

# OVERALL WORK PROGRAM—2015 SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

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## RESOLUTION NO. 2014-25

### RESOLUTION OF THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION APPROVING THE 2015 OVERALL WORK PROGRAM

WHEREAS, the Southeastern Wisconsin Regional Planning Commission is charged with the responsibility of carrying out a long-range comprehensive planning program for the seven counties in the Southeastern Wisconsin Region and, as a part of that program, is presently engaged in a continuing, comprehensive, areawide, cooperative land use-transportation planning process pursuant to the provisions of the Federal Aid Highway Act of 1962 and the Federal Urban Mass Transportation Act of 1964, as amended by the Federal Intermodal Surface Transportation Efficiency Act of 1991, the Transportation Equity Act for the 21st Century of 1998, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005, and the Moving Ahead for Progress in the 21<sup>st</sup> Century Act of 2012; and

WHEREAS, the Southeastern Wisconsin Regional Planning Commission has been designated by the Governor of the State of Wisconsin as the official cooperative, comprehensive, continuing, areawide transportation planning agency (Metropolitan Planning Organization, or MPO) under the rules and regulations promulgated by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, with respect to the Kenosha, Milwaukee, Racine, West Bend, and Wisconsin portion of the Round Lake Beach urbanized areas; and

WHEREAS, the Southeastern Wisconsin Regional Planning Commission has prepared transportation plans for the Region which are consistent with applicable Federal laws and regulations; and

WHEREAS, the transportation planning process conducted by the Commission specifically meets the Federal planning requirements set forth in the Code of Federal Regulations (23 CFR 450); and

WHEREAS, the aforesaid rules and regulations promulgated by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, require that the MPO shall develop and approve an overall work program outlining the transportation planning tasks and projects to be undertaken in any given year; and

WHEREAS, the Southeastern Wisconsin Regional Planning Commission has, in carrying out its responsibilities as the MPO, prepared a draft overall work program for 2015, and submitted that draft work program to all concerned State and local officials; and

WHEREAS, the draft 2015 overall work program was reviewed with the cognizant Federal and State agencies at a meeting held on October 20, 2014, with the result that certain changes have been made and incorporated into a document entitled, *Overall Work Program-2015, Southeastern Wisconsin Regional Planning Commission*.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

FIRST: That in accordance with 23 CFR 450.334, the Southeastern Wisconsin Regional Planning Commission hereby certifies that the regional transportation planning process is addressing the land use and transportation planning issues of the metropolitan planning area, and is being conducted in accordance with all applicable federal requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;

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**RESOLUTION NO. 2014-25**

3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Sections 1101(b) of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) (P.L.112.141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

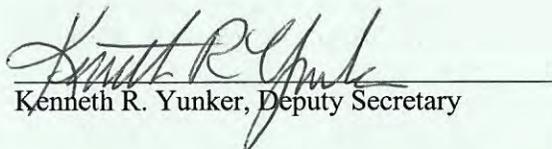
SECOND: That the programs, tasks, and projects proposed to be undertaken as described in the document entitled, *Overall Work Program-2015, Southeastern Wisconsin Regional Planning Commission*, are hereby endorsed and approved.

THIRD: That a true, correct, and exact copy of this resolution and the document entitled, *Overall Work Program-2015, Southeastern Wisconsin Regional Planning Commission*, shall be transmitted to the Wisconsin Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and any other State and Federal agencies as may be deemed appropriate by the Commission Executive Director.

The foregoing resolution, upon motion duly made and seconded, was regularly adopted at the meeting of the Executive Committee of the Southeastern Wisconsin Regional Planning Commission held on the 13th day of November 2014, the vote being: Ayes 8; Nays 0.

  
David L. Stroik, Chairman

ATTEST:

  
Kenneth R. Yunker, Deputy Secretary

OVERALL WORK PROGRAM—2015  
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

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The preparation of this publication was financed in part through planning grants from the Federal Highway and Federal Transit Administrations, the U.S. Department of Transportation, the Wisconsin Department of Transportation, the Wisconsin Department of Natural Resources, and the Wisconsin Department of Administration.

The contents of this report do not necessarily reflect the official views or policy of the above agencies.



U.S. Department of Transportation  
**Federal Highway Administration**



U.S. Department of Transportation  
**Federal Transit Administration**



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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.

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 2015 budget staff totaled 84, including 70 full-time and 14 part-time employees. The Commission staff is organized into eight divisions. Four of these are planning divisions—Transportation, Environmental, Land Use, 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, Land Surveying, and Public Involvement and Outreach —provide day-to-day support of the four 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 local governments with local government representation on a population-proportional basis, and appointments made by local elected officials, and representatives of State and Federal governments.

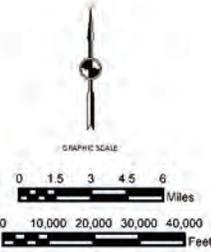
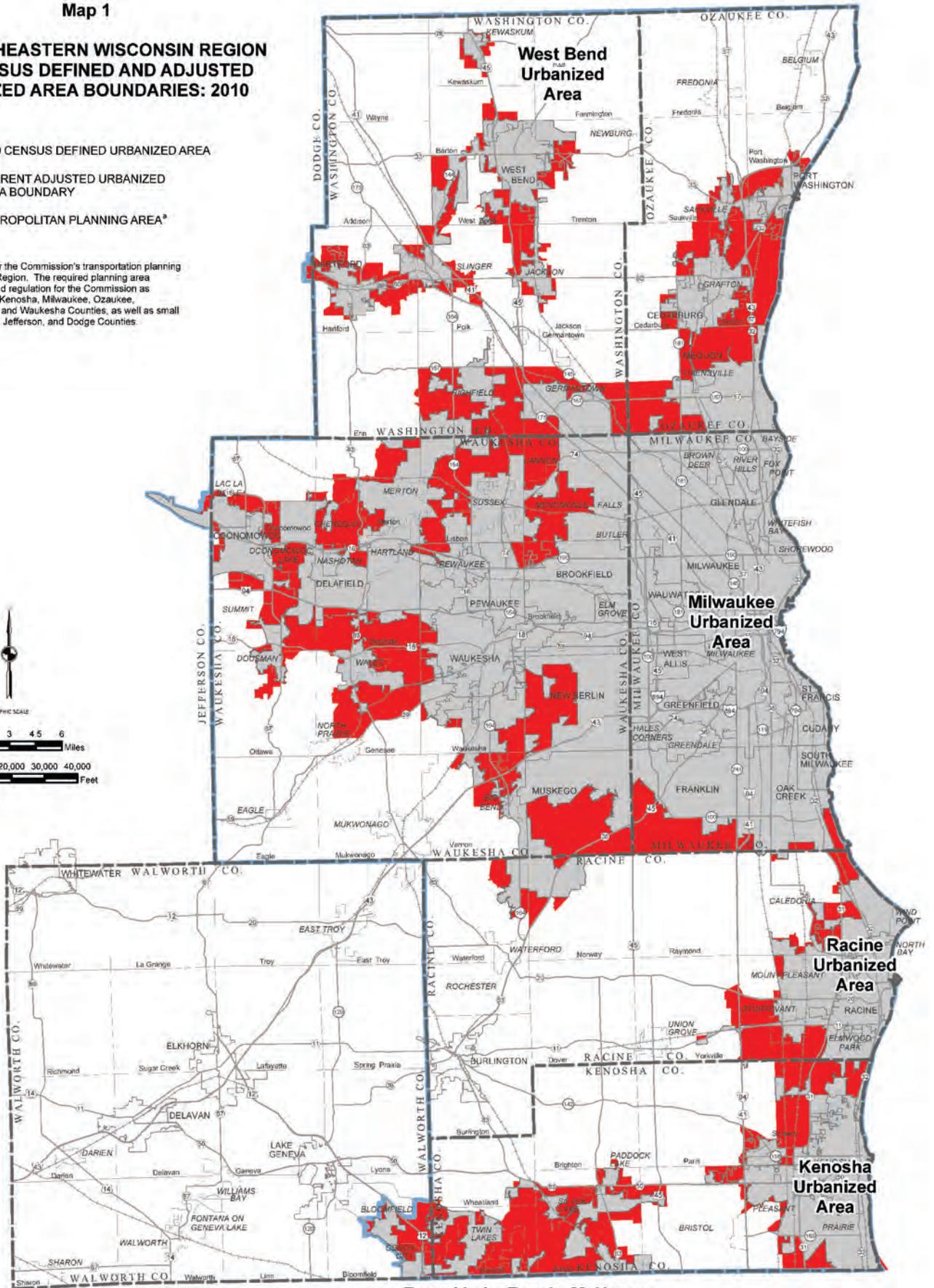
The Commission has conducted regional planning for Southeastern Wisconsin for over 50 years, and initiated its first major transportation planning program in 1963. The Commission has always affirmed the need to conduct transportation planning in a cooperative and intergovernmental, as well as a sound 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

Map 1

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

-  2010 CENSUS DEFINED URBANIZED AREA
-  CURRENT ADJUSTED URBANIZED AREA BOUNDARY
-  METROPOLITAN PLANNING AREA\*

\*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 MPO consists of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties, as well as small portions of Walworth, Jefferson, and Dodge Counties.



**Round Lake Beach--McHenry--  
Grayslake, IL--WI Urbanized Area**

Source: U.S. Census Bureau and SEWRPC

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:

- The major effort in 2015 will be work attendant to the completion of the major review, reevaluation, and extension to the year 2050 of the design year 2035 regional land use and transportation plans. The work in 2015 will include completion of alternative plan development and evaluation, the identification of a preliminary recommended land use and transportation plan, including a financial analysis of the preliminary recommended plan, and development of a final recommended regional land use and transportation 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. Ozaukee, Racine, and Waukesha county jurisdictional plans will be underway and completed in 2015.
- 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 a plan was completed for the City of Waukesha, and in 2013 for the City and County of Racine, and in 2014 for Washington County. The plan for the City and County of Kenosha will be completed in early 2015. In 2015 a plan for Ozaukee County will be underway, and potentially a plan for Waukesha County. 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 2 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.

Appendix B sets forth the public participation plan for the Commission's regional planning program. The Commission's public participation plan is also available on the Commission's website (<http://www.sewrpc.org/SEWRPC/DataResources/Public-Participation-Plan-for-Regional-Planning.htm>).

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 MPO consists of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties, as well as small portions of Walworth, Jefferson, and Dodge Counties, as shown on Map 1.

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.

Following the enactment of MAP-21, the U.S. Department of Transportation identified to MPO's and States three emphasis areas to be considered in identifying work tasks for their respective agencies: 1) transition to performance based planning and programming; 2) promote cooperation and coordination across MPO and State boundaries where appropriate to ensure a regional approach to transportation planning; and 3) identify transportation connection gaps in access to essential services as part of the transportation process. The transportation planning work conducted and proposed for 2015 by the Commission is consistent with all three emphasis areas. With regards to the first emphasis area, the process used to develop the current year 2035 regional transportation plan that was completed and adopted by the Commission in 2006 included the development of objectives and performance measures to evaluate alternative regional transportation plans. Following the development of the plan, these performance measures, along with other measures, have been monitored at a frequency based on the availability of data—annually as reported in the Commission's annual report (Project 200-1000), every four years as part of an interim review and update of the plan (Project 220-1000), or every ten years as part of the major update to the regional transportation plan (Project 220-1000) to coincide with the decennial U.S. Census and the Region travel survey conducted by the Commission. Since 2006, the Commission completed in 2010 and 2014 interim review and updates to the year 2035 plan. The 2015-2018 transportation improvement program (TIP) that was completed in 2014—and expected to be amended throughout 2015—is consistent with, and programs the short-term implementation of, the regional transportation plan (Project 210-1000). Commission is currently working on the major update to the regional land use and transportation plans extending the design year of those plans from 2035 to 2050—called VISION 2050—that is expected to be completed in 2015 (Project 220-1000). The process used to develop the plans incorporates visioning and performance-based activities. In addition, the Commission will be working with WisDOT staff to develop targets for performance measures relating to vehicular crash fatalities and serious injuries, highway condition, highway system performance/congestion, vehicular emissions, and truck freight movement (Project 220-1000).

With respect to the second emphasis area, the Commission will completed in 2014 an update of the cooperative agreement between the Commission, the Chicago Metropolitan Agency for Planning



(CMAP), and the Wisconsin and Illinois Departments of Transportation for the coordination of land use and transportation planning for the Round Lake Beach—McHenry, Grays Lake, IL-WI Urbanized Area (Project 220-1000). Also, the Commission staff also participates in quarterly meetings of the Executive Directors of the Commission, CMAP, and the Northwestern Indiana Regional Planning Commission (NIRPC) to discuss issue and coordinate projects and data sharing that affect the tri-state region. In addition, Commission staff serves as a member and regularly attends meetings of CMAP’s Transportation Committee. In addition, the Commission has completed in 2014 an update to the cooperative agreement between the Commission, the WisDOT, and the area transit operators establishing the roles and responsibilities of each agency for the coordination of land use and transportation planning the seven-county Southeastern Wisconsin Region (Project 220-1000). Commission staff as well participates in quarterly meetings organized by WisDOT of the State’s MPOs and Regional Planning Commission’s to discuss issues related to these agencies.

With respect to the third emphasis area, the Commission identified and considered the transportation needs of minority and low-income populations during the development of the year 2035 regional transportation plan that was adopted by the Commission in 2006. The identified needs have included expanding transit availability and accessibility to the entire metropolitan area (linking to jobs and activity centers) and improving the speed of transit travel. The transit service needs of minority and low-income populations were confirmed by public involvement and outreach. The elements of this needs identification were documented as part of the analysis of the impacts of the regional transportation plan on minority and low-income populations, including mapping of the magnitude and location of minority and low-income populations, and mapping of the extent to which the proposed year 2035 regional transportation plan transit element connects minority and low-income populations with the Region’s jobs and activity centers. The same procedures to identify the transportation needs of these populations are also being used in the major update of the regional land use and transportation plans—VISION 2050 (Project 220-1000). The development of the year 2050 plan is also using a visioning and scenario planning process in order to create a vision for land use and transportation system development in Southeastern Wisconsin that reflects how residents—including minorities and low-income persons—want their communities and the Region to develop. The visioning and scenario planning techniques being utilized as part of the VISION 2050 effort are designed to obtain greater public input—particularly from minority and low-income populations. In addition, the Commission prepares short-range—three to five years—transit development plans for each of the transit operators in Southeastern Wisconsin, which serve to consider implementation of a stage of the regional transportation plan. Over the last few years, the Commission staff has completed transit development plans for Milwaukee County, City and County of Racine, and Washington County. In 2015, the Commission will complete a transit development plan for the City and County of Kenosha, and initiate work on a plan for Ozaukee County and potentially Waukesha County (Project 210-1000).

## **SCHEME OF PRESENTATION**

Chapters II through X set forth the detailed 2015 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.

## Chapter II

### PROPOSED 2015 REGIONAL LAND USE PLANNING PROGRAM

#### INTRODUCTION

The proposed 2015 regional land use planning program consists of six 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
	110-3000	Preparation of Regional Zoning Guide
Long-Range Planning	120-1000	Regional Land Use Plan

The balance of this chapter presents 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. In 2013, the Commission staff completed updates of the regional land use and environmental corridor inventories to 2010. The inventories for both 2000 and 2010 are reconciled to a cadastral-orthophoto base. In addition, the Commission initiated the work involved in the preparation of regional files of planned environmental corridors and historic 1963 environmental corridors. The creation of the planned environmental corridor file involves the delineation of planned changes to the existing (year 2010) environmental corridor inventory to reflect floodplain additions to the environmental corridors and other changes to existing corridors identified in local sewer service area plans and other plans. The resulting planned environmental corridor file will be incorporated directly into the year 2050 regional land use plan. The 1963 environmental corridor file is prepared by back dating the existing corridor file to reflect 1963 conditions.

