminary and final recommended plans.

Environmental Justice Task Force

The Commission has formed and will use an Environmental Justice Task Force (EJTF) to enhance the consideration and integration of environmental justice throughout the regional planning process. The purposes of the Task Force include to further facilitate the involvement of low-income, minority, and disabled individuals and communities in regional planning; to make recommendations on issues and analyses relevant to the needs and circumstances of low-income, minority, and disabled communities; to help identify the potential benefits and adverse effects of public infrastructure and services addressed in regional planning programs with respect to minority, low-income, and disabled populations; to advise and recommend methods to prevent the denial of benefits, and to minimize or mitigate disproportionately high and adverse negative impacts on minority, low-income, and disabled populations; and, to enhance awareness and implementation of plans, with emphasis on the needs of minority, low-income, and disabled populations. The membership is appointed by the Regional Planning Commission, after consultation with organizations representing low-income, African-American, Latino, Asian, Native American, disabled, and/or transit-dependent populations as appropriate.

The EJTF members are from and represent low-income, minority, disabled and/or transit-dependent communities, and thereby enhance representation of such populations. Seven of the EJTF members represent the counties in the region (one per county). Three additional members represent the largest city in the region; three more represent the three next-largest cities in the region (one per city); and one represents the remainder of the region. The fifteenth member serves as an at-large regional representative. The Task Force meets as appropriate and necessary, usually on at least a quarterly basis. All meetings are held in locations that are physically accessible to persons with disabilities and served by public transportation. All meetings are publicly announced, including advertising as appropriate in specialized media for Environmental Justice populations. All meetings are open to the public and include a reasonable opportunity for public comment.

The impact of the EJTF is evaluated by the Task Force and the Commission in terms of process (the extent to which public involvement of low-income, minority, and disabled groups has been enhanced) and outcomes (the extent to which regional plans and planning processes balance the benefits and burdens of decisions, particularly as related to the interests of low-income, minority and disabled groups). The evaluation includes determination of the degree to which Task Force recommendations have been acted upon or implemented in practice by the Commission. As provided for during EJTF formation, agenda topics including geographic or subject matter considerations may result in meetings in smaller or needs-based configurations, with invited local or specific subject representatives.

Document Availability

All Commission draft proposed preliminary plans will be available for public review at the Commission offices, and will be available on the Commission website. Copies of draft proposed preliminary plans will be available upon request. Draft proposed preliminary regional plans will be summarized in newsletters and/or shorter documents and brochures which will be widely distributed and available upon request.

All Commission published final plans and documents are provided to all public libraries within southeastern Wisconsin and will also be available for public review at the Commission offices. Published plans and documents may be obtained from the Commission. A charge may be applied for copies of publications to cover the approximate cost of producing and, if applicable, mailing the publication. In addition, Commission final plans and documents will be available on the Commission website.

Outreach

Beyond Commission efforts to notify, inform, and obtain input from, the general public, the Commission will seek opportunities to notify, inform, and obtain input from, those most likely to be impacted by transportation proposals. The Commission will, for example, contact community groups of an affected and concerned area, and offer briefings and presentations to those groups at meetings held expressly for that purpose or during regularly scheduled meetings of those groups. Outreach contacts and materials will be prepared in user-friendly, lay language. Outreach efforts will also particularly be made to notify and inform, and obtain input from, low-income and minority populations. A list of organizational contacts will be maintained for such purposes. Elected officials and citizen leaders may be offered such briefings and presentations as well. Briefings and presentations will be specifically offered during at least two periods in each study—in the early stages of study prior to the consideration of alternatives, and later in the study after alternatives have been developed and evaluated. Meetings with staff, including comment opportunities, will be conducted anytime there is interest and receptivity during a planning effort.

The Commission will also use in regional land use and transportation planning efforts other means to obtain public involvement and input, including for example, focus groups, small group techniques, visioning or brainstorming, and obtaining participation and input at non-traditional meeting places and events, such as fairs, festivals, possibly Internet social media sites, and others.

Mailing List

The Commission will maintain a regional listing of individuals, groups, agencies, and organizations that have expressed interest in receiving information regarding Commission activities. Interested individuals may sign up for this mailing list on the commission website. This mailing list will include all organizations and media associated with minority and low-income populations. Newsletters prepared for Commission transportation planning studies will utilize this mailing list.

Website

The Commission will maintain a website. The website will include general information about the Commission as well as more detailed information regarding regional transportation planning and programming activities. A portion of the website will be dedicated to public participation, highlighting how the public can obtain additional information regarding Commission planning efforts, including methods of contacting Commission staff other than through the website. The website will also include this public participation plan document.

The website will provide comprehensive information about each Commission regional and subregional transportation planning and programming effort underway. The information provided for each planning and programming effort will include:

- background information, including the purpose of the effort;

- notification of public comment periods and meetings, including Advisory Committee, Environmental Justice Task Force, and public meetings, and also Commission meetings addressing initiation or adoption of a regional transportation plan or transportation improvement program;
- Advisory Committee and Environmental Justice Task Force meeting materials such as agendas, minutes, and presentation materials;
- summary materials such as newsletters and brochures;
- draft sections of reports;
- contact information for Commissioners and Commission staff;
- a means to submit comments regarding the planning or programming effort; and
- records of public comments.

Public Meetings

Public meetings provide opportunities to obtain public comment and input, as well as to notify and inform the public about transportation planning and programming. Public meetings will typically utilize a variety of techniques to provide information about transportation planning and programming, including the distribution of materials, the use of visual displays, the availability of Commission staff to answer questions, and summary presentations by Commission staff. Study Advisory Committee members and SEWRPC Commissioners will be encouraged to attend and participate. Public meetings will also use a variety of techniques to obtain public comment. All meetings will include the opportunity for written comment and to provide comments one-on-one to Commission staff. Some meetings may include question and answer sessions. Some meetings -- specifically including those at which alternative plans and a preliminary recommended plan are being presented -- will also include the opportunity to offer oral comment formally. Oral comment will either be taken in a town hall format or one-on-one with a court reporter, or sometimes both, if suitable facilities are available at meeting locations. Annually, at least one public meeting would be held whether for a major or routine regional transportation plan update, transportation improvement program preparation, or other major regional or sub-regional study. At these meetings, the regional transportation plan will be available for review and comment.

During the conduct of major regional transportation plan updates—anticipated to occur about every 10 years—and during other major regional studies, at least two series of public meetings will be held. One series will be held early in the study and may be expected to address topics such as study scope and inventory findings, and may also describe potential alternatives to be considered. The second series of meetings will be held later in the study, with plan alternatives presented for review and comment, and potentially a preliminary recommended plan as well.

During the conduct of a routine regional transportation plan review and reaffirmation—anticipated to occur about every three or four years—and during the conduct of sub-regional studies, one public meeting may be held. The meeting would be held when alternatives considered may be presented for review and comment, and potentially when a preliminary recommended plan may be presented as well.

During the preparation of the transportation improvement program, a public meeting will be held. In the event of an amendment to the transportation improvement program – adding or deleting a transportation capacity expansion project, adding or deleting a project of more than \$3 million in construction costs, or a significant change in project scope, cost, or timing – appropriate opportunity for public review and comment will be provided. Such amendments that do not also require amendment to the regional transportation plan will have a comment period of at least 14 days. Notification of the comment period for these amendments will be provided only through the Commission’s website. Information on proposed amendments that would not require a public comment period would be provided on the Commission’s website while the amendments are being considered for approval by the Commission and the appropriate

Advisory Committee. All administrative modifications¹ and approved amendments will also be provided on the Commission's website.