### **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. The year 2010 land use and environmental corridor inventories will be used in updating and extending the regional land use and transportation plans to the year 2050. The regional transportation plan is designed to serve the regional land use plan, which if implemented would serve to provide for more efficient travel patterns, support more efficient and cost effective transit system operations, and reduce vehicle miles of travel and attendant traffic congestion and vehicle emissions relative to a continuation of past development trends. 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**

Throughout 2015, the Commission staff will continue to manually delineate on the land use inventory orthophotos the results of wetland field surveys conducted by the Commission during the year and the location of new urban development as identified through the Commission’s review of sanitary sewer extensions. In addition, work will continue on the 1963 and planned environmental corridor files. The results of this ongoing activity will be used in the next major update of the regional land use inventory.

### **Schedule**

The 1963 and planned environmental corridor files will be completed early in 2015. Other work described above will be ongoing throughout 2015.

### **Products**

Manually annotated land use inventory orthophotos, showing refined wetland boundaries and the general locations of new development as indicated in sewer service extension review applications. Digital map files of 1963 and planned environmental corridors.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	416
Engineer/Planner/Specialist	624
Technical/Analyst	<u>820</u>
Total Hours	1,860

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u> <u>(tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$32,000	\$4,000	\$4,000	\$40,000

## **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 2014 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 2015. 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 2014 *Annual Report*.

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

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	100
Senior Engineer/Planner/Specialist	1,578
Engineer/Planner/Specialist	3,058
Technical/Analyst	1,382
Clerical	<u>154</u>
Total Hours	6,272

**Funding Source**

<u>SEWRPC</u>	<u>Total</u>
<u>(tax levy)</u>	<u>100%</u>
100%	100%
\$235,724	\$235,724

## **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, housing, and natural resources 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.

After 2011, work shifted to assistance with updating and implementing comprehensive plans. In 2012 through 2014, Commission staff continued to respond to requests from local governments for assistance with plan updates (through the preparation of plan amendments) and in determining consistency between plan elements and between local plans and implementing ordinances. Major efforts in this regard in 2013 and 2014 included amendments to the Washington County comprehensive plan to incorporate adopted and amended city, town, and village plans into the County plan; and to incorporate the new County Farmland Preservation Plan into the comprehensive plan to achieve the consistency between the two plans required by State law. Commission staff also assisted with amendments to the Ozaukee County comprehensive plan to incorporate the new County Farmland Preservation Plan, and to update the plan to maintain consistency between the plan and a new County zoning ordinance for County-owned lands. The Commission also initiated work on an update to the Town of Belgium comprehensive plan in order to maintain consistency between the Town plan and the Ozaukee County farmland preservation plan, and the Town plan and a new Town zoning ordinance and map being prepared for the Town by the Commission.

SEWRPC staff also provided information from Commission files to the City of Saint Francis and the Villages of Newburg and Richfield in 2014 to assist those communities in updating their local comprehensive plans, and prepared an update to the Town of Germantown comprehensive plan to reflect the recommendations of the Washington County Farmland Preservation Plan. The Commission provided extensive comments on the comprehensive plan updates prepared by the Villages of Newburg and Richfield.

Commission staff initiated work on updating County farmland preservation plans in 2010 for Ozaukee and Racine Counties. Both plans were approved by the respective County Board; and certified by the Wisconsin Department of Agriculture, Trade, and Consumer Protection in 2013. The plans were published in 2013 (Ozaukee County) and 2014 (Racine County).

During 2013 and 2014, the Commission also 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, housing, 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 with such refinements, the Commission encourages them to incorporate regional land use plan recommendations regarding the location and intensity of future urban development, the protection of environmentally significant areas, and the preservation or enhancement of community character; 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, housing, and transportation plans into local plans. During 2015, Commission work efforts in relation to local land use planning will continue to focus on incorporating the regional land use, housing, and transportation plans into County and local comprehensive plans and plan amendments; County farmland preservation plans; and local park and open space plans. Commission staff will also assist county and local governments, upon request, in interpreting their comprehensive plans to help ensure that decisions regarding zoning, land divisions, and official mapping are consistent with such plans. Such assistance will continue to be carried out within the framework of the State's comprehensive planning law and regional plans.

The Commission will continue to respond to requests from public agencies and private interests for land use, housing, 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, including soils well-suited for agricultural use; information on historic, existing, and planned land use; information on housing types and densities; and information on environmental corridors, isolated natural resource areas, and other environmentally sensitive areas.

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. Following adoption of the Regional Housing Plan in early 2013, the Commission initiated and will continue the monitoring activities recommended by the adopted plan.

**Schedule**

The provision of land use, housing, 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 2015, 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 also continue.

The provision of technical assistance to counties and communities on comprehensive planning matters will continue throughout 2015. The Commission will continue to assist counties and communities in revising and updating their comprehensive plans, further refining and detailing regional plans, as appropriate. Preliminary work (meetings with County and local officials and staff and development of work programs and budgets) for major updates to the Multi-Jurisdictional Comprehensive Plans for Ozaukee and Washington Counties, which were both adopted in early 2008, is expected to take place in 2015, with work on the plan updates to occur during 2016 and 2017. It is anticipated that the plan updates would be completed in early 2018, in order to meet the Statutory requirement for 10-year updates to comprehensive plans

**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. Monitoring of the implementation of the regional housing plan will be included in the Commission’s Annual Report.

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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	1,361
Engineer/Planner/Specialist	2,288
Technical/Analyst	1,376
Clerical	<u>10</u>
Total Hours	5,035

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC</u> (tax levy)	<u>Total</u>
80%	6%	14%	100%
\$200,000	\$15,000	\$35,000	\$250,000

## **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. Work on the update of the Walworth County park and open space plan was completed in 2014. 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.

### **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.

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

The Commission will continue to monitor open space acquisition in the Region, as it has each year since 2005. In 2015, the Commission will obtain information on the amount and location of open space acquired, or protected through conservation easements, in 2014, collecting this information from the seven counties in the Region, the Wisconsin Departments of Natural Resources and Transportation, Federal agencies, land trusts in the Region, and other sources. The information is useful in monitoring progress toward the open space preservation recommendations of the regional and county park and open space plans, and is available for use by State, county, and local units of government and private interests upon request.

**Schedule**

The provision of park and open space planning data and related technical assistance will continue throughout 2015.

The collection of information regarding open space acquisition in the Region during 2014 will be completed in mid-2015.

Work on the Village of Mount Pleasant park and open space plan will be completed in 2015.

**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.

A summary of open space acquisition activity during 2014 in the Commission's *Annual Report*.

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

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Engineer/Planner/Specialist	300
Technical/Analyst	<u>740</u>
Total Hours	1,040

**Funding Source**

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

## **PROJECT 110-3000: PREPARATION OF REGIONAL ZONING GUIDE**

### **Objective**

To update the Regional Zoning Guide to assist county and local governments in developing and updating zoning ordinances and zoning-related procedures to promote orderly community development and implementation of elements of the regional plan and county and local comprehensive plans.

### **Previous and Current Work**

Shortly following its creation in 1960, SEWRPC prepared six planning guides, which were intended to constitute manuals of local planning practice. The guides, which were published between 1963 and 1969, include one each on zoning, land division control, official mapping, organization of planning agencies, floodplain and shoreland development, and soils. The goal was to improve the overall quality of public planning within the Region and thereby promote sound community development, properly coordinated on a Region-wide basis. The guides discuss basic planning and plan implementation practice, contain examples of good planning practice, and provide county and local governments with model ordinances and forms to assist them in their everyday planning efforts.

In 1996, a seventh planning guide was published providing information and model ordinances for rural cluster development. The official mapping guide was also updated in 1996, and the land division control guide was updated in 2001. The Commission intended to begin work on an update to the zoning guide in 2014, but unanticipated work on a Comprehensive Economic Development Strategy (CEDS) for the Region (see Project Code 630-3000), providing information about and monitoring implementation of the Regional Housing Plan, and other work prevented any significant work effort on the Zoning Guide update.

### **Relationship to Other Activities**

County and local zoning regulations, if properly designed, can help implement regional plans. The new Zoning Guide will include information and model ordinance language to assist in implementing regional plan recommendations, such as property maintenance requirements and zoning to accommodate various housing types to help implement recommendations from the regional housing plan, conservancy zoning regulations to help protect environmental corridors and other natural resource areas, and zoning to help preserve prime farmland. Information and model ordinance language to promote mixed use and compact development in urban service areas, and to accommodate rural development at appropriate densities will also be included, to assist in implementing recommendations from the regional land use plan.

The regional transportation plan is designed to serve the regional land use plan, which if implemented would serve to provide for more efficient travel patterns, support more efficient and cost effective transit system operations, and reduce vehicle miles of travel and attendant traffic congestion and vehicle emissions relative to a continuation of past development trends. This project serves to encourage implementation of the regional land use plan and the positive benefits on travel patterns, transportation system operations, and air quality that the desirable development patterns envisioned in the land use plan would produce.

### **Work Description/Methodology**

During 2015, SEWRPC staff will initiate work on updating the Zoning Guide. It is anticipated that an Advisory Committee will be formed to help oversee preparation of the Guide and any model zoning regulations to be included in the Guide. The update will reflect changes in State law since the Guide was prepared in the early 1960's, changes in zoning practice over the past 50 years, and address current land use-related issues, such as environmental sustainability. Model regulations to implement the

farmland preservation zoning regulations enacted as part of the Wisconsin Farmland Preservation Program by the Wisconsin Legislature in 2009 will also be included. The Guide will also provide sample zoning regulations to help implement regional plan elements.

**Schedule**

Work on the update of the SEWRPC Zoning Guide will be initiated in 2015. It is anticipated that this work effort will continue through 2016.

**Products**

The updated Zoning Guide will be published as a SEWRPC report.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	600
Principal Engineer/Planner/Specialist	400
Total Hours	1,000

**Funding Source**

<u>US DOT</u>	<u>Wis DOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$80,000	\$10,000	\$10,000	\$100,000

## **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.

### **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.

The Commission staff has initiated the work involved in updating and extending the regional land use plan to the year 2050. Related activities in 2014 included the completion of the effort to meet with planners from each “urban” community to inform them of the regional land use plan update effort and to obtain information regarding recent development or commitments to development in their community; ; the continuation of work on the preparation of draft chapters for the plan report; development of sketch year 2050 scenario plans for the Region; initiated work on the preparation of alternative year 2050 land use plans for the Region; meetings of the Commission’s Advisory Committee on Regional Land Use Planning; the continuation of the visioning process; and organizational activities (see project 220-1000).

### **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 transportation plan is designed to serve the regional land use plan, which if implemented would serve to provide for more efficient travel patterns, support more efficient and cost effective transit system operations, and reduce vehicle miles of travel and attendant traffic congestion and vehicle emissions relative to a continuation of past development trends. 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 2015, Commission staff efforts will continue to focus on the work required to update and extend the regional land use plan to the year 2050—closely coordinating this work with a companion effort by the Commission to update and extend the regional transportation system plan to 2050. Work related to the new regional land use plan in 2015 will include the continuation of an extensive public visioning process with respect to future land use within the Region; the preparation of land use objectives and standards; and the development and evaluation of alternative regional land use plans as an outgrowth of the alternative scenarios and visioning process. These activities will be carried out in tandem with similar, related activities to be undertaken as part of the update and extension of the regional transportation system plan (see Project 220-1000). There will be an emphasis on public participation throughout the course of the planning process.

### **Schedule**

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

**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.

The planning process will include many opportunities for public participation, including, but not limited to, visioning workshops, other public meetings, preference surveys, and a capability to comment at any time via the Commission’s website. Throughout the planning process, pertinent information will be made available to the public through public meetings (staff presentations, display boards, and informational handouts), through direct mail newsletters, and through the Commission’s website

A Commission planning report documenting both the year 2050 regional land use plan and the year 2050 regional transportation system plan will be published in 2015.

**Estimated Annual Hours**

<i>Staff Position</i>	<i>Hours</i>
Executive Director/Division Head	948
Principal Engineer/Planner/Specialist	3,828
Engineer/Planner/Specialist	2,372
Technical/Analyst	1,016
Clerical	<u>25</u>
Total Hours	8,189

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	5%	15%	100%
\$400,000	\$25,000	\$75,000	\$500,000

## Chapter III

### PROPOSED 2015 REGIONAL TRANSPORTATION PLANNING PROGRAM

#### INTRODUCTION

The proposed 2015 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

The balance of this chapter presents 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; vehicular, transit, bicycle, and pedestrian crash data; 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 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; a parking inventory for the City of Port Washington; a traffic safety and engineering study of local streets surrounding the Village of Kewaskum Elementary School; 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 2014, 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 2012 regional vehicle-miles of travel.
  2. Estimates of automobile and truck availability for 2014, which will be prepared from secondary sources (Wisconsin Department of Transportation).
  3. Inventories will be conducted of the year 2014 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. 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 2014, the Commission completed the evaluation of its current travel simulation models that was initiated in 2013, including testing of the ability of the models (developed with year 2000 and 2001 data) to estimate year 2010-2012 travel and traffic. The Commission initiated in 2014 a review, refinement, and recalibration of new models with 2010-2012 data. The development validation of these new models will be completed in 2015.

#### Travel Data Analysis

The Commission will complete in 2015 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.
  5. As may be necessary during 2015, 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.
- The Commission staff is exploring development of a study to assess the effects on surface and groundwater resources of applying salt for anti-icing and de-icing. A prospectus is being developed to establish the need for the study and to identify the study scope and costs.

**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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	1,644
Principal Engineer/Planner/Specialist	516
Senior Engineer/Planner/Specialist	1,612
Engineer/Planner/Specialist	2,172
Technical/Analyst	950
Clerical	<u>24</u>
Total Hours	6,918

**Funding Source**

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

(It is anticipated that approximately 30 percent of the work conducted in 2015 under this project is related to travel model development and traffic forecasting)

## **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 (TIP) and regional transportation plan (RTP) 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 2015-2018 TIP and amendments and attendant conformity determination of the TIP and Year 2035 RTP.

A short-range transit development plan (TDP) for Ozaukee County was completed in 2003. The Milwaukee County short-range transit plan was completed in 2011. The City of Waukesha short range plan was completed in 2012. The Racine TDP was completed in 2013, and the Washington County plan was completed in 2014. The Kenosha County plan will be completed in 2015. A Regional workshop was conducted in 2012, 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 in 2009 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 in 2009 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 in 2009 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 in 2009 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. The same methodology was used to distribute to Milwaukee area transit operators for FTA Section 5337 and 5339 formula funds allocated to the Milwaukee urbanized area. In 2014, the Commission staff, working with Milwaukee urbanized area transit operators, developed a process to evaluate and recommend projects for FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding allocated to the Milwaukee urbanized area. The process was used to recommend projects that same year for rear 2013 FTA 5310 funding.

The Commission staff completed work on the development of a revised process to evaluate, prioritize, and recommend candidate projects for Federal Surface Transportation Program – Milwaukee Urbanized Area (STP-M) funding. This process would serve to improve pavement conditions of county and local arterial streets and highways, with priority given to routes with greater use measured by number of automobiles and transit riders travel along the length of the project on an average weekday, and the length and function of the roadway facility. In the case of capacity expansion projects (widening and new facilities), priority would as well be given based on the level of existing congestion and average crash rate, along with the job/housing balance in a community and the extent of transit service in a community, as recommended in the adopted regional housing plan. This process was used in 2013 for the evaluation of candidate projects for years 2015-2018 STP-M funding. In 2013, the Commission staff made a modest revision to the rating procedures used by Commission staff for candidate projects seeking Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds to include criteria related to job-housing balance and provision of public transit, as recommended in the adopted regional housing plan, that would be applied to CMAQ projects which would not provide a daily alternative to automobile travel. These revised procedures were used in 2013 for the evaluation of candidate projects for years 2014-2018 CMAQ funding.

Commission staff worked in 2014 with the State and local governments within the Milwaukee urbanized area to prioritize and recommend projects for Federal Transportation Alternatives Program (TAP) funding allocated to the Milwaukee urbanized area.

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 2015, 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, and initiation of the Ozaukee County and Waukesha County transit development plans.

The Commission staff will periodically amend the 2015-2018 transportation improvement program (TIP) throughout 2015 for changes to projects listed in the TIP and new projects to be added to the TIP, as requested by WisDOT and local governments. 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.

The Commission staff will also in 2015 work with the State, local transit operators, and local governments in the prioritization and selection of projects for FHWA CMAQ and STP-M funding and FTA Section 5310 funding, and the allocation to Milwaukee area transit operators of FTA Sections 5307/5340/ 5337, and 5339 transit capital funding allocated to the Milwaukee urbanized area. The Commission may also, upon request, assist the State and local governments within the other urbanized areas in the prioritization of local and county projects for FHWA STP funding available to the other urbanized areas and for FHWA STP bridge and Highway Safety Improvement Program (HSIP) funding that is available to such projects statewide.

**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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	1,148
Principal Engineer/Planner/Specialist	1,140
Senior Engineer/Planner/Specialist	1,040
Engineer/Planner/Specialist	1,664
Technical/Analyst	550
Clerical	<u>50</u>
Total Hours	5,592

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	4%	16%	100%
\$240,000	\$11,200	\$48,800	\$300,000

## **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. As part of the review and update of the Year 2035 Regional Transportation Plan, completed in mid 2014, an analysis of attainment of performance measures and plan implementation was completed. The interim

review and update of the year 2035 regional transportation plan completed in 2014 also included a review of existing and anticipated transportation funding levels and the identification of the elements of the year 2035 plan which can be expected to be implemented based upon funding that can reasonably be expected to be available throughout the year 2035.

- The Commission has carried out an extensive public participation program attendant to the regional land use and transportation planning efforts. During previous years, the public participation program has included in addition to preparing materials and conducting public meetings and outreach attendant to regional transportation-land use planning and programming efforts 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.
- 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 quarterly.
- 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. The public participation plan and attendant materials are included in Appendix B.
- In 2014, the Commission pursued the completion of the following agreements:
  - Agreement with Jefferson County regarding planning for those facilities included within the census defined Milwaukee urbanized area.

- Agreement with Dodge County regarding planning for those facilities included within the adjusted West Bend urbanized area.
  - An update to cooperative agreement with WisDOT and transit operators regarding planning within Southeastern Wisconsin.
  - 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.
- 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 and 2014. During 2015, the Commission staff will complete a major review and update to the regional transportation plan initiated in 2012, extending its design year from 2035 to 2050. 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 2015. 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 and 2014 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 are monitored annually—and reported annually in the Commission’s *Annual Report*—beginning in 2010, and will be compared to historic data if available.

- 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 2015, Commission staff will work with WisDOT in the development of performance measures and targets relating to vehicular crash fatalities and serious injuries, highway condition, highway system performance/congestion, vehicular emissions, and truck freight movement.
- During 2015, 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 county visioning workshops and a regional visioning forum focusing on the design year 2050 regional land use and transportation system plans, 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 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.
- During 2015, the Commission intends to hold quarterly meetings of the Environmental Justice Task Force.
- 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 conformity analyses attendant to the preparation of the year 2050 regional transportation system plan and the 2015-2018 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 2015, work will continue on the major update and reevaluation of the regional transportation plan—in conjunction with the regional land use plan—including extension of the plan design year to the year 2050. A detailed schedule for the major update of the Regional Land Use and Transportation Plan is provided in Appendix I of this document and is also summarized below:

- 2012 – Completed travel and land use inventories and population zonal data files. Approached completion of employment zonal data files, and regional population and employment forecasts. Initiated inventories and analyses of 2035 land use and transportation plan implementation, and transportation system supply and use.
- 2013 – Completed 2050 population and employment forecasts. Approach completion of inventories and analyses of land use and transportation plan implementation and inventories of land use and transportation system supply and use. Initiate analyses, calibration, and validation of new travel simulation models. Develop a visioning and scenario planning approach to be used in the development of a joint year 2050 regional land use and transportation plan. Initiate initial visioning activities. Initiate development of guiding statements for future regional land use and transportation. Initiate development of sketch regional land use and transportation scenarios and criteria to evaluate scenarios.
- 2014 – Complete initial visioning activities, guiding statements, and scenario development and evaluation. Develop objectives and indicators that will be used to develop and evaluate alternative land use and transportation plans. Based on the objectives and indicators, initiate development and evaluation of alternative land use and transportation plans.
- 2015 – Complete development and evaluation of alternative land use and transportation plans. Identify a preliminary recommended land use and transportation plan, including a financial analysis of the preliminary recommended plan. Complete development and documentation of final recommended regional land use and transportation plan, and conduct financial and air quality conformity analyses.
- Work was completed in 2014, in cooperation with WisDOT staff, on identifying adjustments to the 2010 defined census boundaries for the Kenosha, Milwaukee, Racine, Round Lake Beach, and West Bend urbanized areas, to incorporate areas of urban development not included based on population alone, and on identifying the metropolitan planning area boundary for the five urbanized areas. This work will also entail functionally classifying highway facilities within Southeastern Wisconsin as urban or rural, and arterial, collector, or local. The functional classification of highway facilities should be complete in 2015.

### **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.

- County visioning workshops and a regional visioning forum; 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 attendant to plan development and amendment.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	3,192
Principal Engineer/Planner/Specialist	6,464
Senior Engineer/Planner/Specialist	7,020
Engineer/Planner/Specialist	11,954
Technical/Analyst	3,390
Clerical	<u>200</u>
Total Hours	32,220

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	5%	15%	100%
\$1,600,000	\$100,000	\$300,000	\$2,000,000

(Approximately \$8,000 in 2015 will be spent on contract work with non-profit organizations to conduct community outreach meetings as part of the major update of the regional land use and transportation plans)

**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 2014 this will include construction diversion forecasts for IH 94 and IH 43, and forecasts for 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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	104
Senior Engineer/Planner/Specialist	<u>1,872</u>
Total Hours	1,976

**Funding Source**

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

## Chapter IV

### PROPOSED 2015 REGIONAL WATER QUALITY PLANNING PROGRAM

#### INTRODUCTION

The proposed 2015 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 presents 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 (RWQMPPU) 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 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.

In 2014, the Commission staff completed:

- A restoration plan for the Root River watershed, which was developed within the framework of the RWQMPPU for the greater Milwaukee watersheds,
- A protection plan for the Pewaukee River watershed,
- A water resources management plan for the Village of Chenequa lakes,
- A protection plan for School Section Lake, and
- An aquatic plant management plan for Saratoga Lake.

**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 2015, 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 2015, 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 WDNR and Commission staffs may 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 may 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 two 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 35 lake districts and organizations; 30 public informational and educational presentations or reports; attendance at about 140 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>
12%	55%	33%	100%
\$116,000	\$546,480	\$326,000	\$988,480

## **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 2014, the Commission staff provided review comments attendant to about 45 proposed public sewer extensions and 65 proposed private main sewers and building sewer extensions, all as required under Sections NR 110.08(4) and SPS382.20(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 12 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 2015, it is expected that about 45 proposals for public sanitary sewer extensions and about 65 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 125 meetings, phone calls, or electronic mail messages with people who visit or contact 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 12 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 110 letter reports relating to public and private sewer extensions and about 12 letter reports documenting in-field layouts of environmentally sensitive areas. Approximately 125 meetings are also conducted with people to review environmentally sensitive land information on a site-specific basis.

**Funding Source**

<u>WisDNR</u>	<u>SEWRPC (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 2014, 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. During 2014, while there were no new editions of previously prepared sewer service area plans, five 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 2015 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 2015, it is estimated that five requests for amendments to previously prepared sewer service area plans and 12 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 2015), amendments to service areas (five anticipated), and environmentally sensitive lands, and special letter reports and field evaluations to support specific sewer service area amendment requests (12 anticipated). 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 (RWQMPPU) 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 RWQMPPU, 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 RWQMPPU. The Commission staff serves on the SWWT Board of Directors 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. In 2014, work was initiated on the development of basic land use planning data for input into the MMSD 2050 facility planning program. Also in 2014, work was begun on the watercourse planning and stormwater management components of 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 2015, 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. In addition, the Commission staff will continue to provide basic planning data to the MMSD for use in the development of the 2050 facility plan and will continue work on the watercourse planning and stormwater management components of the plan.

**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 (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
2%	25%	73%	100%
\$5,000	\$100,000	\$290,000	\$395,000

**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 2014, 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 2014, the Commission staff made a presentation and participated in a panel discussion at the 23<sup>rd</sup> Annual Wisconsin Department of Natural Resources (WDNR) Water Supply Regulatory Seminar and coordinated with the WDNR staff regarding Waukesha water supply service area issues, and participated in the Wisconsin Water Conservation Coalition.

**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 2015, 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 (tax levy)</u>	<u>Total</u>
50%	50%	100%
\$5,000	\$5,000	\$10,000

**Estimated Annual Hours for the Water Quality Planning Program**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	3,280
Senior Engineer/Planner/Specialist	4,056
Engineer/Planner/Specialist	12,657
Technical/Analyst	3,422
Clerical	<u>1,618</u>
Total Hours	25,033

## Chapter V

### PROPOSED 2015 REGIONAL FLOODPLAIN MANAGEMENT PLANNING PROGRAM

#### INTRODUCTION

The proposed year 2015 regional floodplain 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 Floodplain Management Projects	330-1000	Continuing Floodplain 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 Floodplain Management	350-1000	Cooperative Streamflow-Gaging Program

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

**PROJECT 330-1000: CONTINUING FLOODPLAIN AND STORMWATER  
MANAGEMENT PLANNING**

**Objective**

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

**Previous and Current Work**

This is a continuing program which relies and builds upon previous work and previously developed plans. Prior to 2014, 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 2014, the Commission staff continued to provide available hydrologic and hydraulic data and technical assistance relating to stormwater and floodplain management to governmental agencies, local units of government, their contractors, and private interests.

**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 reports, memorandum reports, or intergovernmental meeting summaries 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%
\$100,000	\$100,000

## **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**

Phase I work in 2013 included documentation of the hydrologic modeling of Beaver Creek in the Milwaukee River watershed and computation of the 10-, 25-, 50-, 100-, and 500-year flood profiles and preliminary mapping of the associated floodplains for the Little Menomonee River. During 2013 and 2014, work on Phase II of the project included continuing development of the hydrologic model of the Root River watershed, and continuing, or beginning work on the hydraulic models of the Root River main stem, the East and West Branches of the Root River, the Dakota Street and 130<sup>th</sup> Street Tributaries to the West Branch of the Root River, Unnamed Tributary No. 1 to the East Branch of the Root River, Oakwood Road Tributary, Ryan Creek, Tess Corners Creek, and Wildcat Creek. During 2014, the Commission staff completed mapping the floodplains along the Little Menomonee River and Fish Creek.

### **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 2015.

### **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>
41%	59%	100%
\$100,000	\$137,300	\$237,300

## **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 2014, work was substantially completed on developing floodplain maps for Little Menomonee Creek and the Little Menomonee River in the City of Mequon. Work continued on the hydrologic model of the Root River watershed, including those areas outside of Milwaukee County, and the hydraulic models for the West Branch of the Root River, Dakota Street Tributary, 130th Street Tributary, Tess Corners Creek, and Wildcat Creek, all in the Root River watershed.

### **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 2017.

### **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>
28%	72%	100%
\$14,000	\$36,557	\$50,557

**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 2014, the Commission staff 1) assisted the Wisconsin Department of Natural Resources (WDNR) and the Federal Emergency Management Agency (FEMA) in implementing the FEMA Floodplain Map Modernization and Risk Mapping, Assessment, and Planning (RiskMAP) programs in Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties; 2) completed hydraulic analyses of the effects on the regulatory floodplain of a proposed Mole Creek stream rehabilitation project in Ozaukee County; and 3) completed a LOMR application for Sussex Creek in the Town of Lisbon in Waukesha County that was submitted to, and approved by, FEMA.

In 2013, the Commission staff also 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 participated 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 2014, the Commission staff 1) continued a flood mitigation and stream rehabilitation study for MMSD of Honey Creek in the Menomonee River watershed in Milwaukee County; 2) computed Milwaukee River water surface profiles under alternative scenarios for Estabrook dam in support of Milwaukee County's Environmental Assessment of the dam; 3) completed hydraulic analyses of proposed enhancements to a spawning reach in the Milwaukee River downstream from the site of the former North Avenue dam; 4) substantially completed work on a LOMR application for Pebble Creek and Brandy Brook in Waukesha County; and 5) completed a revision to the hydrologic analysis for the Kinnickinnic River watershed to address issues raised by the WDNR as part of their review of that modeling effort.

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 basic watershed wide, 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 Floodplain 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 2015, it is anticipated that the Commission staff will continue work on the MMSD Honey Creek flood mitigation and stream rehabilitation study; complete a Beaver Creek flood mitigation study, also for MMSD; submit documentation of the hydraulic analyses for the Kinnickinnic River LOMR application; and complete analysis of the floodplain along Unnamed Tributary No. 1 to Hooker Lake in the Town of Salem, Kenosha County.

**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%
\$254,000	\$216,000	\$470,000

**Estimated Annual Hours for the Floodplain Management Planning Program**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	2,589
Principal Engineer/Planner/Specialist	2,080
Senior Engineer/Planner/Specialist	2,288
Engineer/Planner/Specialist	4,410
Technical/Analyst	848
Clerical	<u>304</u>
Total Hours	12,519

## **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 39 continuous-recording stream-gaging stations in the Region during 2014. 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 39).

### **Relationship to Other Activities**

The streamflow data collected are essential to sound hydrologic analyses of the storm system and are integrated into the continuing floodplain 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.

This is a pass through project. No staff time is allocated to this project.

### **Funding Source**

<u>USGS</u>	<u>SEWRPC</u> <u>(service agreements)</u>	<u>Total</u>
49%	51%	100%
\$87,750	\$93,000	\$180,750

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## Chapter VI

### PROPOSED 2015 COASTAL MANAGEMENT PLANNING PROGRAM

#### INTRODUCTION

The proposed 2015 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

The balance of this chapter presents the project description. 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.