In all cases, the number and locations of public meetings will be tailored to each transportation planning and programming study. For example, it may be appropriate to hold public meetings in each county of the Region for a major regional planning study. The Commission will attempt to select locations that are accessible to minority and low-income populations, and the selection of locations for public meetings and hearings will take into consideration the potential availability of transit-accessible locations. In all cases, meetings and hearings will be held in venues that substantially comply with the Americans with Disabilities Act of 1990.

Notification of Public Meetings

The Commission will place paid advertisements in newspapers appropriate for the study area and meeting locations, with the amount and timing of the advertisements to be determined based upon the individual planning or programming effort. Paid advertisements will also be placed in newspapers serving minority and low-income populations. Advertisements providing notification of public meetings will be published 10 business days prior to the first meeting date announced. Additionally, press releases announcing the public meetings may be distributed for an area appropriate to each planning or programming effort. Any notification of meetings will request that persons with special needs contact the Commission a minimum of three business days in advance of the meeting they wish to attend so that appropriate arrangements can be made. Notification of public meetings will also be provided on the Commission's website.

Notification of public meetings may also be accomplished through the development and distribution of summary materials—brochures, fact sheets, and/or newsletters. A summary publication or brochure will be developed for each study, and may be updated during the course of the study as appropriate. A newsletter—or series of newsletters depending upon the planning study—will also be developed and may serve this summary purpose. The summary materials will provide general information regarding the study; updates on study progress, findings, and recommendations; and information regarding upcoming public meetings and hearings. These materials will be used to inform the general public and distributed to media representatives when using press releases. Brochures, fact sheets, public meeting notices, and to the extent possible newsletters, will be prepared in user-friendly lay language.

Media List

The Commission will maintain and use a list of significant media outlets in the Region—including minority media outlets—for use in distributing materials such as news releases and newsletters as appropriate for each work effort.

Commission Briefings

As described more fully under outreach, the Commission staff will provide briefings or presentations upon request from units of government, and interested groups and individuals. These briefings will include opportunities for questions and comments.

¹ An administrative modification involves modest changes to the transportation improvement program—such as modest changes in project cost, a change in funding source, and changes in project timing within the four years of the program—that do not require the solicitation of public comment, air quality conformity determination and demonstration of fiscal constraint. In addition, an administrative modification would be used to correct data entry or typographical errors, splitting or combining projects, and changing or clarifying elements of the project description, as long as these changes would not modify the original scope of the project. Administrative modifications to the transportation improvement program do not require approval by the Commission or an Advisory Committee.

Obtaining Public Input

The public will be encouraged to contribute to the transportation planning and programming efforts and opportunities will be available to facilitate participation, as described previously. Key components are summarized below as related to obtaining public input, including formal comment periods and Commission-related meetings.

Public Meetings

As previously noted, public meetings provide opportunities to notify and inform the public about planning and programming and to obtain public input. Meeting attendees will be provided with opportunities to provide written comments and oral comments in a town hall format or to a court reporter. At some public meetings, where circumstances and facilities would make advisable, both oral comment to a court reporter and in a town hall format will be available. The comments received by the Commission at public meetings—written and oral comments—will be recorded for consideration prior to preparing the final recommendation of the plan or program under consideration. The public meetings will be scheduled during a formal public comment period as discussed below. As was previously discussed, at least two series of meetings will be held during the conduct of major regional transportation plan updates and during other major regional studies. Additionally, one meeting may be held during the conduct of a routine regional transportation plan review and reaffirmation, and during the conduct of other subregional studies.

Public Comment Periods

Formal public comment periods will be established for regional transportation planning and programming efforts. Minimum comment periods will be as follows: 30 days for the update or amendment of the regional transportation plan, adoption of the transportation improvement program, amendment of the transportation improvement program (when such amendment requires amendment of the regional transportation plan), adoption of a transit system development plan, and adoption of a jurisdictional highway system plan; and 45 days for the adoption of the public involvement process. As previously indicated, a public meeting will be conducted for some of these planning efforts—regional plan update and other major regional and subregional studies—and will be scheduled during this formal comment period. 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 Advisory Committees guiding the effort that a public meeting will be held for a planning or programming effort other than those previously listed, a formal public comment period of at least 30 days will be established.

Website

The Commission's website will provide a means for website visitors to provide comments to Commission staff, in addition to providing notification and access. Plan and program specific portions of the website will be established to receive comments regarding specific plans and programs, and a means will also be provided for visitors to submit comments pertaining to any Commission-related issue.

Commission Outreach and Briefings

As previously noted, Commission staff will conduct outreach to low-income and minority populations and provide briefings to interested groups, local governmental agencies, elected officials, and individuals upon request. An objective of outreach and briefings is to obtain public input on background issues and on the planning effort.

Meetings of Commission and its Committees

Meetings of the Commission and its advisory committees will be open to the public. Numerous opportunities for submitting public comment for consideration by the Commission and advisory committees will exist. These include written comments, oral comments at public meetings, comments received through the Commission website, comments received through outreach activities, and other

means. All comments will be documented as described below and will be provided to the Commission and advisory committees, and such documentation is intended as the primary source of formal comment to these decision-making bodies. The Commission's Planning and Research Committee and the Commission's Advisory Committees on Regional Land Use and Transportation Planning will also include in their meetings a short period (up to 15 minutes) of public comment with the time allowed for each speaker to be divided between the registered speakers, but limited to a maximum of three minutes each.

Incorporation of Public Input

The results of the public participation process will be documented and taken into account by the Commission and its advisory committees guiding regional transportation planning and programming.

Documentation of Public Input

The results of each public participation process will be documented and published. Individual comments will be included, whether submitted to the Commission in writing, offered as testimony at a town hall meeting, or provided orally to a public meeting court reporter. The documentation of public comment will be provided to the study advisory committee and the Commission and will be published on the Commission website and available at the Commission offices for review by the public. The documentation may be contained within the primary plan or program document being produced or within a separate, additional document. If a separate document is produced to provide the full record of public comments, the primary planning or programming document will contain a summary of the public comment. Responses to public comments will also be documented, addressing each issue raised in public comments, and will be included in the primary planning or programming document being produced. The summarization and documentation will occur prior to the consideration of any final recommended action.

Consideration of Public Input

The public input will be considered by the Commission and its advisory committees during key stages in the planning process, if applicable, and prior to determination of final recommended plans or programs.

Supplemental Opportunity for Public Review and Comment

Final recommended plans and programs are typically very similar to the preliminary plans and programs reviewed by the public. Normally, when changes are made following review of preliminary plans and programs, the changes are not significant, and the changes are made to respond to public comment. Also, when changes are made, they often reflect alternatives previously considered and reviewed during the public participation process. Therefore, no additional public review and comment is typically necessary following the completion of the planned public participation process. However, it is possible that significant changes that were not previously available for public review and comment may be made to a preliminary plan or program following the completion of a public participation process. In such a circumstance, either the Commission or Advisory Committee may direct that additional public notification and a formal period for public comment may be provided regarding the revised plan or program prior to adoption.

Evaluation of Public Participation

The effectiveness of the Commission's public participation policies and practices will be monitored and evaluated, and modified as needed based on experience, consideration of suggestions, agency requirements, and/or changing state of the art of public participation. The Commission will continue to seek improvements to its public participation processes when possible. Annually, the criteria outlined in Table 1 will be evaluated to assess the public participation in Commission regional transportation planning.