### **Estimated Annual Hours**

<i>Staff Position</i>	<i>Hours</i>
Executive Director/Division Head	100
Senior Engineer/Planner/Specialist	86
Engineer/Planner/Specialist	<u>268</u>
Total Hours	454

**Funding Source**

<u>WisDOA</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
49%	51%	100%
\$20,000	\$20,175	\$40,175

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## Chapter VII

### PROPOSED 2015 PLANNING RESEARCH PROGRAM

#### INTRODUCTION

The proposed 2015 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
Mapping and Related Projects	420-1000	Regional Base Mapping and Survey Control
	420-2000	Regional Orthophotography Program
	430-1000	Re-monumentation Assistance
	490-1000	Transportation-Related Environmental Inventories, Assessments, and Evaluations

The balance of this chapter presents 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 population/household file to the year 2010 was completed in 2012. An update of the quarter-section employment file was initiated in 2012 and completed in 2013. In 2013 the Commission also completed a major inventory and analysis of the Region's population and economy, and prepared new county-level population, household, and employment projections for the Region, extending those projections to the year 2050. The new population and household projections are documented in SEWRPC Technical Report No. 11 (5th Edition), *The Population of Southeastern Wisconsin*, and the new employment projections are documented in SEWRPC Technical Report No. 10 (5th Edition), *The Economy of Southeastern Wisconsin*.

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. The year 2010 population, household, and employment quarter-section files and the new projections of population, households, and employment for the Region to the year 2050 will serve as a basis for updating and extending the regional land use and transportation system plans to 2050. 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.

Over the course of the next year, the new year 2050 population, household, and employment projections for the Region will be used in formulating alternative regional land use and transportation plans for the year 2050, and in developing the final recommended year 2050 land use and transportation plans.

Population, household, and employment data will also be collated from the quarter-section files and other data sources as required in support of the preparation of the new regional land use and transportation plans and 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.

**Schedule**

Collation of demographic and economic data in support of the preparation of the new regional land use and transportation plans will occur throughout 2015.

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 for use in preparing the new regional land use and transportation plans for the year 2050; for use in other 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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	104
Principal Engineer/Planner/Specialist	1,200
Technical/Analyst	340
Clerical	<u>30</u>
Total Hours	2,554

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	10%	10%	100%
\$60,000	\$7,500	\$7,500	\$75,000

## **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. The data developed and maintained under this project serves as the basis for and is used in the development and summary of requisite land use and transportation inventories and analyses, which will be conducted during the major update of the regional land use and transportation plans to the year 2050. They also 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 2015 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 2015.

### **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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	800
Principal Engineer/Planner/Specialist	208
Senior Engineer/Planner/Specialist	104
Technical/Analyst	<u>3,600</u>
Total Hours	4,712

**Funding Source**

<u>USDOT</u>	<u>WisDOT</u>	<u>SEWRPC (tax levy)</u>	<u>Total</u>
80%	5%	15%	100%
\$161,607	\$10,201	\$30,201	\$202,009

## **PROJECT 420-2000: REGIONAL ORTHOPHOTOGRAPHY PROGRAM**

### **Objective**

To obtain high-resolution color orthophotography and supporting elevation data for the Region at periodic intervals; to address regional mapping datum issues; 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. The 2010 project obtained color imagery for the entire seven-county Region and permitted four counties to contribute additional funding to acquire higher-resolution orthophotography.

During 2014, meetings were held with the seven counties in the Region for the purpose of crafting an orthophotography work program to be undertaken during 2015. Through discussions with the county representatives, it was determined that the 2015 program should include three basic components: 1) the acquisition of 2015 orthophotography for the entire Region, including a regional base product that provides for 6-inch pixel resolution and an opportunity for counties to obtain, at their additional cost, 3-inch pixel orthophotography resolution in lieu of the 6-inch pixel resolution regional base product; 2) the acquisition of elevation data through LiDAR technology for selected areas of the Region, such data needed in part to support the acquisition of higher resolution orthophotography; and 3) the conduct of a pilot study to address orthophotography and related mapping issues attendant to the use of newer Federal horizontal and vertical datums in the Region. By the end of 2014, a series of agreements and contracts with appropriate specifications were prepared as a basis for effecting the conduct of the program in 2015.

### **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. Orthophotography and related mapping 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 indicated that both format cameras provided orthophotography that met National Map Accuracy Standards.

The methodology to be followed in carrying out the 2015 project will closely follow the methodology used in the 2010 project, and will rely heavily upon professional orthophotography, mapping, and surveying firms in the private sector to produce and deliver the final end products desired. The SEWRPC staff will administer the entire program and provide quality assurance services in so doing. All of the end products of this program will be available to both the public and private sectors.

**Schedule**

It is anticipated that, dependent in part upon the length of the flying window during the Spring when the ground is free of snow and ice and before tree leaf-out, all of the necessary work in this project will be completed by the end of December 2015. On occasion, including in 2010, that flying window was so short that some work had to be carried over into 2011.

**Products**

The 2015 regional orthophotography program will result in the following three specific products: 1) high resolution color orthophotography for the entire Region taken in the Spring of 2015; 2) LiDAR derived elevation data for selected areas of the Region designed to meet quality level QL2 as defined by the U.S. Geological Survey; and 3) the results of a pilot study identifying appropriate procedures and associated costs for updating the regional control survey network to newer Federal datums.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	450
Technical/Analyst	420
Total Hours	870

Consultant Costs:

Aerial Orthophotography	\$213,000
Datum Transformation	\$171,654
Elevation Data Collection	\$533,500

**Funding Source**

<u>US DOT</u>	<u>SEWRPC (tax levy)</u>	<u>Service Agreements</u>	<u>Total</u>
37%	1%	62%	100%
\$363,723	\$10,000	\$614,430	\$988,153

(The USDOT funds represents 2013 STP–M carryover monies; the SEWRPC tax levy monies and the Service Agreement monies represent the required match)

## **PROJECT 430-1000: REMONUMENTATION ASSISTANCE**

### **Objective**

To perform the duties and functions of replacement of U.S. Public Land Survey Corners and attendant recording of the documentation in the form of a Record of U.S. Public Land Survey Corner dossier sheet as requested under an agreement with the Wisconsin Department of Transportation (WisDOT) within the counties of Kenosha, Ozaukee, Milwaukee, Walworth, and Waukesha. Such work may also be performed in Racine or Washington Counties if requested by the County Surveyor of those counties. Such work perpetuates the U.S. Public Land Survey System within the Region on State and local construction projects where monumentation will be destroyed or lost due to specific WisDOT funded and approved construction projects. This on-going work helps to maintain the foundation for the modernized land records systems in the Region.

### **Previous and Current Work**

Perform the duties and functions of a State of Wisconsin registered land surveyor, as required by statute; to replace U.S. Public Land Survey monumentation destroyed during WisDOT funded and approved construction activity.

### **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 in areas where WisDOT funded and approved construction projects have or are being conducted. 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**

Surveying services will be provided throughout the year 2015 to the counties of Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha, and possibly in Racine and Washington Counties should the County Surveyor of those counties request assistance.

### **Products**

Perpetuate U.S. Public Land Survey corners; revise survey corner and supplementary vertical control benchmark dossier sheets; and revise control survey summary diagrams for those corners that are destroyed during construction funded and approved by the Wisconsin Department of Transportation.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	100
Principal Engineer/Planner/Specialist	312
Senior Engineer/Planner/Specialist	156
Technical/Analyst	<u>1,076</u>
Total Hours	1,644

**Funding Source**

SEWRPC (Service <u>Agreements)</u>	<u>Total</u>
100%	100%
\$75,000	\$75,000

## **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. The Commission also conducted 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.

**Estimated Annual Hours**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	404
Principal Engineer/Planner/Specialist	54
Senior Engineer/Planner/Specialist	260
Engineer/Planner/Specialist	836
Technical/Analyst	720
Clerical	<u>104</u>
Total Hours	2,528

**Funding Source**

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

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## Chapter VIII

### PROPOSED 2015 COMMUNITY ASSISTANCE PLANNING PROGRAM

#### INTRODUCTION

The proposed 2015 community assistance planning program consists of six projects divided into five 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 Services	510-4000	Land Division Review Services
Local Plan Implementation Devices	530-1000	Zoning Ordinances and Maps, Land Division 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 presents 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 and land division ordinances and comprehensive plans, provided examples of regulatory solutions to various development issues, provided urban and rural design solutions to various development problems, and provided basic demographic, housing, and economic data to local units of government, consultants, interest groups, and interested citizens in the Region.

**Relationship to Other Activities**

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

**Work Description/Methodology**

Educational services are provided to local units of government, private organizations, and 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, plan 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. On request, Commission staff will attend local plan commission or other public 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 or sample ordinances and other educational materials; letter reports; and meeting attendance.

**Funding Source**

<u>SEWRPC (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
74%	26%	100%
\$207,251	\$71,518	\$278,769

## **PROJECT 510-4000: LAND DIVISION REVIEW SERVICES**

### **Objective**

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

### **Previous and Current Work**

The Commission staff reviewed 16 preliminary plats and two certified survey maps in the Southeastern Wisconsin Region in 2013. The Commission staff expects to review an estimated 10 to 15 preliminary plats and certified survey maps during 2014.

### **Relationship to Other Activities**

Local units of government are advised whether or not submitted applications for subdivisions or certified survey maps are in conformance with, and serve to implement, regional, watershed, and other plans or plan elements prepared and adopted 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 other plans or plan elements prepared and adopted 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 2015.

### **Products**

Letter reports.

### **Funding Source**

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

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

**Objective**

To prepare or revise local zoning ordinances and maps to promote sound planning, 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 land division ordinances to better enable local governments to accommodate sound land development. To prepare local official maps to reserve planned street rights-of-way, parks, and open spaces. To assist communities in the preparation of other plan implementation devices, such as design guidelines, erosion and sedimentation controls, stormwater management regulations and “green” infrastructure, and impact fee provisions or ordinances.

**Previous and Current Work**

A comprehensive update to the Town of Belgium zoning ordinance and map were initiated in 2013 and continued during 2014. 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. Commission staff completed work on a Plant Selection Guide for Landscaping in 2013. The guide can assist both the public and private sectors when designing the landscaping component of development projects, and can also assist local Plan Commissions and staff when reviewing site plans and landscape plans submitted by developers.

**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 Belgium zoning ordinance and map will be completed in 2015. 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 Ozaukee County farmland preservation plan. The Town comprehensive plan will also be updated and amended to maintain consistency between the plan and the new Town zoning ordinance and map.

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 recent changes to the Wisconsin Farmland Preservation Program and recent changes to legislation governing mobile service facilities (cell towers) and wind energy conversion systems.

SEWRPC staff will continue to provide assistance to communities to adopt updated floodplain zoning regulations and floodplain zoning maps to incorporate updated floodplain mapping. 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**

<u>SEWRPC (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, and businesses. The Commission staff has provided technical assistance in the preparation and updating of an industrial park land absorption study for Racine County, 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 (REP), an economic development initiative of the seven counties in the Southeastern Wisconsin Region, the City of Milwaukee, We Energies, the Milwaukee 7 (M7), and the Commission. Commission staff has provided technical support to the M7 economic development initiative, including substantial materials for use on the [www.choosemilwaukee.com](http://www.choosemilwaukee.com) website. During 2011, SEWRPC assisted the M7 in the preparation of a draft Comprehensive Economic Development Strategy (CEDS) report for the Region. The draft CEDS was submitted by M7 to the U.S. Economic Development Administration (EDA) for review and comment in February 2012. Comments on the draft were provided by EDA in late 2013. SEWRPC staff worked with M7 and REP members during 2013 and 2014 to update the CEDS to address EDA comments, incorporate the recommendations of a draft strategic plan completed by the Brookings Institute for the M7, and to work with EDA to determine an appropriate governance structure for a proposed Economic Development District (EDD) encompassing the Region.

SEWRPC staff also worked with the Wisconsin Economic Development Corporation (WEDC) during 2013 and 2014 to provide economic data to county and local governments. WEDC provided funding for all regional planning commissions in the State to access Economic Modeling Specialist International (EMSI) Analyst software. EMSI Analyst is a web-based economic development tool that includes extensive industry, occupation, and workforce data, and is used in business and industry analysis and attraction. County and local economic development organizations and units of government can request SEWRPC staff to apply the software to conduct analyses.

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. During 2013, two new business loans were made and 42 existing loans were serviced.

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 Program Coordinator and is responsible for providing information to county residents, outside the City of Kenosha, for the packaging and closing of new housing assistance loans and for servicing outstanding loans. During 2013, five new loans were made and 134 loans were serviced. SEWRPC staff also worked closely with County staff beginning in 2012 to represent the County on the Advisory Committee for the Southern Housing Region established by the Wisconsin Department of Administration to administer housing-related community development block grant funds awarded to the State by the U.S. Department of Housing and Urban Development.

The Commission staff also administered several Federal grant awards to acquire and remove homes located in the Fox River floodplain on behalf of Kenosha County and the Town of Wheatland.

**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 2015, Commission staff will continue to provide economic development-related data and business finance information upon request to local units of government, Federal and State agencies, local development organizations, and businesses. In addition, Commission staff will continue to administer grant-in-aid awards and revolving loan fund programs. Commission staff will continue to serve as the Program Coordinator of the Kenosha County Housing Authority.

The Commission staff will also continue to participate in the activities of the Regional Economic Partnership and the M7 economic development initiative, which will include assisting the M7 with the completion and adoption of a Comprehensive Economic Development Strategy (CEDS) for the Region, and an application for EDA designation of the Region as an Economic Development District.

**Schedule**

On-going.

**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. 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. Preparation of economic development planning reports and materials related to the CEDS and EDD designation.

**Funding Source**

<u>SEWRPC (tax levy)</u>	<u>SEWRPC (service agreements)</u>	<u>Total</u>
73%	27%	100%
\$107,114	\$40,000	\$147,114,

## **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 2012, the Commission staff completed two land information projects for Kenosha County; the first project converted historical aerial photographs into digital imagery, and the second acquired digitized road pavement edges from 2010 orthophotography. In 2013 and 2014, the Commission assisted Walworth County in acquiring new digital topographic mapping for a ten-square-mile project area.

### **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**

SEWRPC (tax levy)	<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. The County Surveyor will participate in the datum conversion pilot project identified in the Regional Orthophotography Program (PROJECT 420-2000)

**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 2015 to the counties of Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha. Although the Commission does not serve as the Ozaukee County Surveyor, a staff member has been 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 2015.

**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%
\$394,000	\$394,000

**Estimated Annual Hours for the Community Assistance Planning Program**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	1,808
Principal Engineer/Planner/Specialist	3,238
Senior Engineer/Planner/Specialist	688
Engineer/Planner/Specialist	1,872
Technical/Analyst	<u>3,220</u>
Total Hours	10,826

## Chapter IX

### PROPOSED 2015 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 presents the administrative project description and concludes with the Commission's proposed 2015 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, financial guidance, and travel.

### **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; annual report; 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.

### **Estimated Hours for Administrative/Indirect Staff**

<u>Staff Position</u>	<u>Hours</u>
Executive Director/Division Head	3,740
Principal Engineer/Planner/Specialist	3,325
Senior Engineer/Planner/Specialist	3,120
Technical/Analyst	3,566
Clerical	10,425
Total Hours	24,176

COST ALLOCATION PLANS  
OF THE  
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

For Calendar Year Ending  
December 31, 2015

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 2015. 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 salary costs directly charged to such project. The second plan pertains to fringe benefit costs. These costs include: 1) annual leave, sick leave, holidays, and other similar benefits paid to employees during periods of authorized absences from the job; and 2) employer contributions or expenses for social security, unemployment compensation, and employee life, health, disability, and pension plans. 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.

## ADMINISTRATIVE COST ALLOCATION PLAN

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 salary costs directly charged to all projects.

The following is an estimate of administrative indirect costs and an administrative indirect cost rate. 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.

<u>Cost Category</u>	<u>2015 Estimate</u>
Office and Drafting Supplies .....	\$ 25,000
Library Acquisition .....	22,000
Printing and Publication .....	37,500
Travel and Related .....	4,500
Telephone .....	30,000
Postage .....	25,000
Insurance, Audit, Legal Fees .....	79,500
Building Maintenance .....	170,500
Building Depreciation .....	172,260
Equipment Maintenance .....	77,500
Equipment Depreciation .....	38,750
Automobile Maintenance .....	10,000
Automobile Depreciation .....	30,000
Administrative Salaries .....	771,188
Other Operating Expenses .....	<u>10,000</u>
Total	\$1,503,698

COMPUTATION OF ESTIMATED  
ADMINISTRATIVE INDIRECT COST RATE

<u>Estimated Indirect Costs</u>	<u>\$1,503,698</u> = 43.15%
Estimated Direct Project Salaries and Wages	\$3,484,817

**FRINGE BENEFIT AND LEAVE COST ALLOCATION PLAN**

The costs included in this plan are the fringe and leave benefits the Commission offers to employees. Fringe benefits include the costs of employer contributions for social security, pensions, employee insurance, and unemployment. Leave costs include annual leave, sick leave, court leave, military leave, and other similar leave benefits. Insurance benefits include the employer cost for medical insurance, life insurance, and disability insurance. These costs are to be charged to all projects on a basis of percentage of salary costs directly charged to all projects.

<u>Cost Category</u>	2015 <u>Estimate</u>
Fringe Benefits .....	\$1,709,379
Annual (Holiday and vacation), Sick leave, and other leave benefits .....	552,044
Unemployment Compensation .....	<u>5,000</u>
Total	\$2,266,423

COMPUTATION OF ESTIMATED  
FRINGE BENEFIT AND LEAVE COST RATE

<u>Estimated Fringe Benefit and Leave Costs</u>	<u>\$2,266,423</u> = 53.37%
Estimated Direct Project Salaries and Wages	\$4,246,495

**CERTIFICATION—INDIRECT COST PLANS**

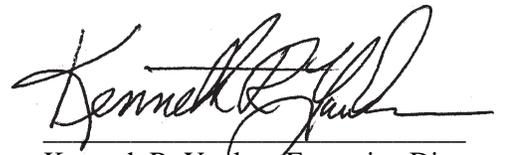
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1)All costs included in this Overall Work Program to establish billing or final indirect cost rates for Calendar Year 2015 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, “Cost Principles for State, Local, and Indian Tribal Governments.” Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2)All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

11/13/14  
Date

  
Kenneth R. Yunker, Executive Director  
Southeastern Wisconsin Regional  
Planning Commission

## **Chapter X**

### **PROPOSED FUNDING SUMMARY 2015 SEWRPC OVERALL WORK PROGRAM**

#### **INTRODUCTION**

For the convenience of the reader, all proposed planning program budgets and 2015 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 2015 overall work program (Table 10-9).
5. A table summarizing the direct hours charged to federal and local projects for Calendar Year 2015 (Table 10-10).

#### **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 quarterly 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-quarterly expenditures.
  - d. The actual quarterly staff hours by employment category.
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 2015 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 FHWA, and WisDOT. These tasks include preparation of the regional land use plan. Other land use tasks, including park and open space planning, which are part of the 2015 regional land use planning program, would be funded by SEWRPC and local governments.

With respect to the proposed 2014 regional transportation planning program, the projects are proposed to be funded by 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 WisDOT traffic forecasting which is funded by Wisconsin Department of Transportation monies.

With respect to the proposed 2015 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 2015 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 cost share by the U.S. Geological Survey for the operation of the continuing cooperative streamflow-gaging program.

With respect to the proposed 2015 planning research program, the Demographic and Economic Data Research and Provision element and the Regional Base Mapping element is jointly funded by FHWA, WisDOT, and SEWRPC. Other planning research projects such as the Transportation Related Environmental Inventories and the Remonumentation Assistance is funded by Wisconsin Department of Transportation monies. The Regional Orthophotography Program is funded by Federal 2013 STP-M carryover monies.

The various projects contained within the proposed 2015 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

2015 REGIONAL LAND USE PLANNING  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)				Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
<b>TASK 1--DATABASE DEVELOPMENT</b>					
100-1000 Land Use Inventory.....	\$32,000	\$4,000	\$4,000	\$-	\$40,000
100-2000 Land Platting Inventory and Special Environmental Assessments.....	-	-	235,724	-	235,724
Subtotal	\$32,000	\$4,000	\$239,724	\$-	\$275,724
<b>TASK 2--PLAN EXTENSION AND REFINEMENT</b>					
110-1000 Plan Implementation and Community Assistance.....	\$200,000	\$15,000	\$35,000	\$-	\$250,000
110-2000 Regional Park and Open Space Plan Implementation.....	-	-	50,000	-	50,000
110-3000 Preparation of Regional Zoning Guide.....	80,000	10,000	10,000	-	100,000
Subtotal	\$280,000	\$25,000	\$95,000	\$0	\$400,000
<b>TASK 3--LONG RANGE PLANNING</b>					
120-1000 Regional Land Use Plan.....	\$400,000	\$25,000	\$75,000	\$-	\$500,000
Subtotal	\$400,000	\$25,000	\$75,000	\$-	\$500,000
<b>Total</b>	<b>\$712,000</b>	<b>\$54,000</b>	<b>\$409,724</b>	<b>\$0</b>	<b>\$1,175,724</b>

Table 10 - 2

2015 REGIONAL TRANSPORTATION PLANNING  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects					Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
<b>TASK 1--DATA BASE AND ASSISTANCE</b>					
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
<b>TASK 2--TRANSPORTATION SYSTEMS MANAGEMENT AND PROGRAMMING</b>					
210-1000 Short-Range Transportation Improvement Programming and Transit Planning.....	\$240,000	\$11,200	\$48,800	\$-	\$300,000
Subtotal	\$240,000	\$11,200	\$48,800	\$-	\$300,000
<b>TASK 3--LONG-RANGE PLANNING AND PLAN IMPLEMENTATION</b>					
220-1000 Long-Range Transportation Planning and Plan Implementation.....	\$1,600,000	\$100,000	\$300,000	\$-	\$2,000,000
Subtotal	\$1,600,000	\$100,000	\$300,000	\$-	\$2,000,000
<b>TASK 4--TRAFFIC FORECASTING</b>					
240-1000 Traffic Forecasting for the Wisconsin Department of Transportation.....	\$-	\$	\$-	\$ 200,000	\$200,000
Subtotal	\$-	\$-	\$-	\$ 200,000	\$200,000
<b>Total</b>	<b>\$2,160,000</b>	<b>\$131,200</b>	<b>\$408,800</b>	<b>\$ 200,000</b>	<b>\$2,900,000</b>

Table 10 - 3

2015 WATER QUALITY PLANNING  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)			Total
	WisDNR	SEWRPC	Service Agreements	
<b>TASK 1--ONGOING PLAN IMPLEMENTATION AND REFINEMENT PROJECTS</b>				
300-1000 Water Quality Management Plan Coordination and Extension of Implementation Activities.....	\$116,000	\$546,480	\$326,000	\$988,480
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	\$146,000	\$576,480	\$326,000	\$1,048,480
<b>TASK 2--PLAN EXTENSION AND UPDATING PROJECTS</b>				
300-4000 Regional Water Quality Management Plan Update: Major Subregional Amendments.....	\$5,000	\$100,000	\$290,000	\$395,000
300-5000 Regional Water Quality Management Plan Update: Groundwater Management Studies.....	5,000	5,000	-	10,000
Subtotal	\$10,000	\$105,000	\$290,000	\$405,000
<b>Total</b>	<b>\$156,000</b>	<b>\$681,480</b>	<b>\$616,000</b>	<b>\$1,453,480</b>

Table 10 - 4

2015 FLOODPLAIN MANAGEMENT PLANNING  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)			Total
	USGS	SEWRPC	Service Agreements	
<b>TASK 1--GENERAL FLOODPLAIN MANAGEMENT PROJECTS</b>				
330-1000 Continuing Floodplain and Stormwater Management Planning.....	\$-	\$100,000	\$-	\$100,000
330-3000 Continuing Watershed Planning-- Flood-Flow and Flood Stage Revisions.....	-	254,000	216,000	470,000
Subtotal	\$-	\$354,000	\$216,000	\$570,000
<b>TASK 2--SPECIAL FLOODPLAIN MANAGEMENT STUDIES</b>				
330-2000 Flood Hazard Area Mapping within Milwaukee County.....	\$-	\$100,000	\$137,300	\$237,300
330-2100 Flood Hazard Area Mapping for Watersheds Tributary to Milwaukee County.....	-	14,000	36,557	50,557
350-1000 Cooperative Streamflow Gaging Program.....	87,750	-	93,000	180,750
Subtotal	\$87,750	\$114,000	\$266,857	\$468,607
<b>Total</b>	<b>\$87,750</b>	<b>\$468,000</b>	<b>\$482,857</b>	<b>\$1,038,607</b>

Table 10 - 5

2015 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	\$20,175	\$-	\$40,175
Subtotal	\$20,000	\$20,175	\$-	\$40,175
Total	\$20,000	\$20,175	\$-	\$40,175

Table 10 - 6

2015 PLANNING RESEARCH  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)				Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
<b>TASK 1--BASIC RESEARCH PROJECTS</b>					
400-1000 Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision.....	\$60,000	\$7,500	\$7,500	\$-	\$75,000
490-1000 Transportation-Related Environmental Inventories, Assessments, and Evaluations.....	-	-	-	100,000	100,000
Subtotal	\$60,000	\$7,500	\$7,500	\$100,000	\$175,000
<b>TASK 2--MAPPING AND RELATED PROJECTS</b>					
420-1000 Regional Base Mapping and Survey Control.....	\$161,607	\$10,201	\$30,201	\$-	\$202,009
420-3000 Regional Orthophotography Program.....	363,723 *	-	10,000	614,430	988,153
430-1000 Re-monumentation Assistance.....	-	-	-	75,000	75,000
Subtotal	\$525,330	\$10,201	\$40,201	\$689,430	\$1,265,162
<b>Total</b>	<b>\$585,330</b>	<b>\$17,701</b>	<b>\$47,701</b>	<b>\$789,430</b>	<b>\$1,440,162</b>

\* 2013 STP-M carryover monies; the SEWRPC tax levy monies and the Service Agreement monies represent the required match.

Table 10 - 7

2015 COMMUNITY ASSISTANCE PLANNING  
PROGRAM WORK TASKS AND PROJECTS

Work Tasks and Projects	Funding Source (in dollars)		Total
	SEWRPC	Service Agreements	
<b>TASK 1--ADVISORY AND EDUCATIONAL PROJECT</b>			
500-1000 Guidance on Local Planning Matters and Educational Services.....	\$207,251	\$71,518	\$278,769
Subtotal	\$207,251	\$71,518	\$278,769
<b>TASK 2--REVIEW PROJECTS</b>			
510-4000 Land Division Plat Review Services.....	\$5,000	\$-	\$5,000
Subtotal	\$5,000	\$-	\$5,000
<b>TASK 3--LOCAL PLAN IMPLEMENTATION DEVICES</b>			
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

Table 10-7 (continued)

Work Tasks and Projects	Funding Source (in dollars)		Total
	SEWRPC	Service Agreements	
<b>TASK 4--LOCAL ECONOMIC DEVELOPMENT PROJECTS</b>			
630-3000 Economic Development Technical and Project Assistance.....	\$107,114	\$40,000	\$147,114
Subtotal	\$107,114	\$40,000	\$147,114
<b>TASK 5--SPECIAL COMMUNITY ASSISTANCE PROJECTS</b>			
770-9000 County Land Information System Assistance.....	\$5,000	\$-	\$5,000
790-5000 County Surveyor Services.....	-	394,000	394,000
Subtotal	\$5,000	\$394,000	\$399,000
Total	\$334,365	\$505,518	\$839,883

Table 10-8

SUMMARY OF PROPOSED FUNDING FOR ALL PROJECTS INCLUDED IN THE SEWRPC 2015 CONTINUING REGIONAL LAND USE TRANSPORTATION STUDY

Program Area	Project	Funding Source						Project Total	Percent of Program Total by Project
		FHWA PL	Percent of FHWA Total	WisDOT	Percent of WisDOT Total	SEWRPC	Percent of SEWRPC Total		
LAND USE	100-1000 Land Use Inventory.....	\$32,000	1%	\$4,000	2%	\$4,000	1%	\$40,000	1%
	110-1000 Regional Land Use Plan Implementation.....	200,000	6%	15,000	7%	35,000	6%	250,000	6%
	110-3000 Preparation of a Regional Zoning Guide.....	80,000	3%	10,000	5%	10,000	2%	100,000	3%
	120-1000 Year 2035 Regional Land Use Plan.....	400,000	13%	25,000	12%	75,000	13%	500,000	13%
	Subtotal	\$712,000	N/A	\$54,000	N/A	\$124,000	N/A	\$890,000	N/A
TRANSPORTATION	200-1000 Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance.....	\$320,000	10%	\$20,000	10%	\$60,000	11%	\$400,000	10%
	210-1000 Short Range Transportation Improvement Programming and Transit Planning.....	240,000	8%	11,200	6%	48,800	9%	300,000	8%
	220-1000 Long Range Transportation Planning and Plan Implementation.....	1,600,000	52%	100,000	49%	300,000	53%	2,000,000	52%
	Subtotal	\$2,160,000	N/A	\$131,200	N/A	\$408,800	N/A	\$2,700,000	N/A
PLANNING RESEARCH	400-1000 Demographic and Economic Data Research Data Research, Base File Creation and Maintenance, and Data Provision.....	\$60,000	2%	\$7,500	4%	\$7,500	1%	\$75,000	2%
	420-1000 Regional Base Mapping and Surveying.....	161,607	5%	10,201	5%	30,201	5%	202,009	5%
	Subtotal	\$221,607	N/A	\$17,701	N/A	\$37,701	N/A	\$277,009	N/A
TOTAL PROGRAM AREA	Total	\$3,093,607	100%	\$202,901	100%	\$570,501	100%	\$3,867,009	100%

Table 10 - 9

SUMMARY OF FUNDING SOURCES FOR ALL WORK PROGRAMS, TASKS,  
AND PROJECTS INCLUDED IN THE SEWRPC 2015 OVERALL WORK PROGRAM  
(in dollars)

Planning Program	Federal				State						Local				Total
	USDOT Funding	Percent of USDOT Total	USGS	Percent of USGS Total	WisDOT	Percent of WDOT Total	WisDNR	Percent of WDNR Total	WisDOA	Percent of WDOA Total	SEWRPC	Percent of SEWRPC Total	Service Agreements	Percent of Service Agreements Total	
SEWRPC															
Land Use Planning	\$712,000	21%	\$-	-	\$54,000	27%	\$-	-	\$-	-	\$409,724	17%	\$-	-	\$1,175,724
Transportation Planning															
Normal "3C" Projects	2,160,000	62%	-	-	131,200	65%	-	-	-	-	408,800	17%	200,000	8%	2,900,000
Water Quality Planning	-	-	-	-	-	-	156,000	100%	-	-	681,480	29%	616,000	24%	1,453,480
Floodland Management Planning	-	-	87,750	100%	-	-	-	-	-	-	468,000	20%	482,857	19%	1,038,607
Coastal Management Planning	-	-	-	-	-	-	-	-	20,000	100%	20,175	1%	-	-	40,175
Planning Research	585,330 <sup>a</sup>	17%	-	-	17,701	9%	-	-	-	-	47,701	2%	789,430	30%	1,440,162
Community Assistance	-	-	-	-	-	-	-	-	-	-	334,365	14%	505,518	19%	839,883
<b>Total</b>	<b>\$3,457,330</b>	<b>100%</b>	<b>\$87,750</b>	<b>100%</b>	<b>\$202,901</b>	<b>100%</b>	<b>\$156,000</b>	<b>100%</b>	<b>\$20,000</b>	<b>100%</b>	<b>\$2,370,245</b>	<b>100%</b>	<b>\$2,593,805</b>	<b>100%</b>	<b>\$8,888,031</b>

<sup>a</sup> Of this total, \$363,723 is STP-M grant monies; \$10,000 of the SEWRPC tax levy and a portion of the Service Agreement monies represent the 20 percent match on this funding.