Evaluation of Individual Public Participation Efforts

Following the conclusion of each planning and programming effort, Commission staff will complete an evaluation of the public participation process for that particular effort. The evaluation will be reviewed by the advisory committee guiding the planning and programming effort, as members consider the public participation proposed for subsequent planning and programming efforts. The evaluation will indicate the effort being evaluated, the Commission publications where the effort is documented, the public involvement techniques used with brief evaluations of those techniques, and conclusions regarding the overall public participation effort undertaken for the specific planning or programming study. The evaluation will also identify how public involvement and input shaped the planning effort and final plan, and explain the public comment incorporated, and not incorporated, in the final plan. The Commission staff will consider any comments that were made during the plan or program preparation effort regarding public participation when completing such an evaluation. Each evaluation completed by the Commission will be provided to the Wisconsin Department of Transportation and the U.S. Department of Transportation in the Commission's Project Progress Report, in which the Commission reports on the progress of the Commission's transportation work program every three months.

Table 1

SEWRPC PUBLIC PARTICIPATION PROCESS EVALUATION CRITERIA*

Measured Activity Descriptions by Public Participation Goal Components	Evaluation Criteria/Mechanisms	Target or Measurement
<i>Goal Part 1: Ensure Early and Continuous Public Notification</i>		
* Central city, minority, and low-income group updates via personal letter, often with informational materials, and follow-up as appropriate	Such letters correspond to all major stages in relevant planning programs, notably transportation, otherwise routine updates are given	At least 2 updates per year to some 90 organization contacts (subgroupings for local studies)
* Paid advertisements for public meetings and/or planning program announcements in a variety of newspapers (dependent on number of planning programs active and their respective stages of planning)	Publication in newspapers of record for counties as appropriate, and minority owned papers	Approximately 10 events or activities advertised per year, many with multiple ads
* Website hits to be monitored numerically and for trends; website comments also monitored for trends	Researched recent SEWRPC website use patterns; monitoring of use changes and comments	Increase hits by 5 percent
<i>Goal Part 2: Provide Meaningful Information</i>		
* Briefings, presentations, or other meetings with groups representing environmental justice interests	In-person contacts with group directors, boards, clientele, membership, or other parties	Reach at least 100 groups, totaling at least 200 meetings annually (includes primary contacts and key partners)
* SEWRPC Newsletter development and distribution, to share information and maintain continuity	Newsletter published and distributed to interested parties and contacts	At least 2 issues per year
* Summary publications including brochures to help shorten and simplify newsletter content and other planning material, or to introduce programs or basic concepts	Publications are developed and used, matching needs	At least 3 products per year

<i>Goal Part 3: Obtain Participation and Input</i>		
* Formal meetings with representatives from the primary organizational contacts identified by SEWRPC and its Environmental Justice Task Force	Written summary of key concerns and suggestions; follow-up contacts; and involvement in joint activities	At least 2 direct contacts with each of some 28 primary organizations per year, totaling at least 60 meetings
* Public informational meetings held at each major stage of planning efforts	Numbers and locations of meetings are appropriate to the planning study/program; meetings are held in each appropriate county, including central cities	At least 1 meeting or a series of meetings each year, regardless of planning activity (often more)
* Nontraditional public outreach techniques used in addition to the more traditional efforts noted above	SEWRPC presence is exhibited at festivals, fairs, neighborhood events and/or similar opportunities	Approximately 3-4 times per year

* The years 2009 and 2010 will be considered a base period for formal monitoring and evaluation of annual activity.

Modification of Public Participation Efforts

While the Commission's evaluation of public participation efforts will occur after the completion of each regional or subregional planning effort, Commission staff will modify ongoing public participation while a planning effort is underway, as necessary and practicable. The Commission will in particular consider public comments made regarding the public participation efforts underway when considering any potential modification.

Individual public participation activities and events will also be formatively evaluated in response to measures such as participation level, feedback which may be provided by attendees and/or reviewers, and periodic sampling with more formal assessment of a technique's intent and outcome achieved. Examples may include how well meetings were attended and received by target audiences, receptivity regarding outreach publications, and number of hits or comments generated by the SEWRPC website. Any improvements could then immediately be implemented for related future activities and events.

Consideration of Public Participation Plan Document

The Commission will periodically review this public participation plan document, considering the evaluations of public participation following completed studies, public comment regarding public participation efforts, and new applicable regulations and guidance. Should the Commission determine that a substantial modification of this public participation plan document is in order, the Commission will review and revise this public participation plan document, including a 45 day public comment period, prior to its update.

Engaging Minority and Low Income Populations

The recommended public participation plan seeks to encourage the participation from all concerned and interested persons in the Region, but there is a recognized need to take additional specific steps to engage minority and low-income populations in transportation planning and programming studies, as partly described herein under the public notification and access section. The Environmental Justice Task Force discussed in that section is one additional step taken by the Commission. Below, additional detail on engaging minority and low-income populations is provided.

The Commission is committed to complying with both Title VI of the Civil Rights Act of 1964 and Executive Order 12898, concerning Environmental Justice, including as they relate to public involvement in the Commission's transportation planning and programming efforts. The Commission routinely maintains demographic data that allows for the identification of the general size and location of low-income and minority populations. The Commission has taken steps to increase planning process participation by minority and low-income populations, and to remove any barriers to their involvement. The Commission will continue working to improve its techniques, and to seek out and consider the needs of these populations.

The amount and type of efforts undertaken by the Commission to encourage increased participation by minority and low-income populations will be determined for each individual planning effort, with factors affecting which techniques will be applied, and to what extent. These factors include:

- The population that may potentially be affected as a result of the planning or programming process. The results of a regional study could potentially affect the entire population of the Region, but other studies may include only a single municipality.
- The potential benefits and impacts of the plan or program to be considered - what effects a plan or program may have on the population of the study area.

While Title VI and Environmental Justice will be considerations under any planning or programming effort, the measures taken will vary by planning effort due to the considerations noted above. The following are steps that the Commission has taken in the past, and will continue to use to encourage early and continuous participation of minority and low-income populations:

- Environmental Justice Task Force—The Commission will involve the Environmental Justice Task Force or follow-up configurations thereof in each major planning effort, seeking input on scope, alternatives, potential costs, benefits and impacts, and public involvement.
- Commission Outreach—The Commission will actively conduct outreach to provide information to, and receive comments from, minority and low-income groups and organizations. The Commission will maintain a list of central city, minority, and low-income groups and organizations for this outreach. These groups and organizations will be consulted regarding effective means and materials for interacting with their membership and/or clientele, including types of meetings if appropriate and production of summary publications in lay language.
- Public Meetings—The number and location of public meetings will be selected to encourage participation of minority and low-income populations.
- Media List—The list of media contacts in the Region to be used for purposes such as the distribution of news releases and newsletters will include minority media outlets.
- Newsletters—Study newsletters and/or other summary materials will be mailed to all groups and organizations associated with minority and low-income populations.
- Notices in Additional Publications—Paid advertisements will be placed in newspapers appropriate for the study area for formal notification of public meetings and comment periods, and will also be placed in minority community newspapers—and possibly in languages other than English as discussed below.