Table 10-10

Direct Hours Charged to Federal Projects by Job Title for Calendar Year 2015

Position Title	Project Title																		Total	
	Land Use Inventory 100-1000	Regional Land Use Plan Implementation 110-1000	Regional Zoning Update 110-3000	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 Assessments, and Evaluations 490-1000	Regional Base Mapping and Surveying 420-1000	Traffic Forecasting for the Wisconsin Department of Transportation 240-1000	Regional Aerial Ortho Photography 420-2000	WDOT Re-Monumentation 430-1000	Land Platting Inventory and Special Environmental Assessments 100-2000	Regional Park & Open Space Plan Implementation 110-2000	Water Quality Management Planning Activities 300-1000	Floodland, Stormwater, and Coastal Management Planning 330-1000	Coastal Management Planning 390-1000		Community Assistance, County Surveyor Services and Economic Development Planning 500-1000
Manager	416	1361	600	948	1644	1148	3192	104	404	800	104	450	100	100	0	3280	2589	100	1808	19148
Principal Planner/Engineer/Specialist	0	0	400	3828	516	1140	6464	1200	54	208	0	0	312	0	0	0	2080	0	3238	19440
Senior Planner/Engineer/Specialist	0	0	0	0	1612	1040	7020	0	260	104	1872	0	156	1578	0	4056	2288	86	688	20760
Planner/Engineer/Specialist/Research Analyst	624	2288	0	2372	2172	1664	11954	0	836	0	0	0	3058	300	12657	4410	268	1872	44475	
Technician	820	1376	0	1016	950	550	3390	340	720	3600	0	420	1076	1382	740	3422	848	0	3220	23870
Clerical	0	10	0	25	24	50	200	30	104	0	0	0	154	0	1618	304	0	0	2519	
Total Hours	1860	5035	1000	8189	6918	5592	32220	1674	2378	4712	1976	870	1644	6272	1040	25033	12519	454	10826	130212

## 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 2<sup>nd</sup> 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.

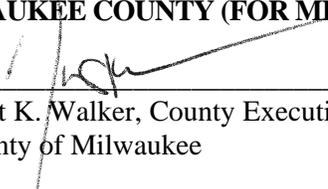
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

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

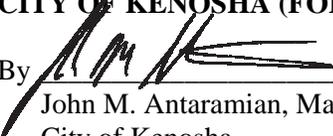
**STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION**

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

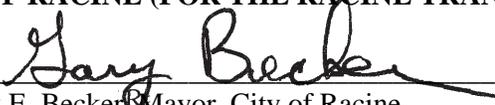
**MILWAUKEE COUNTY (FOR MILWAUKEE COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR**

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

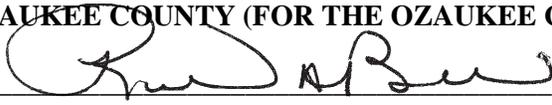
**CITY OF KENOSHA (FOR THE KENOSHA TRANSIT SYSTEM) TRANSIT OPERATOR**

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

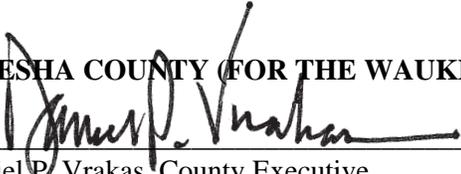
**OZAUKEE COUNTY (FOR THE OZAUKEE COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR**

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

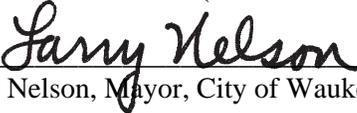
**WASHINGTON COUNTY (FOR THE WASHINGTON COUNTY TRANSIT SYSTEM) TRANSIT OPERATOR**

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



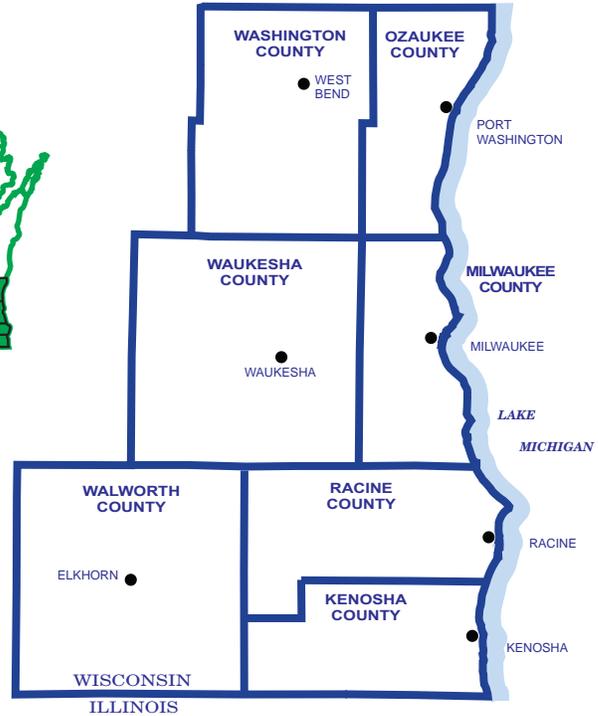
*Southeastern Wisconsin Regional Planning Commission*



## 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.



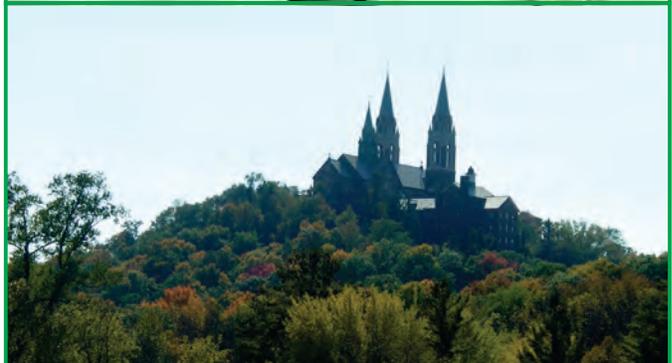
The Regional Planning Commission (SEWRPC) works to provide basic information and planning services **to solve problems and explore opportunities which go beyond single units of government.** In our Region, there are 146 cities, villages, and towns, in addition to the seven counties, containing many public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





**REGIONAL ENVIRONMENTAL JUSTICE TASK FORCE TO MEET**

The Southeastern Wisconsin Regional Planning Commission will hold the next meeting of its Environmental Justice Task Force, and anyone interested is invited to attend:

Month, Day, Year, Time  
 IndependenceFirst  
 540 South 1<sup>st</sup> Street  
 Milwaukee, Wisconsin

"Environmental Justice" is a Federal policy regarding minority and low-income populations. It helps to: prevent disproportionately high and adverse effects of decisions; ensure full and fair participation in decision-making; and assure proportionate and timely receipt of benefits. The Task Force may review and comment upon topics including land use, transportation systems, housing, the environment, public outreach, and comprehensive planning. Recommendations from all regional planning programs are advisory in nature, with final decisions and implementation carried out by governmental units, public agencies, and other groups.

An agenda for the meeting and related materials may be obtained on the Commission's website at [www.sewrpc.org](http://www.sewrpc.org), or by contacting the Commission offices:

Southeastern Wisconsin Regional Planning Commission    Phone: 262-547-6721  
 W239 N1812 Rockwood Drive, P.O. Box 1607                      Fax: 262-547-1103  
 Waukesha, Wisconsin 53187-1607                                      Email: [gkorb@sewrpc.org](mailto:gkorb@sewrpc.org)

Persons with special needs are asked to contact the Commission offices a minimum of 48 hours before the meeting so that suitable arrangements can be made. This may involve site access or mobility, materials review or interpretation, or submission of comments.



## 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.

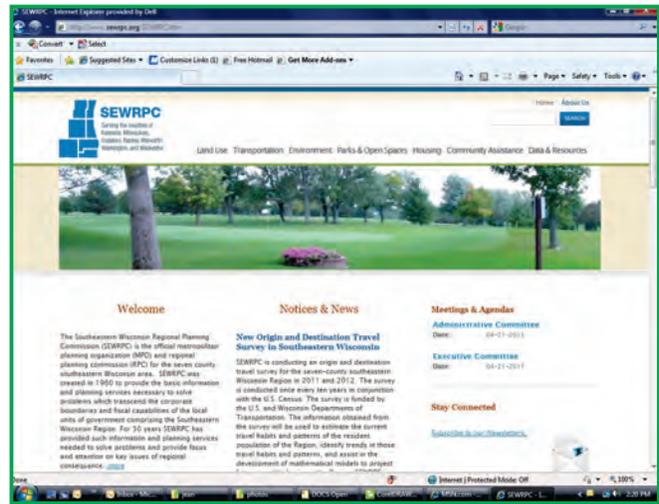
### *Document Availability and Notification by Mail*

- **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](http://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***

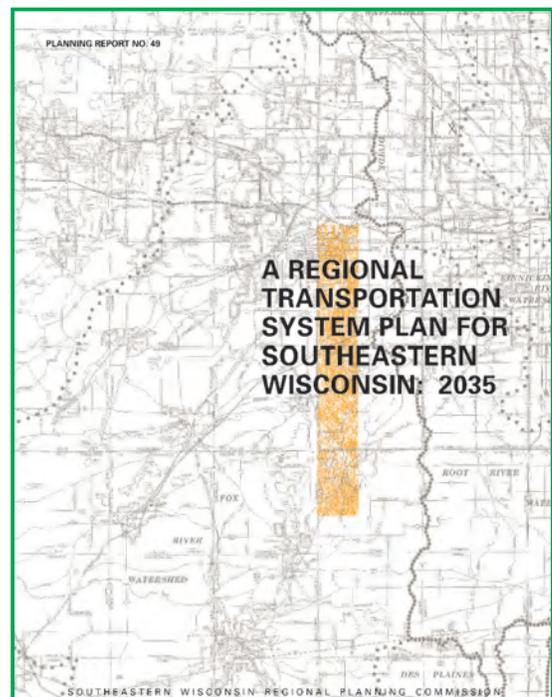
For major regional plan updates, involving at least two series of public meetings, the following are routinely considered:

- **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 area-wide 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](http://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](http://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 modifications<sup>1</sup> 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.

<sup>1</sup> 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\***

<b>Measured Activity Descriptions by Public Participation Goal Components</b>	<b>Evaluation Criteria/Mechanisms</b>	<b>Target or Measurement</b>
<b><i>Goal Part 1: Ensure Early and Continuous Public Notification</i></b>		
* <b>Central city, minority, and low-income group updates</b> 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)
* <b>Paid advertisements</b> 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
* <b>Website hits</b> 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
<b><i>Goal Part 2: Provide Meaningful Information</i></b>		
* <b>Briefings, presentations, or other meetings</b> 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)
* <b>SEWRPC Newsletter</b> development and distribution, to share information and maintain continuity	Newsletter published and distributed to interested parties and contacts	At least 2 issues per year
* <b>Summary publications including brochures</b> 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

<b>Goal Part 3: Obtain Participation and Input</b>		
* <b>Formal meetings with representatives</b> 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
* <b>Public informational meetings</b> 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)
* <b>Nontraditional public outreach techniques</b> 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](http://www.sewrpc.org).

\* \* \*

Contact Information for the Southeastern Wisconsin Regional Planning Commission:

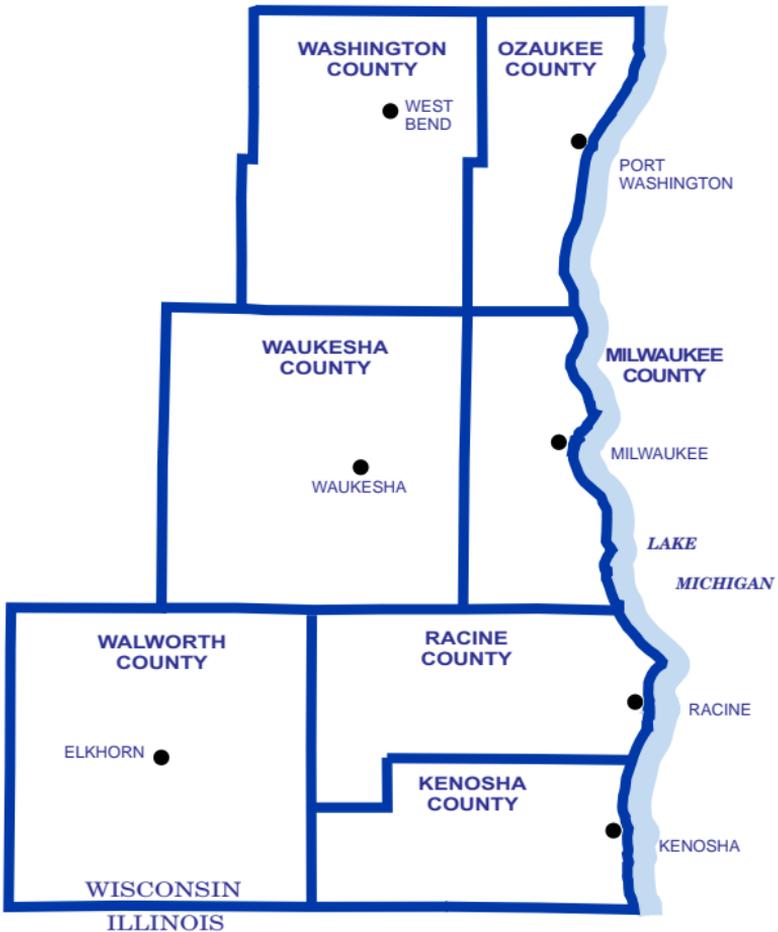
Kenneth R. Yunker, Executive Director  
Stephen P. Adams, Public Involvement and Outreach Manager  
Gary K. Korb, Regional Planning Educator  
Mailing Address: P.O. Box 1607, Waukesha, WI, 53187-1607  
Location: W239 N1812 Rockwood Drive, Pewaukee, WI  
Phone: (262) 547-6721  
Fax: (262) 547-1103  
Website: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

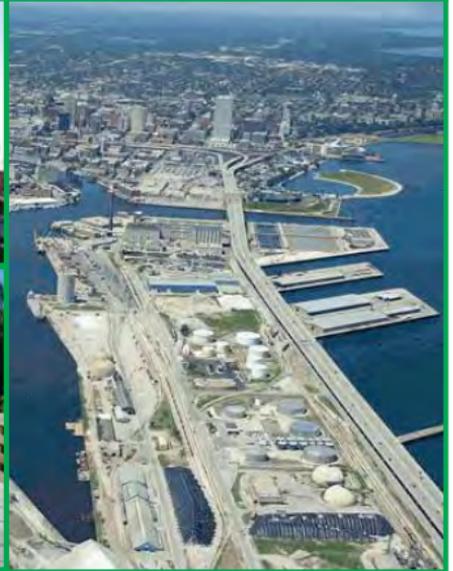
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# PUBLIC PARTICIPATION IN REGIONAL PLANNING FOR SOUTHEASTERN WISCONSIN

## 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

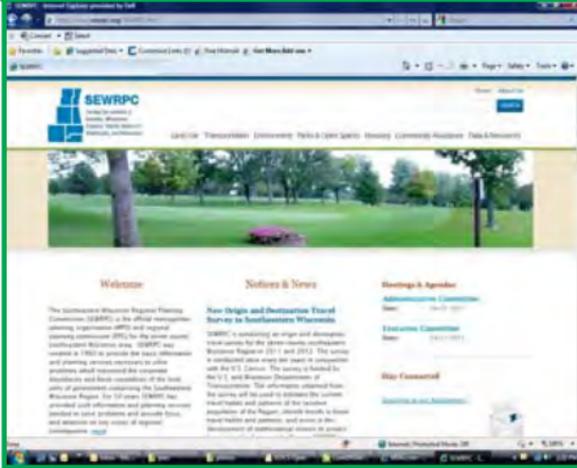
- 
- **Encourage residents to suggest ideas and make comments** which can improve planning
  - **Guide planning** through advisory committees containing key representatives and topic experts
  - **Create plans that are more likely to be carried out** due to understanding and support
  - **Expand knowledge** 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.

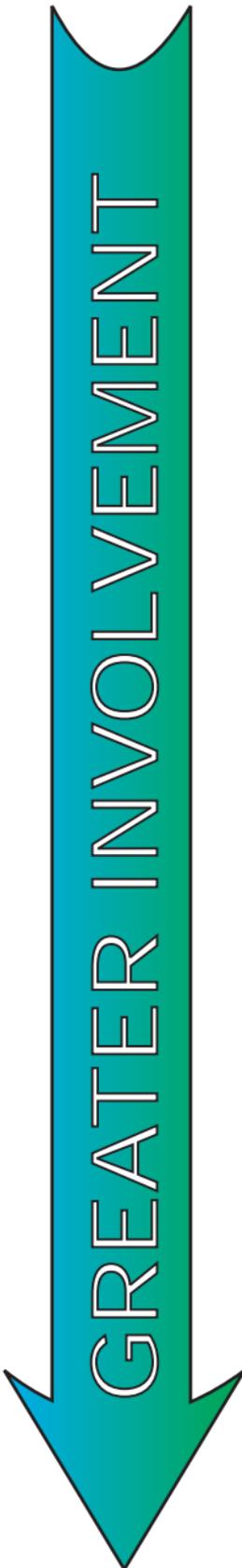


## HOW PEOPLE MAY RELATE DURING PUBLIC PARTICIPATION

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](http://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](http://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 Planificación del Sistema de Wisconsin (SEWRPC) está preparando un plan de desarrollo de transporte público a corto y largo plazo para el Condado de Kenosha cubriendo los años 2012-2016. Este cuadro resume:

- 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 sus fortalezas actuales e identificar áreas de oportunidad y de deficiencias basadas en:
- Una evaluación de las necesidades de transporte público en Kenosha para servir de manera óptima a:
- Recomendaciones de alternativas para mejorar del servicio de transporte público y mejoras de instalaciones, y apoyo 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, apoyo y operaciones.

#### **SISTEMA DE TRANSPORTE DEL ÁREA DE KENOSHA (KAT)**

En el 2008, KAT operó 10 rutas regulares, 26 rutas especiales sirviendo escuelas en hora-escola, y un servicio en el centro de Kenosha. De las 10 rutas regulares, siete pasaban por el Centro de Transporte del Centro de la Ciudad ubicado en el lado norte del Distrito Central Comercial. Los autobuses de KAT llegan al Centro de Transporte en su horario programado 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 los 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 períodos pico durante la semana, y cada 60 minutos en períodos no pico durante la semana, y en Sábados.
- **Tarifa:** La tarifa en efectivo para adultos es de \$1.50. Los personas de la tercera edad y discapacitadas pagan \$1.75 y los estudiantes pagan \$0.75.

Para el 2011, KAT hizo varios cambios en el servicio, debido principalmente a los cambios en servicio a la Villa de Pleasant Prairie. Los buses 15 y 36, originalmente servidos a los parques industriales al este y sur de Kenosha, fueron eliminados completamente. La Ruta 31 fue modi-

ficada el servicio Pleasant Prairie y del servicio a algunas áreas servidas previamente por la Ruta 36. La Ruta 36 (la cual sirve como una conexión rápida al Centro de Transporte en el Centro de la Ciudad al punto de transferencia con el Centro Comercial Southport) también fue eliminada. El siguiente cuadro muestra los rutas eliminadas y cuáles reemplazó.

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

#### **RUTA 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:

### **Southeastern Wisconsin Regional Planning Commission**

Kenneth R. Yunker, Executive Director

Stephen P. Adams, Public Involvement and  
Outreach Manager

Gary K. Korb, Regional Planning Educator

E-mail: [kyunker@sewrpc.org](mailto:kyunker@sewrpc.org),

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Website: [www.sewrpc.org](http://www.sewrpc.org)

Mail: PO Box 1607, Waukesha, WI, 53187-1607

Location: W239 N1812 Rockwood Drive,  
Pewaukee, WI

Phone: (262) 547-6721

Fax: (262) 547-1103





## Appendix C

### **TITLE VI YEAR 2013 ACCOMPLISHMENTS, YEAR 2015 GOALS, AND CERTIFICATION**

#### Year 2013 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 central city areas. The Commission’s public involvement process continues to be implemented, including recommendations for outreach to address Title VI and environmental justice, and the agency’s 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 2012-2013.
- Expect to surpass our DBE goal of 10 percent.
- Environmental Justice Task Force held four regularly scheduled meetings, in 2013.
- The Milwaukee Satellite Office is operational and utilized by various SEWRPC staff during the work week, at the City Campus Center within the City of Milwaukee.

#### Year 2015 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 central city 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.
- Conduct an agency-wide training program in LEP language assistance.
- 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.
- Promote and encourage public participation during the upcoming year 2050 Regional Land Use and Transportation Plans visioning process including continuing and expanding collaborative relationships with eight or more Community Partners to better target and engage low income neighborhoods, communities of color, individuals with disabilities, and seniors and the elderly.

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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

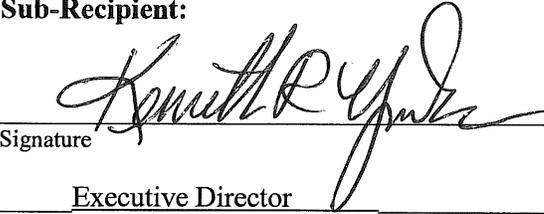
      TITLE VI Coordinator      

Title

      10/6/2014      

Date

### Sub-Recipient:



Signature

      Executive Director      

Title

      September 29, 2014      

Date

The Commission's Title VI Program was updated on July 31, 2014. The Title VI Program Document is available on the Commission's website at:

<http://www.sewrpc.org/SEWRPCFiles/CommissionFiles/GeneralInfo/title-VI-program.pdf>

## 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

- 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.<sup>1</sup>

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<sup>1</sup> 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 2015 OWP projects included in the SEWRPC 2015 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 2015 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
110-3000	Preparation of Regional Zoning Guide					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			
420-1000	Regional Base Mapping and Survey Control	X				X			
420-3000	Regional Orthophotography Program	X				X			

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## **Appendix F**

### **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 Innercity 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 2015

Meeting	Responsible Agency	Tentative Dates (2015)
Director Meetings	WisDOT	January 27, April 28, July28, October 27
Mid-Year Review & Tour	MPO/WisDOT/FHWA	May/June 2015
Work Program Meeting	WisDOT/MPO	October 2015
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: 2015

#### EXECUTIVE DIVISION

	Kenneth R. Yunker, PE Executive Director	
Philip C. Evenson, AICP Special Projects Advisor	Michael G. Hahn, PE, PH Deputy Director	Debra D'Amico Executive Secretary
Dr. Kurt W. Bauer, PE, RLS, AICP Executive Director Emeritus		

#### ADMINISTRATIVE SERVICES DIVISION

Elizabeth A. Larsen  
Business Manager

Ann Dee Allen  
Senior Public Involvement and Outreach Specialist

Linette G. Heis  
Secretary

Christine A. Kettner  
Accounting Clerk/Human Resource Assistant

Robert J. Klatkiewicz  
Office Clerk

Nancee A. Nejedlo  
Jean C. Peters  
Principal Planning Draftsmen

Richard J. Wazny  
Print Shop Supervisor

#### GEOGRAPHIC INFORMATION SYSTEMS DIVISION

John G. McDougall  
Geographic Information Systems Manager

Paul J. Clavette  
Principal Systems Analyst

Michael G. Gosetti  
GIS Supervisor

Bradley T. Subotnik  
Senior GIS Specialist

Patricia L. Bouchard  
Timothy R. Gorsegner  
GIS Specialists

#### COMMUNITY ASSISTANCE PLANNING DIVISION

Nancy M. Anderson, AICP  
Chief Community Assistance Planner

Richard R. Kania, AICP, RLA  
Principal Planner

Christopher D. Parisey  
Robbie L. Robinson  
Planners

John R. Meland  
Economic Development Specialist

#### LAND USE PLANNING DIVISION

David A. Schilling  
Chief Land Use Planner

Benjamin R. McKay  
William J. Stauber  
Principal Planners

Kathryn E. Sobottke  
Principal Specialist

Rochelle M. Brien  
Frank G. Fierek, Jr.  
James P. Siegler  
Planners

Leroy Mims, Jr.  
Land Use Mapping Specialist

Joyce A. Gramz  
Senior GIS Specialist

#### PUBLIC INVOLVEMENT AND OUTREACH DIVISION

Stephen P. Adams  
Public Involvement and Outreach Manager

Gary K. Korb  
Nakeisha Payne  
Public Involvement and Outreach Specialists

#### TRANSPORTATION PLANNING DIVISION

Christopher T. Hiebert, PE  
Chief Transportation Engineer

Robert E. Beglinger  
Ryan W. Hoel, PE  
Eric D. Lynde  
Kevin J. Muhs  
Principal Engineers

Nicholas A. Koncz  
Senior Engineer

Gom B. Ale  
Joseph M. Delmagori  
Victor Helin  
Ethan S. Johnson  
Senior Planners

Ajibola Ayanwale  
Joshua W. Depies  
Engineers

C. Terrance Anderson  
Laurie B. Miller  
Xylia N. Rueda  
Planners

Kaleb W. Kutz  
Reginald L. Mason  
Research Analysts

Andres Orrego  
Gabriel Rosenwald  
Planner Assistants

#### CARTOGRAPHIC AND GRAPHIC ARTS DIVISION

John T. Washburn, RLS  
Principle Specialist–Land Surveyor

LuAnn Sakale  
Senior Planning Draftsman

Donald P. Simon, RLS  
Land Surveyor

Andrew J. Traeger  
Certified Survey Technician

Byron D. Guerra  
Land Survey Assistant

#### ENVIRONMENTAL PLANNING DIVISION

Laura L. Kletti, PE, CFM  
Chief Environmental Engineer

Dr. Thomas M. Slawski  
Chief Specialist-Biologist

Ronald J. Printz, PE  
Principal Engineer

Joshua A. Murray, PE  
Senior Engineer

Dr. Joseph E. Boxhorn  
Senior Planner

Dr. Daniel L. Carter  
Beverly A. Saunders  
Senior Specialists

Megan R. Bender  
Zijia Li  
Julia C. Orłowski  
Engineers

Jennifer L. Dietl  
Christopher J. Jors  
Zofia Noe  
Specialists

Aaron W. Owens  
Planner

Megan A. Beauchaine  
Research Analyst

Anna M. Cisar  
Laura Fields-Sommers  
Planner Technicians

Patricia M. Kokan  
Secretary

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## Appendix J

### MEMBERSHIP OF THE COMMISSION AND TRANSPORTATION ADVISORY COMMITTEES

Since the Southeastern Wisconsin Regional Planning Commission (SEWRPC) was created in 1960, its governing structure has been mandated by State law and remains so unchanged to this day. That structure provides equal representation on the governing board from seven counties, a total of 21 members, three selected to represent each of the counties. One of the three members from each County is appointed by the County Executive/County Board Chair and is, by custom, a County Board Supervisor or County Executive. The other two members from each county are appointed by the Governor, with one of the gubernatorial appointments coming from a list provided by the county. Each of the 21 members has a six-year term.

For more than 50 years this board membership has officially sponsored a comprehensive regional planning process that by law produces plans that are advisory to the constituent county and local governments. In carrying out its metropolitan planning organization (MPO) responsibilities, SEWRPC relies very heavily upon a system of advisory committees for carrying out its regional transportation planning efforts and for programming of transportation projects for the five urbanized areas in Southeastern Wisconsin. While the Commission board itself is responsible for the formal adoption of regional plans as required by State law, that board has accepted the recommendations of its advisory committees that deal with the MPO function as the preparation and adoption of transportation plans and programs is pursued. In addition, the Commission has established an Environmental Justice Task Force (EJTF) which reviews regional transportation plans, programs, and public outreach with respect to civil rights and environmental justice concerns. Copies of the current rosters of these transportation advisory committees are enclosed in Figure 1 of this exhibit.

Membership on the SEWRPC MPO, or transportation, Advisory Committees is highly intergovernmental in nature, since these committees have primary responsibilities for overseeing the Commission's MPO-related work programs and since State agencies and county and local governments are responsible for ultimately implementing the array of recommendations that are included in SEWRPC regional transportation plans. With respect to voting membership on these MPO committees, two committees have county and local membership structures that approximate population proportionality (One committee dealing with regional transportation system planning and the other dealing with programming of transportation projects in the Milwaukee urbanized area where SEWRPC, as the MPO, has responsibilities to allocate Federal transit and highway funds made available to that area—currently about \$20 million of Federal Highway Administration Surface Transportation Program – Milwaukee Urbanized Area funds and about \$20 million annually of Federal Transit Administration Section 5307 – Milwaukee Urbanized Area funds).

The Commission's Advisory Committee on Regional Transportation System Planning—structured on a population-proportional basis—provides guidance and direction to the Commission staff in the preparation of the regional transportation plan, and provides to the Commission a recommended regional transportation plan for the Commission to consider adopting. The 34 members of the Committee include local technical staff and elected officials typically appointed by the community/county's chief elected official, along with representatives from State and Federal transportation and natural resource agencies. In addition, a member of the Commission's Environmental Justice Task Force serves as a liaison on the Committee. The structure of the county/community members of the Committee reflects the population proportionality of each County and municipality within Southeastern Wisconsin. This Committee includes four members representing Milwaukee County (with three members appointed by the County Executive and one member appointed by the County Board Chairwoman) and five members representing the City of Milwaukee (with four members appointed by the mayor and one member appointed by the City Council President.)

The Commission's Advisory Committee for Transportation System Planning and Programming in the Milwaukee urbanized area (Milwaukee Area TIP Committee) is also established on a population-proportional basis reflecting the population proportionality of each County and municipality within the Milwaukee urbanized area. This Committee guides preparation of the Milwaukee urbanized area transportation improvement program, guides the development of the procedures to evaluate, prioritize, and recommend projects for Federal Surface Transportation Program funding allocated to the Milwaukee urbanized area, reviews and approves the allocation of FTA Section 5307 Milwaukee urbanized area funds to the area's five public transit operators and along with the TIP Committees for the Region's other urbanized areas, guides development of the procedures to evaluate, prioritize, and recommend projects for Federal Highway Administration Congestion Management and Air-Quality Improvement Program (CMAQ) funding. The 22 members of the Milwaukee TIP Committee include local technical staff and elected officials typically appointed by the community/county's chief elected official, and include five members representing Milwaukee County (with four members appointed by the County Executive and one member appointed by the County Board Chairwoman) and six members representing the City of Milwaukee (with five members appointed by the Mayor and one member appointed by the Common Council President). The Milwaukee TIP Committee also includes representation from each of the five public transit operators within the Milwaukee urbanized area—Milwaukee County, Waukesha County, City of Waukesha, Washington County, and Ozaukee County.