- Non-traditional Means or Strategies to Engage Participation—Particularly those means demonstrated to have provided successful results elsewhere and/or which have been requested by the minority and low-income populations themselves will be considered and used.
- Limited English Proficiency Considerations—The Commission will also consider actions appropriate to each study effort to ensure that meaningful access is provided for persons having limited English proficiency. These measures include placing notifications of public meetings in minority publications in the Region’s predominant non-English languages, notably Spanish. At public meetings, the Commission will have a translator available upon request. Summary materials, particularly those relating to alternative, preliminary, and final plans will be produced in the Region’s predominant non-English languages, notably Spanish. The Commission will also contact leaders of the predominant limited English proficiency communities during studies to determine how best to inform, and obtain input from, their communities. These measures are provided to illustrate the types of activities that may be implemented by the Commission.

Compliance with the Americans with Disabilities Act

The Commission is also committed to complying with the Americans with Disabilities Act of 1990 (ADA), including as it relates to public involvement in its transportation planning and programming efforts. Measures will be taken to ensure that persons with special needs have opportunities to be involved in the Commission’s planning and programming studies. The Commission will take steps including, for example, that all Commission public meetings will be held in venues that are ADA compliant. The Commission offices will also be ADA compliant to ensure that persons with special needs could attend a meeting at the Commission offices or to conduct any other Commission-related business at the Commission offices. Additionally, the Commission will respond to requests to address special needs, and will arrange to accommodate those needs. As stated earlier in this document, 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.

REGIONAL TRANSPORTATION CONSULTATION PROCESS

Federal Statute and regulations require the Commission, as the metropolitan planning organization for southeastern Wisconsin, to consult with agencies and officials within the metropolitan planning area who are responsible for other planning activities affected by transportation, transit operators for public and other transit services, Indian tribal governments, and Federal land management agencies. Related planning activities include land use planning and growth, economic development, environmental protection, airports, and freight traffic. The consultation occurs throughout the planning process and particularly at key junctures of identifying existing conditions, review of previous plans and extent of implementation, identification of potential alternative plans, evaluation of alternative plans, and review of the preliminary recommended plan. A staff memorandum has been prepared to explain and document this consultation process, which is available on the Commission’s website at www.sewrpc.org.

* * *

Contact Information for the Southeastern Wisconsin Regional Planning Commission:

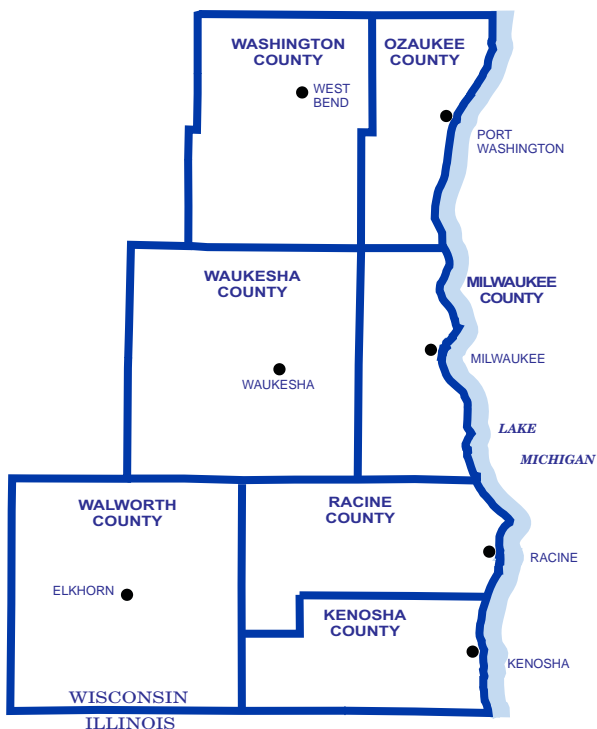
Kenneth R. Yunker, Executive Director
Stephen P. Adams, Public Involvement and Outreach Manager
Gary K. Korb, Regional Planning Educator
Mailing Address: P.O. Box 1607, Waukesha, WI, 53187-1607
Location: W239 N1812 Rockwood Drive, Pewaukee, WI
Phone: (262) 547-6721
Fax: (262) 547-1103
Website: www.sewrpc.org

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PUBLIC PARTICIPATION IN REGIONAL PLANNING FOR SOUTHEASTERN WISCONSIN

PLANNING FOR OUR REGION

The **Southeastern Wisconsin Regional Planning Commission** serves the seven-county area shown below in regional planning for land use, transportation, and other important needs. **We invite you to participate in the planning.**





The Southeastern Wisconsin Regional Planning Commission (SEWRPC) works to provide information and planning services **to solve problems and explore opportunities which go beyond single units of government.** In our Region, there are 146 cities, villages, and towns, in addition to the seven counties containing many public and private interests.

Planning for needs like efficient highways and public transit systems, beneficial parks and open



spaces, major land use changes and employment centers, and a quality environment including clean water cannot be done well without working together. These and other needs require a multi-county planning effort and **benefit from the participation of many people.**

IMPORTANCE OF PUBLIC PARTICIPATION

Public participation is an important part of government decisions affecting many aspects of our lives. The Regional Planning Commission believes that having people participate in its work can help to accomplish positive things:

- **Let the public know what's going on** and give people a voice
- **Present opportunities** to both provide and get back useful information
- **Explain issues** and choices that are sometimes complex using non-technical language

- **Encourage residents to suggest ideas and make comments** which can improve planning
- **Guide planning** through advisory committees containing key representatives and topic experts
- **Create plans that are more likely to be carried out** due to understanding and support
- **Expand knowledge** so that participants are better equipped to act or to join in public debate
- **Do the right thing**, as well as meet important law requirements, by reaching out to all
- **Build important partnerships** and maintain key connections for success

The Regional Planning Commission works to provide many opportunities for public participation. It will **carefully consider ideas and comments offered by the public**, and is prepared to evaluate success and make improvements.

PUBLIC PARTICIPATION GOAL

The Commission's goal for public participation has three major parts:

- **Ensure early and continuous public notification** about regional planning;
- **Provide meaningful information** concerning regional planning; and
- **Obtain participation and input** to regional planning.



HOW PEOPLE MAY RELATE DURING PUBLIC PARTICIPATION

The Commission will use a range of informational materials, activities, and events which meet a variety of needs. In all cases, providing meaningful opportunities for participation will be considered a key for success.

The next page describes different and generally growing levels of planning involvement upon which people often focus. However, the Commission wishes to be flexible and **encourages involvement** in whatever way is desired and convenient.

The SEWRPC website at www.sewrpc.org is a ready source of full information and an open opportunity to comment on regional planning 24 hours a day, 7 days a week.