The deference to local authorities for appointing members of these two committees, particularly with respect to Milwaukee County and the City of Milwaukee (the County and City with the highest number and proportion of minorities in Southeastern Wisconsin), provides substantial opportunities for the appointment of members of minority groups to important advisory committees. In addition, as openings occur on existing committees, the Commission seeks diversity as it solicits or makes appointments to its Advisory Committees.

The Commission also has Advisory Committees on Transportation System Planning and Programming for the smaller urbanized areas in the Southeastern Wisconsin Region: Kenosha, Racine, West Bend, and Round Lake Beach (Wisconsin portion). The local government representatives on these committees are appointed by the chief elected official of the communities/counties which are represented on the Committees.

The Commission established in 2007 the Environmental Justice Task Force (EJTF) to enhance the consideration and integration of environmental justice for minority and low-income groups, and the representation of such groups, throughout the regional planning and programming process. The Task Force is made up from a diverse collection of individuals and organizations representing interests of low-income, minority, disabled, and/or transit dependent communities. The Task Force meets as appropriate and necessary, usually on a quarterly basis. The Commission staff has as well consulted with and sought recommendations from this Task Force on appointment of members to new committees, such as the advisory committee that was established to guide the development of the regional housing plan. In addition, a member of the Task Force, as previously noted, serves as a liaison to the Advisory Committee on Regional Transportation System Planning.

**Figure 1**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING  
COMMISSION TRANSPORTATION ADVISORY COMMITTEES**

Advisory Committee on Regional Transportation System Planning

Members

Brian Dranzik, Chair ..... Director, Department of Transportation, Milwaukee County  
Fred Abadi ..... Director of Public Works, City of Waukesha  
Julie A. Anderson ..... Director of Public Works and Development Services, Racine County  
Christopher Bertch ..... Community Planner, Federal Transit Administration - Region 5  
U.S. Department of Transportation  
Daniel Boehm ..... Interim Managing Director, Milwaukee County Transit System  
Scott Brandmeier ..... Director of Public Works and Village Engineer, Village of Fox Point  
Kevin M. Brunner ..... Director of Central Services, Walworth County Public Works Department  
Allison M. Bussler ..... Director, Department of Public Works, Waukesha County  
David E. Cox ..... Village Administrator, Village of Hartland  
Robert R. Dreblow ..... Highway Commissioner, Ozaukee County Highway Department  
Gary Evans ..... Highway Engineering Division Manager,  
Department of Public Works, Waukesha County  
Jennifer Gonda ..... Legislative Liaison Director, City of Milwaukee  
Thomas M. Grisa ..... Director, Department of Public Works, City of Brookfield  
Don Gutkowski ..... Director, Bureau of Planning,  
Division of Transportation Investment Management,  
Wisconsin Department of Transportation  
Susan Hedman ..... Regional Administrator, Region 5  
U.S. Environmental Protection Agency  
T.J. Justice ..... City Administrator and Director of Development, City of West Bend  
Ghassan A. Korban ..... Commissioner, Department of Public Works, City of Milwaukee  
Nik Kovac ..... Alderman, City of Milwaukee  
Dwight McComb ..... Planning and Program Development Engineer, Federal Highway Administration,  
U.S. Department of Transportation  
Michael M. Lemens ..... Director of Public Works and City Engineer, City of Kenosha  
Michael G. Lewis ..... City Engineer, City of West Allis  
Michael Mayo, Sr. ..... Supervisor, Milwaukee County  
Eric A. Nitschke ..... Regional Director, Southeast Region,  
Wisconsin Department of Natural Resources  
Jeffrey S. Polenske ..... City Engineer, City of Milwaukee  
William Porter ..... Director, Department of Public Works, City of Wauwatosa  
William D. Sasse ..... Director of Engineering, Village of Mount Pleasant  
Sheri Schmit ..... Deputy Director, Southeast Region,  
Wisconsin Department of Transportation  
Gary A. Sipsma ..... Director, Division of Highways, and  
Highway Commissioner, Kenosha County  
Bart A. Sponseller ..... Director, Bureau of Air Management,  
Wisconsin Department of Natural Resources  
Andrea Weddle-Henning ..... Transportation Engineering Manager,  
Department of Transportation, Milwaukee County

**Figure 1 (continued)**

Advisory Committee on Regional Transportation System Planning (continued)

Thomas Wondra .....Highway Commissioner, Washington County

Dennis Yaccarino .....Senior Budget and Policy Manager, Budget and Management Division,  
Department of Administration, City of Milwaukee

Mark H. Yehlen..... Commissioner of Public Works, City of Racine

Liaison to Environmental Justice Task Force

Willie Wade.....Alderman, City of Milwaukee

**Figure 1 (continued)**

Advisory Committee on Transportation System Planning  
and Programming for the Milwaukee Urbanized Area

Voting Members

Brian Dranzik, Chair ..... Director, Department of Transportation, Milwaukee County  
Fred Abadi ..... Director of Public Works, City of Waukesha  
Chris Abele ..... Milwaukee County Executive  
Robert J. Bauman ..... Alderman, City of Milwaukee  
Scott Brandmeier ..... Director of Public Works and Village Engineer,  
Village of Fox Point  
Allison M. Bussler ..... Director, Department of Public Works, Waukesha County  
Robert R. Dreblow ..... Highway Commissioner, Ozaukee County Highway Department  
Michael Einweck ..... Director of Public Works, Village of Hartland  
Gary Evans ..... Highway Engineering Division Manager,  
Waukesha County Department of Public Works  
Jennifer Gonda ..... Legislative Liaison Director, City of Milwaukee  
Thomas M. Grisa ..... Director, Department of Public Works, City of Brookfield  
Ghassan A. Korban ..... Commissioner, Department of Public Works, City of Milwaukee  
Michael G. Lewis ..... City Engineer, City of West Allis  
Michael J. Maierle ..... Manager of Long-Range Planning,  
Department of City Development, City of Milwaukee  
James Martin ..... Director of Operations, Milwaukee County Department of Transportation  
Michael J. Martin ..... Director, Department of Public Works, Village of Hales Corners  
Michael Mayo Sr. .... 7th District Supervisor, Milwaukee County  
Jeffrey S. Polenske ..... City Engineer, City of Milwaukee  
William Porter ..... Director, Department of Public Works, City of Wauwatosa  
Clark Wantoch ..... Director of Highway Operations,  
Milwaukee County Department of Transportation  
Thomas Wondra ..... Highway Commissioner, Washington County  
Dennis Yaccarino ..... Senior Budget and Policy Manager, Budget and Management Division,  
Department of Administration, City of Milwaukee

Nonvoting Technical Staff Members

Kenneth R. Yunker, Secretary ..... Executive Director,  
Southeastern Wisconsin Regional Planning Commission  
Christopher R. Bertch ..... Community Planner, Federal Transit Administration - Region 5,  
U.S. Department of Transportation  
Tom Dieckelman ..... President, Wisconsin Coach Lines, Inc.  
Don Gutkowski ..... Director, Bureau of Planning, Division of Transportation  
Investment Management, Wisconsin Department of Transportation  
Peter T. McMullen ..... Program and Planning Analyst, Bureau of Air Management,  
Wisconsin Department of Natural Resources  
George Poirier ..... Wisconsin Division Administrator, Federal Highway Administration,  
U.S. Department of Transportation  
Brett Wallace ..... Director, Southeast Region, Wisconsin Department of Transportation

**Figure 1 (continued)**

**SEWRPC ENVIRONMENTAL JUSTICE TASK FORCE**

Adelene Greene, Chair ..... Commissioner, Southeastern Wisconsin Regional Planning Commission;  
Director of Workforce Development, Kenosha County  
Yolanda Adams ..... President and CEO, Urban League of Racine and Kenosha  
Tyrone Dumas ..... Administrative Assistant and Educational Consultant, Growing Power  
Ella Dunbar ..... Program Services Manager, Social Development Commission, Milwaukee  
Ness Flores ..... Attorney, Flores & Reyes Law Offices  
Nancy Holmlund ..... Past President, Racine Interfaith Coalition  
Jedd Lapid ..... Regional Chief Development Officer,  
American Red Cross of Eastern Wisconsin  
N. Lynnette McNeely ..... Legal Redress Chair, Waukesha County NAACP  
Guadalupe “Wally” Rendon ..... President,  
Hispanic Business and Professionals Association of Racine  
Jackie Schellinger ..... Indian Community School  
Theresa Schuerman ..... Walworth County Bilingual Migrant Worker Outreach  
Willie Wade ..... Alderman, City of Milwaukee  
Wallace White ..... Principal/CEO, W2EXCEL

**Figure 1 (continued)**

Advisory Committee on Transportation System Planning  
and Programming for the Kenosha Urbanized Area

Kenneth R. Yunker, Secretary ..... Executive Director,  
Southeastern Wisconsin Regional Planning Commission  
Christopher R. Bertch ..... Community Planner, Federal Transit Administration - Region 5,  
U.S. Department of Transportation  
Shelly Billingsley ..... Director, Engineering Division,  
Department of Public Works, City of Kenosha  
Tom Dieckelman ..... President, Wisconsin Coach Lines, Inc.  
Don Gutkowski ..... Director, Bureau of Planning, Division of Transportation  
Investment Management, Wisconsin Department of Transportation  
Ron Iwen ..... Director, Department of Transportation, City of Kenosha  
Jeffrey B. Labahn ..... Director, Community Development and Inspections, City of Kenosha  
Michael M. Lemens ..... Director of Public Works and City Engineer, City of Kenosha  
Peter T. McMullen ..... Program and Planning Analyst, Bureau of Air Management,  
Wisconsin Department of Natural Resources  
Cheryl L. Newton ..... Environmental Protection Specialist,  
U.S. Environmental Protection Agency, Region V  
George Poirier ..... Wisconsin Division Administrator, Federal Highway Administration,  
U.S. Department of Transportation  
Gary A. Sipsma ..... Director, Division of Highways, and Highway Commissioner,  
Department of Public Works, Kenosha County  
Michael Spence ..... Village Engineer, Village of Pleasant Prairie  
Brett Wallace ..... Director, Southeast Region, Wisconsin Department of Transportation

**Figure 1 (continued)**

Advisory Committee on Transportation System Planning  
and Programming for the Racine Urbanized Area

Julie A. Anderson, Chair ..... Director of Public Works and Development Services, Racine County  
Kenneth R. Yunker, Secretary ..... Executive Director,  
Southeastern Wisconsin Regional Planning Commission  
Christopher R. Bertch ..... Community Planner, Federal Transit Administration - Region 5,  
U.S. Department of Transportation  
Pete Christensen ..... President, Village of Wind Point  
Mary Cole ..... Village Administrator, Village of Sturtevant  
Tom Dieckelman ..... President, Wisconsin Coach Lines, Inc.  
Don Gutkowski ..... Director, Bureau of Planning, Division of Transportation  
Investment Management, Wisconsin Department of Transportation  
Michael A. Hayek ..... Village Engineer, Village of Caledonia  
Kristin Holmberg-Wright ..... President, Village of North Bay  
Peter T. McMullen ..... Program and Planning Analyst, Bureau of Air Management,  
Wisconsin Department of Natural Resources  
Thomas Mills ..... Village President, Village of Elmwood Park  
Cheryl L. Newton ..... Environmental Protection Specialist,  
U.S. Environmental Protection Agency, Region V  
George Poirier ..... Wisconsin Division Administrator, Federal Highway Administration,  
U.S. Department of Transportation  
William D. Sasse ..... Director of Engineering, Village of Mount Pleasant  
Albert Stanek ..... Parking and Transit Systems Manager, City of Racine  
Brett Wallace ..... Director, Southeast Region, Wisconsin Department of Transportation  
Mark H. Yehlen ..... Commissioner of Public Works, City of Racine

**Figure 1 (continued)**

Advisory Committee on Transportation System Planning  
and Programming for the West Bend Urbanized Area

Jessi Balcom ..... Village Administrator, Village of Slinger  
Christopher R. Bertch ..... Community Planner, Federal Transit Administration - Region 5,  
U.S. Department of Transportation  
Richard L. Bertram ..... Chairman, Town of Barton  
Joseph C. Gonnering ..... Chairman, Town of Trenton  
Don Gutkowski ..... Director, Bureau of Planning, Division of Transportation  
Investment Management, Wisconsin Department of Transportation  
Raymond Heidtke ..... Chairman, Town of Jackson  
Matt Heiser ..... Village Administrator, Village of Kewaskum  
T. J. Justice ..... City Administrator and Director of Development, City of West Bend  
George Poirier ..... Wisconsin Division Administrator, Federal Highway Administration,  
U.S. Department of Transportation  
Paul R. Rice ..... Chairman, Town of West Bend  
Jason Schall ..... City Engineer, Engineering Department, City of Hartford  
Daniel H. Schmidt ..... Chairman, Town of Kewaskum  
Albert Schulteis ..... Chairman, Town of Polk  
Maurice Strupp ..... Chairman, Town of Hartford  
Brett Wallace ..... Director, Southeast Region, Wisconsin Department of Transportation  
John Walther ..... Village Administrator, Village of Jackson  
Thomas Wondra ..... Highway Commissioner, Washington County

**Figure 1 (continued)**

Advisory Committee on Transportation System Planning  
and Programming for the Round Lake Beach Urbanized Area

Kenneth R. Yunker, Secretary ..... Executive Director,  
Southeastern Wisconsin Regional Planning Commission  
Bill Antti ..... President, Village of Genoa City  
Christopher R. Bertch ..... Community Planner, Federal Transit Administration - Region 5,  
U.S. Department of Transportation  
Kevin M. Brunner ..... Director of Central Services, Walworth County Public Works Department  
Terry Burns ..... President, Village of Paddock Lake  
David DeVito ..... Chairman, Town of Brighton  
Sue Gerber ..... President, Village of Silver Lake  
William M. Glembocki ..... Chairman, Town of Wheatland  
Don Gutkowski ..... Director, Bureau of Planning, Division of Transportation  
Investment Management, Wisconsin Department of Transportation  
Randall Kerkman ..... Village Administrator, Village of Bristol  
Peter T. McMullen ..... Program and Planning Analyst, Bureau of Air Management,  
Wisconsin Department of Natural Resources  
Kenneth Monroe ..... President, Village of Bloomfield  
Cheryl L. Newton ..... Environmental Protection Specialist,  
U.S. Environmental Protection Agency, Region V  
George Poirier ..... Wisconsin Division Administrator, Federal Highway Administration,  
U.S. Department of Transportation  
Daniel Schoonover ..... Chairman, Town of Bloomfield  
Gary A. Sipsma ..... Director, Division of Highways, and Highway Commissioner,  
Department of Public Works, Kenosha County  
Howard K. Skinner ..... President, Village of Twin Lakes  
Robert Stoll ..... Chairman, Town of Randall  
Diann Tesar ..... Chairperson, Town of Salem  
Brett Wallace ..... Director, Southeast Region, Wisconsin Department of Transportation