GREATER INVOLVEMENT

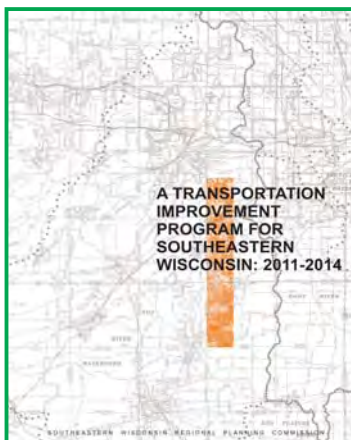
- **Recipient** – a person or group perhaps merely wanting to become or remain informed, that may receive materials via U.S. Mail or other means
- **Attendee** – someone taking the step of travelling to a meeting or other event, or consulting the SEWRPC website for updates, where discussion may begin
- **Participant** – an attendee who becomes engaged, at which point discussion increases as well as the opportunities for commenting
- **Stakeholder** – a person or represented interest that has a tie to the planning effort, or that developed a stronger interest via public participation, so that they actively pursue the process
- **Partner** – usually a specific interest or grouping of interests that will work cooperatively with the Commission staff on completing key activities such as outreach events
- **Implementer or Plan Advocate** – participants extending beyond direct roles of the Commission, but directly using plan information, as implementation reflects a final step in the planning cycle and advocacy of plan recommendations by key groups is strongly related



PUBLIC PARTICIPATION PLAN

Components will include:

- Open Meetings
- Advisory Committee Meetings
- Document Availability
- Notification by Mail
- Website Updates
- Meeting Presentations or Briefings
- Public Meetings
 - Targeted Format and Frequency
 - Broad Notification
 - Convenient Scheduling
- Public Comment Periods
- Ensuring Environmental Justice in Planning
- Environmental Justice Task Force
- Public Outreach
- Incorporation of Public Input
- Evaluation of Public Participation



The Commission will work cooperatively to achieve public participation with other public agencies and units of government when possible. It will coordinate particularly with the Region's counties and municipalities, and the Wisconsin Departments of Transportation and Natural Resources.

The Commission will be accommodating, providing timely notices of important steps in planning, free and open access, and multiple ways in which to participate within the Region. A listing of specific activities is contained in the *"Public Participation Plan for Regional Planning for Southeastern Wisconsin"*.

PLANNING FOR HOUSING IN SOUTHEASTERN WISCONSIN

A plan for housing in southeastern Wisconsin is now being prepared. Work began in 2009 and will be finished in 2012. The plan should benefit people, communities, neighborhoods, businesses, and the economy.





An appendix, *“Public Participation Plan for Transportation Planning Conducted by the Southeastern Wisconsin Regional Planning Commission,”* provides more transportation-focused detail. Both documents are on the Commission's website at www.sewrpc.org.

Engaging Minority and Low-Income Populations: An Example

The Commission will seek to involve all interested and concerned members of the public in its planning. Some practical applications show steps typically used in major planning efforts to engage minority and low-income populations:

- **Personal letters are sent to lead contacts** of groups at each major stage of planning to share study newsletters, announce public meetings, and highlight key points.
- **Telephone campaigns, emails, or regular contacts** occur to arrange meetings, encourage participation, answer questions, and take any comments.
- **Opportunities are explored for more intensive efforts**, including co-sponsored events, special meetings involving full memberships, and using small group techniques.

- **Primary organizational contacts** are identified and worked with to provide a basis of regular or ongoing work with some very active and broad-based groups.
- **Partnerships and/or other deeper relationships** will be sought with key target groups tied to their interests, the people they work with, and certain planning efforts.

Evaluating Public Participation

The effectiveness of the Commission's public participation will regularly be evaluated to ensure that needs are successfully met. The Commission will continue to seek improvements to its public participation when possible.

The list below shows key measured activities under the Commission's three-part public participation goal which the Commission will use to help evaluate particularly its transportation planning process:

Ensure early and continuous public notification

- **Update letters and follow-up** with central city, minority, and low-income groups
- **Paid advertisements in newspapers** for things like public meetings at least 10 times per year
- **SEWRPC website hits** counted with a goal of increasing hits by 5 percent, and comments monitored

Provide meaningful information

- **Presentations or briefings** with at least 100 groups per year totaling over 200 meetings
- **SEWRPC Newsletter** published and distributed at least twice per year

- **Summary publications like brochures** developed for simple content at least three times per year

Obtain Participation and input

- **Direct contacts or meetings** with 28 primary groups at least twice each per year
- **Public informational meetings** held at each major stage of planning efforts
- **Festivals, fairs, and neighborhood events** attended with exhibits about 3 to 4 times per year

These will be evaluated annually in comparison to a base period of 2009 and 2010, with findings possibly leading to Public Participation Plan updating. Such review will help in measuring success and making changes where beneficial.



PLAN DE DESARROLLO DE TRANSPORTE PÚBLICO DEL CONDADO DE KENOSHA: 2012-2016

BOLETÍN 1 MARZO 2011

A petición de la Ciudad y del Condado de Kenosha, La Comisión Regional de Planeación del Sur de Wisconsin (SEWRPC) está preparando un plan de desarrollo de transporte público a corto plazo para el Condado de Kenosha cubriendo los años 2012-2016. Este plan se incluye:

- Una evaluación regional de los servicios existentes del Sistema de Transporte Público en el área de Kenosha y del Sistema de Transporte Público del Oeste del Condado de Kenosha para evaluar su funcionamiento actual y identificar áreas de buen y de deficiente funcionamiento.
- Una evaluación de las necesidades de transporte público en las ciudades para viajes de residentes dentro del Condado de Kenosha y de las ciudades adyacentes.
- Recomendaciones de alternativas para mejorar el servicio de transporte público y mejorar de instalaciones y equipo para los sistemas de la Ciudad y del Condado.
- La preparación de un documento de planeación que ayudará a oficiales de la Ciudad y Condado a implementar recomendaciones de transporte público a través de presupuestos anuales de transporte público y de la programación de instalaciones, equipo y operaciones.

SISTEMA DE TRANSPORTE DEL ÁREA DE KENOSHA (KAT)

En el 2008, KAT operó 10 rutas regulares, 24 rutas especiales sirviendo escuelas, centros-pico, y un tránsito en el centro de Kenosha. De las 10 rutas regulares, siete pasaban por el Centro de Transporte del Condado de la Ciudad ubicada en el lado norte del Distrito Central Comercial. Las autobuses de KAT llegan al Centro de Transporte en su horario sincronizado para facilitar las transferencias entre rutas.

- **Horario de Servicio:** Los buses regulares corren de 6 a.m. a 7:30 p.m. durante la semana y de 6 a.m. a 6 p.m. en Sábados. El servicio KAT no opera los Domingos.
- **Frecuencia del Servicio:** La mayoría de los autobuses llegan al Centro de Transporte cada 30 minutos, en periodos pico durante la semana, y cada 60 minutos en periodos no pico durante la semana, y en Sábados.
- **Tarifa:** La tarifa es de \$1.00 para adultos de \$1.50. Las personas de la tercera edad y discapacitadas pagan \$0.75 y los estudiantes pagan \$0.75.

Para el 2011, KAT tiene varios cambios anales al servicio, debido principalmente a los cortes en servicio a la Villa de Pleasant Prairie. Las Rutas 15 y 16, ofreciendo servicio a los parques industriales al este y sur de Kenosha, fueron eliminadas completamente. La Ruta 31 fue reubicada para

ubicar el servicio Pleasant Prairie y del servicio a algunas áreas servidas previamente por la Ruta 16. La Ruta 16a, con el servicio entre una estación rápida del Centro de Transporte en el Centro de la Ciudad al punto de transferencia en el Centro Comercial Southport (estación fue eliminada). El siguiente mapa muestra las rutas eliminadas en color amarillo.

La Ciudad de Kenosha y el Condado de Kenosha están ofreciendo el programa "Caro-A-Via". Caro-A-Via ofrece transporte de puerta-a-puerta al costo de la autopista I-94 a personas de la tercera edad o discapacitadas quienes no

RUTAS DE KAT Y CONEXIONES A OTROS SERVICIOS DE TRANSPORTE PÚBLICO 2010



FOR MORE INFORMATION

Your participation is valued! For more information, comments, meeting requests, Commission mailing list additions, or other needs, please contact the:

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Appendix C

TITLE VI YEAR 2012 ACCOMPLISHMENTS, YEAR 2013 GOALS, AND CERTIFICATION

Year 2012 Accomplishments

- Outreach and involvement efforts have continued and been expanded for minority communities—African-American, Asian and Pacific Islander, American Indian and Alaska Native, and Hispanic—and particularly include Milwaukee, Racine, Kenosha, and Waukesha areas. The Commission’s public involvement process continues to be implemented, including recommendations for outreach to address Title VI and environmental justice, and limited English proficiency (LEP) language assistance plan.
- Continued increase in minority staff, including implementation of minority student engineering and planning research aide program. Four engineering technicians were employed during 2011-2012.
- Expect to surpass our DBE goal of 10 percent.
- Environmental Justice Task Force continued to hold regularly scheduled meetings.

Year 2013 Goals

- Continue and expand our outreach and involvement efforts for minority communities, and address all minority populations – African-American, Asian and Pacific Islander, American Indian and Alaska Native, and Hispanic – and particularly include Milwaukee, Racine, Kenosha, and Waukesha areas.
- Implement Commission public involvement process, including recommendations for outreach to address Title VI and environmental justice, and limited English proficiency (LEP) language assistance plan.
- Continue and expand implementation of minority student engineering and planning research aide program and increase minority staff.
- Achieve and surpass our DBE goal of 10 percent.
- Promote increases in the appointment of minorities and women to Commission Advisory Committees and the Commission.

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**TITLE VI NON-DISCRIMINATION AGREEMENT between
The Wisconsin Department of Transportation (WisDOT) and
Southeastern Wisconsin Regional Planning Commission, a WisDOT Sub-
Recipient**

Sub-Recipient Title VI Coordinator:

Name: Elizabeth Larsen

Title: Business Manager

Mailing Address: PO Box 1607

W239 N1812 Rockwood Drive

Waukesha, WI 53187

Phone: 262-547-6721

Fax: 262-547-1103

I. Policy Statement

The above identified Sub-Recipient of WisDOT federal aid funds, hereinafter referred to as the "Sub-Recipient," assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

In the event the Sub-Recipient distributes federal aid funds to an additional sub-recipient, the Sub-Recipient will include Title VI language in all written agreements and will monitor the additional sub-recipient for compliance.

The Sub-Recipient has authorized and charged the above identified Title VI Coordinator with the authority and responsibility for initiating and monitoring Sub-Recipient Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

II. Title VI Program

Organization and Staffing

A. Pursuant to 23 CFR 200, the Sub-Recipient has appointed, or will appoint within thirty days, the above identified Title VI Coordinator who is responsible for implementing the Sub-Recipient's Title VI Program. Within twenty days after the signing of this agreement the Sub-Recipient will provide WisDOT with a copy of the Sub-Recipient's organization's chart illustrating the level and placement of the Title VI Coordinator.

B. The Sub-Recipient will notify WisDOT in writing of any changes to the Sub-Recipient's organization chart, Title VI Coordinator, or Title VI Coordinator contact information.

C. The sub-Recipient appoints their Title VI Coordinator as the designated representative for issues and actions pertaining to this agreement.

III. Assurances

Consistent with 49 CFR Part 21.7 the Sub-Recipient hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Sub-Recipient regardless of whether those programs and activities are Federally funded or not.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sub-Recipient by the Wisconsin Department of Transportation (WisDOT) under a Federally-Funded Program and is binding on it, other additional sub-recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Sub-Recipient.
5. That the Sub-Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements.

The Sub-Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

6. That the Sub-Recipient shall insert the clauses of Appendix 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the Sub-Recipient shall insert the clauses of Appendix 2 of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the Sub-Recipient shall include the appropriate clauses set forth in Appendix 3 of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Sub-Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.
9. The Sub-Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

IV. Implementation Procedures

- A. This agreement shall serve as the Sub-Recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.
- B. For the purpose of this agreement, "Federal Assistance" shall include:
 1. grants and loans of Federal funds,
 2. the grant or donation of Federal property and interest in property,
 3. the detail of Federal personnel,
 4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sub-Recipient, or in recognition of the public interest to be served by such sale or lease to the Sub-Recipient, and
 5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

C. The Sub-Recipient shall:

1. Issue a policy statement, signed by the head of the Sub-Recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sub-Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the Sub-Recipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a manager who has a responsible position in the organization and easy access to the head of the Sub-Recipient. This unit shall contain a Title VI Coordinator, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the Sub-Recipient's report of investigation, will be forwarded to WisDOT's Civil Rights and Compliance Section (CRCS) within 10 days of the date the complaint was received by the Sub-Recipient.
6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the programs and activities conducted by the Sub-Recipient.
7. Conduct Title VI reviews of the Sub-Recipient program areas and activities, and of additional Sub-Recipient contractor or consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action

taken. Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

V. Discrimination Complaint Procedures

- A. The Sub-Recipient adopts the following discrimination complaint procedures:
1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sub-Recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sub-Recipient's Title VI Coordinator for review and action.
 2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sub-Recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sub-Recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sub-Recipient's investigative procedures.
4. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WisDOT and USDOT.
5. The Sub-Recipient will advise WisDOT CRCS within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to WISDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address(es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, national origin or sex)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the Sub-Recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.

- h) An explanation of the actions the Sub-Recipient has taken or proposed to resolve the issue raised in the complaint.
- 6. Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the Sub-Recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
- 7. Within 90 days of receipt of the complaint, the head of the Sub-Recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with WisDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Sub-Recipient. The Title VI Coordinator will also provide WisDOT CRCS with a copy of this decision and summary of findings upon completion of the investigation.

B. WisDOT contact information is as follows:

Wisconsin Department of Transportation
Bureau of Equity and Environmental Compliance
Civil Rights and Compliance Section, Title VI Coordinator
P. O. Box 7965
Madison, Wisconsin 53707-7965
Phone: (608) 264-7701 Fax: (608) 267-3641

VI. Sanctions

In the event the Sub-Recipient fails or refuses to comply with the terms of this agreement, WisDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sub-Recipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Sub-Recipient.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sub-Recipient.
4. Refer the case to the U.S. Department of Justice for appropriate legal proceedings.

VII. Signatures

Wisconsin Department of Transportation:

Signature

Title

Date

Sub-Recipient:

Signature 

Executive Director

Title

Date September 17, 2012

Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to WISDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WISDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the State of Wisconsin will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with an in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WISDOT (hereafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d – 4) does hereby remise, release, quitclaim, and convey unto the State of Wisconsin all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the State of Wisconsin and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the State of Wisconsin, its successors, and assigns.

The State of Wisconsin, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Wisconsin, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix 3

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Sub-Recipient pursuant to the provisions, of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Wisconsin State Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

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Appendix E

METROPOLITAN PLANNING FACTORS

The Federal Transportation Bill, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2005, A Legacy for Users (SAFETEA-LU) created the planning factors that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs. This year's OWP is being developed considering these metropolitan planning factors. The Moving Ahead for Progress in the 21st Century Act of 2012 (Map 21) made minor modifications to these factors. The eight metropolitan planning factors include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the security of the transportation system for motorized and non-motorized users.
3. Increase the safety of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.

The following table illustrates the 2013 OWP projects included in the SEWRPC 2013 continuing regional land use transportation study and the metropolitan planning factors to be considered in each project:

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2013 OWP

Project Number	Project Name	Metropolitan Planning Factors							
		1	2	3	4	5	6	7	8
100-1000	Land Use Inventory	X				X			
110-1000	Land Use Plan Implementation and Community Assistance	X	X	X	X	X	X	X	X
120-1000	Year 2035 Land Use Plan	X				X			
200-1000	Transportation Planning Support and Assistance	X	X	X	X	X	X	X	X
210-1000	Short-Range Transportation Planning and Programming	X	X	X	X	X	X	X	X
220-1000	Long-Range Transportation Planning and Programming	X	X	X	X	X	X	X	X
400-1000	Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision	X				X			
410-1000	Transportation-Related Environmental Inventories, Assessments, and Evaluations	X				X			
420-1000	Regional Base Mapping and Survey Control	X				X			

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Southeastern Wisconsin Regional Planning Commission
Staff Memorandum

REGIONAL TRANSPORTATION CONSULTATION PROCESS

INTRODUCTION

Federal Statute and regulations require the Southeastern Wisconsin Regional Planning Commission as the metropolitan planning organization for southeastern Wisconsin to consult with agencies and officials within the metropolitan planning area who are responsible for other planning activities affected by transportation, transit operators for public and other transit services, Indian Tribal governments, and Federal land management agencies. Federal Statute and regulation also require that the consultation process to be followed is documented. This memorandum documents this consultation process. The consultation process was followed during the preparation of the year 2035 regional transportation plan completed in June, 2006.

ADVISORY COMMITTEES

The regional transportation plan is developed under the guidance and direction of the Advisory Committee on Regional Transportation Planning. This Advisory Committee reviews and approves each step of the regional transportation planning process, and is responsible for proposing to the Commission, after careful study and evaluation, a recommended regional transportation system plan. The Advisory Committee on Regional Transportation Planning includes representatives from: each of the seven counties – Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha; from selected municipalities in the Region; the Wisconsin Department of Transportation; the Wisconsin Department of Natural Resources; the U.S. Department of Transportation, Federal Highway Administration; the U.S. Department of Transportation, Federal Transit Administration; and the U.S. Environmental Protection Agency. The Advisory Committee structure is intended to promote intergovernmental and interagency coordination, and to serve as direct liaisons between the SEWRPC planning effort and the local and State governments that are responsible for implementing the recommendations of the regional transportation plan.

The development of the regional transportation plan also includes consultation with each of the seven jurisdictional highway planning Advisory Committees – one for each county. These Advisory Committees on jurisdictional highway system planning include representatives from each of 147 municipalities – cities, villages, and towns – in southeastern Wisconsin, as well as representatives from each of the seven counties, the Wisconsin Department of Transportation, and the U.S. Department of Transportation, Federal Highway Administration. These Advisory Committees are involved throughout the planning process, including early in the process to contribute to the development of alternative regional transportation system plans, and later in the process to review and comment on preliminary and final recommended regional transportation plans.

These Advisory Committees on Regional Transportation Planning and County Jurisdictional Highway System Planning include the units of government, agencies, and officials in southeastern Wisconsin responsible for land use planning and growth, economic development, environmental protection, airports, ports, freight movement, and transit operations – both public and specialized service for the elderly and disabled.

The transportation improvement program includes projects from the regional transportation plan, and its preparation is guided by Advisory Committees for Transportation System Planning for each of the four urbanized areas of the Region and includes units of government, agencies, and officials responsible for land use planning and growth, economic development, environmental protection, airports, ports, and transit operators – both public and specialized service. Also, as part of the transportation improvement programming process, the Commission solicits projects from transit operators and local units of government and agencies.

OTHER CONSULTATION EFFORTS

The Commission conducts a series of other consultation efforts during the preparation of the regional transportation plan. One such effort is conducted with the objective of linking regional transportation planning with the National Environmental Policy Act and project preliminary engineering, resulting in improved understanding of the data and alternatives considered and recommended in regional planning, and enhanced consideration and evaluation of the environmental impacts of regional plan alternatives. This consultation effort involves Federal and State environmental resource agencies, as well as transportation agencies. The consultation occurs throughout the planning process, including during review of existing conditions, development of regional transportation plan objectives, principles, and standards,

as well as during alternative transportation plan development and evaluation, and development of the preliminary and final recommended plans. The agencies and groups involved include: the Wisconsin Department of Natural Resources; the Wisconsin Historical Society; the Wisconsin Department of Agriculture, Trade and Consumer Protection; the U.S. Department of Agriculture, Natural Resource Conservation Service; the U.S. Coast Guard; the U.S. Department of the Interior, National Park Service; the U.S. Department of Agriculture, Forest Service; the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service; the U.S. Environmental Protection Agency; and the Great Lakes Inter-Tribal Council – a coalition of 12 Native American Tribes of Wisconsin and Upper Michigan – Bad River Band of Lake Superior Chippewa, Forest County Potawatomi, Ho-Chunk Nation, Lac Courte Oreilles Band of Lake Superior Chippewa, Lac du Flambeau Band of Lake Superior Chippewa, Lac Vieux Desert Tribe of Michigan, Menomonee Indian Tribe of Wisconsin, Oneida Nation, Red Cliff Band of Lake Superior Chippewa, Sokaogon Chippewa (Mole Lake), St. Croix Chippewa, and Stockbridge-Munsee Indians of Wisconsin.

Another consultation effort is with groups, organizations, and officials representing minority and low-income populations. The consultation is initiated at the beginning of the planning process and continues throughout the process, including at key steps in the planning process – inventory, alternative plan development, preliminary plan recommendation, and final plan recommendation. Materials including newsletters are sent, personal contacts are made, and meetings are held with groups or group staff and leadership. These groups and organizations representing low-income and minority populations in the Region include: African American Chamber of Commerce; American Indian Center; American Indian Chamber of Commerce; Association for Rights of Citizens with Handicaps; Black Health Coalition of Wisconsin, Inc.; The Business Council, Inc.; CNI/Fondy/North Business Association; Community Brainstorming Conference; Congregations United to Serve Humanity; Council for the Spanish Speaking; Esperanza Unida; Federation for Civic Action; Goodwill Industries of Southeast Wisconsin and Metro Chicago; Harambee Ombudsman Project, Inc.; Hispanic Chamber of Commerce Wisconsin; Hispanic Roundtable; Hmong-American Friendship Association; Independence First; La Casa de Esperanza; La Causa, Inc.; Lao Family Community; Merrill Park Neighborhood Association; Metcalfe Park Residents Association; Metropolitan Milwaukee Fair Housing Council; Milwaukee Branch National Association for the Advancement of Colored People; Milwaukee Careers Cooperative; Milwaukee Inncercity Congregations Allied for Hope; Milwaukee Minority Chamber of Commerce; Milwaukee Urban League; National Association of Minority Contractors, Wisconsin Chapter; Racine Interfaith Coalition; Racine/Kenosha Economic Inclusion Coalition; Repairers of the Breach; The Salvation Army/Greater Milwaukee; The Salvation Army/ Kenosha; The Salvation Army/Oak Creek; The Salvation Army/Racine;

The Salvation Army/Waukesha; Spanish Centers of Racine, Kenosha, and Walworth Counties; United Community Center; United Indians of Milwaukee; United Migrant Opportunity Services, Inc.; and Urban League of Racine and Kenosha.

Other consultation efforts are conducted with groups representing business and industry, freight, transit operator, and transportation operations interests. These consultation efforts also occur at key junctures in the planning process. The business and industry group includes the Kenosha Area Business Alliance, Inc., Milwaukee Metropolitan Association of Commerce, Ozaukee County Economic Development Corporation, Racine Area Manufacturers and Commerce, Racine County Economic Development Corporation, Waukesha County Chamber of Commerce, and Waukesha County Economic Development Corporation, Greater Milwaukee committee and Milwaukee 7 Regional Economic Development Council.

The freight group includes air, rail, and highway freight movement interests. The intent in consulting with this group is to identify freight transportation problems and needs in the Region, and to identify potential improvements for consideration in the regional transportation plan. These groups and organizations include the Port of Milwaukee, General Mitchell International Airport, freight and parcel express companies, bulk freight transportation interests, railroads, trucking companies and associations, and major industries.

Another group the Commission consults with includes the operators of public transit services in the Region. The objective of consulting with this group is to identify existing public transit problems and needs, and to identify potential public transit improvements for consideration in the regional transportation plan.

Another group the Commission consults with includes transportation system operations professionals. The intent in consulting with this group is to identify existing transportation systems operations actions and systems and to identify alternative operations actions and systems to be considered for inclusion in the regional transportation plan. Involvement in this group includes: Highway Commissioners and Directors of Public Works from the Region's seven counties; City Engineers and Directors of Public Works from selected representative municipalities; the Wisconsin Department of Transportation State Traffic Engineer; the Wisconsin Department of Transportation's Traffic Incident Management Enhancement (TIME) Program Manager; and the Wisconsin Department of Transportation's Southeast Region Systems Operations Manager.

Additionally, in conducting other transportation planning activities such as preparing coordinated public transit-human services transportation plans for each of the seven counties in the Region, the Commission has consulted with representatives of governmental agencies and non-profit organizations that receive Federal assistance to provide non-emergency transportation services from a source other than the U.S. Department of Transportation. These groups will be consulted during regional transportation planning efforts, building upon the contacts made during the preparation of the coordinated public transit-human services transportation plans.

SUMMARY

The Commission's consultation efforts during regional transportation planning and programming include consultation with agencies and officials responsible for other planning activities affected by transportation – land use planning and growth, economic development, environmental protection, airports, and freight traffic – transit operators (both public and specialized service), environmental resource agencies including Federal land management agencies, and Indian tribes. This consultation occurs throughout the planning process and particularly at key junctures of identifying existing conditions, review of previous plans and extent of implementation, identification of potential alternative plans, evaluation of alternative plans, and review of preliminary recommended plan. The consultation includes briefings and solicitation of input for consideration during the planning process.

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APPENDIX G

MEETING SCHEDULE FOR 2013

Meeting	Responsible Agency	Tentative Dates (2013)
Director Meetings	WisDOT	January 29, April 23, July 23, October 22
Mid-Year Review & Tour	MPO/WisDOT/FHWA	
Plan and Program Advisory Committee Meetings	MPO	At Call of Committee Chairs
Commission Quarterly Meetings	MPO	To be scheduled in December

All meetings hosted by the MPO are tentatively scheduled. To confirm the meeting date, time, and location, agendas and information packets will be sent out to all members of the Advisory Committee and Commission, and will be posted on the Commission website and at Commission offices, at least one week prior to meeting.

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Appendix H

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION STAFF: 2012

EXECUTIVE DIVISION

Kenneth R. Yunker, PE
Executive Director

Philip C. Evenson, AICP
Special Projects Advisor

Debra D'Amico
Executive Secretary

Dr. Kurt W. Bauer, PE, RLS, AICP
Executive Director Emeritus

COMMUNITY ASSISTANCE PLANNING DIVISION

Nancy M. Anderson, AICP
Chief Community
Assistance Planner

Richard R. Kania, AICP, RLA
Benjamin R. McKay
Principal Planners

Christopher D. Parisey
Robbie L. Robinson
Planners

GEOGRAPHIC INFORMATION SYSTEMS DIVISION

John G. McDougall
Geographic Information
Systems Manager

Paul J. Clavette
Principal Systems
Analyst

Michael G. Gosetti
Geographic Information
Systems Supervisor

Bradley T. Subotnik
Senior GIS Applications
Specialist

Patricia L. Bouchard
GIS Application
Specialist

Timothy R. Gorseger
Geographic Information
Systems Technician

ECONOMIC DEVELOPMENT PLANNING DIVISION

John R. Meland
Chief Economic
Development Planner

LAND USE PLANNING DIVISION

William J. Stauber
Chief Land Use Planner

David A. Schilling
Principal Planner

Kathryn E. Sobottke
Principal Specialist

Frank G. Fierek, Jr.
James P. Siegler
Planners

Kaleb W. Kutz
Leroy Mims, Jr.
Land Use Mapping
Specialists

Joyce A. Gramz
Senior GIS Planning
Specialist

CARTOGRAPHIC AND GRAPHIC ARTS DIVISION

Donald P. Simon, RLS
Chief Planning Illustrator

Jean C. Peters
Nancee A. Nejedlo
Principal Planning
Draftsmen

LuAnn Sakale
Senior Planning Draftsman

John T. Washburn, RLS
Senior Specialist–
Land Surveyor

Byron D. Guerra
Andrew J. Traeger
Land Survey Assistants

Richard J. Wazny
Print Shop Supervisor

TRANSPORTATION PLANNING DIVISION

Christopher T. Hiebert, PE
Chief Transportation
Engineer

Albert A. Beck
Principal Planner

Ryan W. Hoel, PE
Principal Engineer

Eric D. Lynde
Senior Engineer

Ajibola Ayanwale
David J. Massey
Kevin J. Muhs
Engineers

Gom B. Ale
Victor T. Helin
Travel Demand Modelers

Ronald J. Klafka
Kara W. Ottum
Travel Survey
Coordinators

Xylia N. Rueda
Planner

Reginald L. Mason
Research Analyst

ADMINISTRATIVE SERVICES DIVISION

Elizabeth A. Larsen
Business Manager

Linette G. Heis
Secretary

Christine A. Kettner
Accounting Clerk/Human
Resource Assistant

Sylvia Carlson
Receptionist

Robert J. Klatkiewicz
Office Clerk

ENVIRONMENTAL PLANNING DIVISION

Michael G. Hahn, PE, PH
Chief Environmental
Engineer

Dr. Donald M. Reed
Chief Specialist-
Biologist

Laura L. Kletti, PE, CFM
Ronald J. Printz, PE
Principal Engineers

Joshua A. Murray, PE
Senior Engineer

Dr. Thomas M. Slawski
Dr. Jeffrey A. Thornton, CLM,
PH
Principal Planners

Dr. Joseph E. Boxhorn
Senior Planner

Dr. Lawrence A. Leitner
Principal Biologist

Megan R. Bender
Engineer

Christopher J. Jors
Kristin A. Sherfinski
Specialists

Aaron W. Owens
Planner

Jennifer L. Dietl
Research Analyst

Edward J. Schmidt
GIS Planning
Specialist

Patricia M. Kokan
Secretary

PUBLIC INVOLVEMENT AND OUTREACH DIVISION

Stephen P. Adams
Public Involvement and
Outreach Manager

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YEAR 2050 REGIONAL LAND USE AND TRANSPORTATION PLANS SCHEDULE

KEY	
Scheduled Time	
Action	◇
Vote	√
Information Meeting	?
Due Date	■