

OVERALL WORK PROGRAM-2023 SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION



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REGIONAL PLANNING COMMISSION**

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**SOUTHEASTERN WISCONSIN REGIONAL
PLANNING COMMISSION STAFF**

Benjamin R. McKay, AICP Interim Executive Director
Joel Dietl, AICP Chief Land Use Planner
Laura L. Herrick, PE, CFM..... Chief Environmental Engineer
Christopher T. Hiebert, PE..... Chief Transportation Engineer
Elizabeth A. Larsen, SPHR, SHRM-SCP Director of Administration
Eric D. Lynde..... Chief Special Projects Planner
Rob W. Merry, PLS Chief Surveyor
Nakeisha N. Payne Public Involvement and Outreach Manager
Dr. Thomas M. Slawski Chief Biologist

OVERALL WORK PROGRAM—2023
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

Benjamin R. McKay
Interim Executive Director

W239 N1812 Rockwood Drive
P.O. Box 1607
Waukesha, Wisconsin 53187-1607

Telephone: (262) 547-6721
Fax: (262) 547-1103
www.sewrpc.org

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Federal Highway Administration
Federal Transit Administration



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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 southeastern region of the State. By law, the work of the Commission is entirely advisory in nature. The Commission was created to provide the basic information and planning services necessary to solve problems that transcend the corporate boundaries 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 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 formulating and executing the Commission work programs. The Commission staff consists of a core 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 2023 budget staff totals 75, including 68 full-time and 7 part-time employees. The Commission staff is organized into seven divisions. Four of these are planning divisions—Transportation, Special Projects, Environmental, and Land Use—that have direct responsibility for the conduct of the Commission’s major planning programs. The remaining three divisions—Administrative Services, Surveying and Mapping, and Public Involvement and Outreach—provide day-to-day support to the 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 on a population-proportional basis and appointed by local elected officials, and representatives of State and Federal governments.

The Commission has conducted regional planning for Southeastern Wisconsin for over 60 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 multimodal basis, with highway, transit, and transportation systems management measures all given consideration since 1963. The planning 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 maintaining a sound base of planning data.

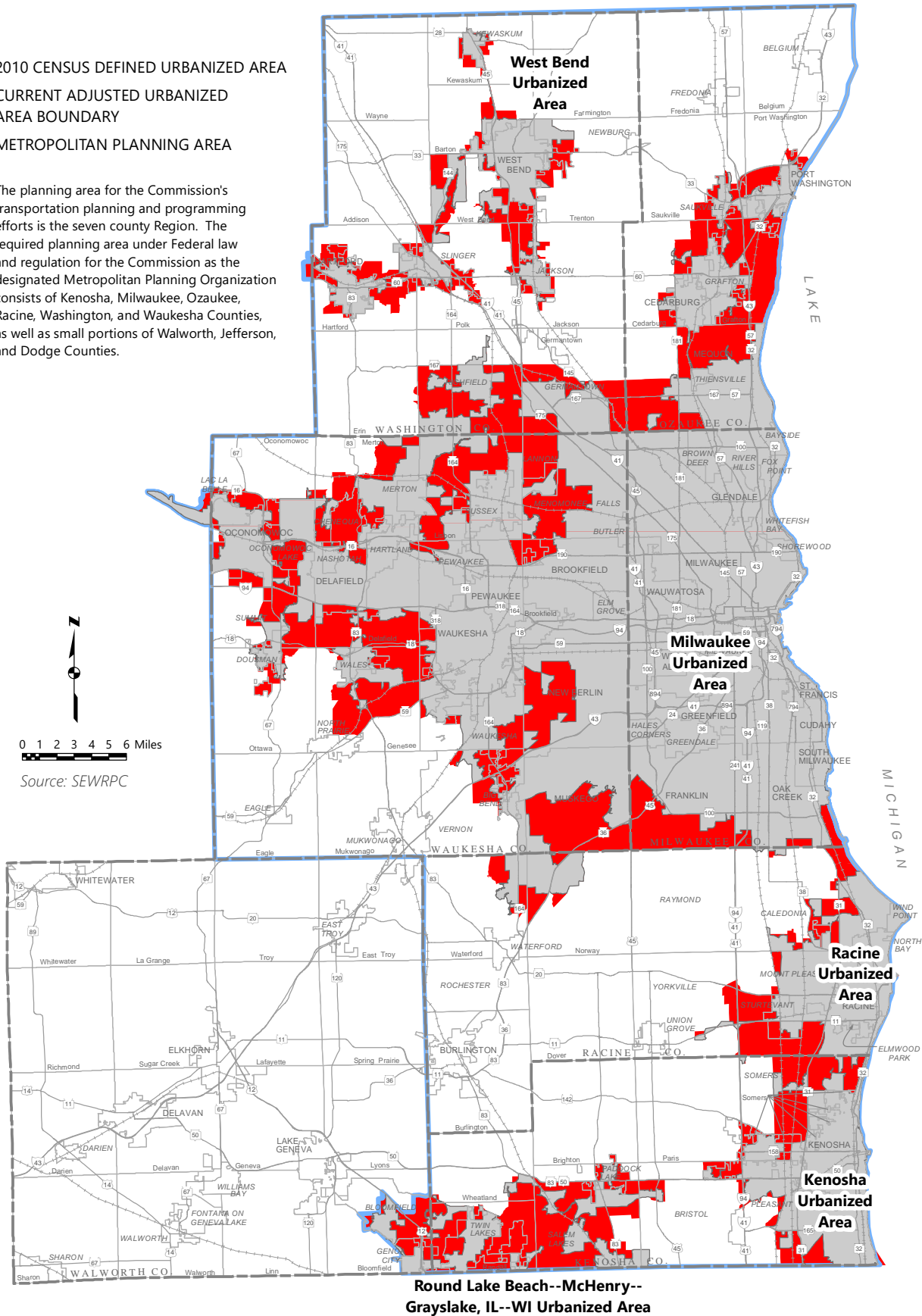
Without an intimate understanding of the current transportation system and of those factors that determine the need for transportation facilities and services of various kinds, sound transportation planning cannot be conducted. The Commission’s transportation planning efforts focus on regionwide and systemwide

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

Note: The planning area for the Commission's transportation planning and programming efforts is the seven county Region. The required planning area under Federal law and regulation for the Commission as the designated Metropolitan Planning Organization consists of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties, as well as small portions of Walworth, Jefferson, and Dodge Counties.








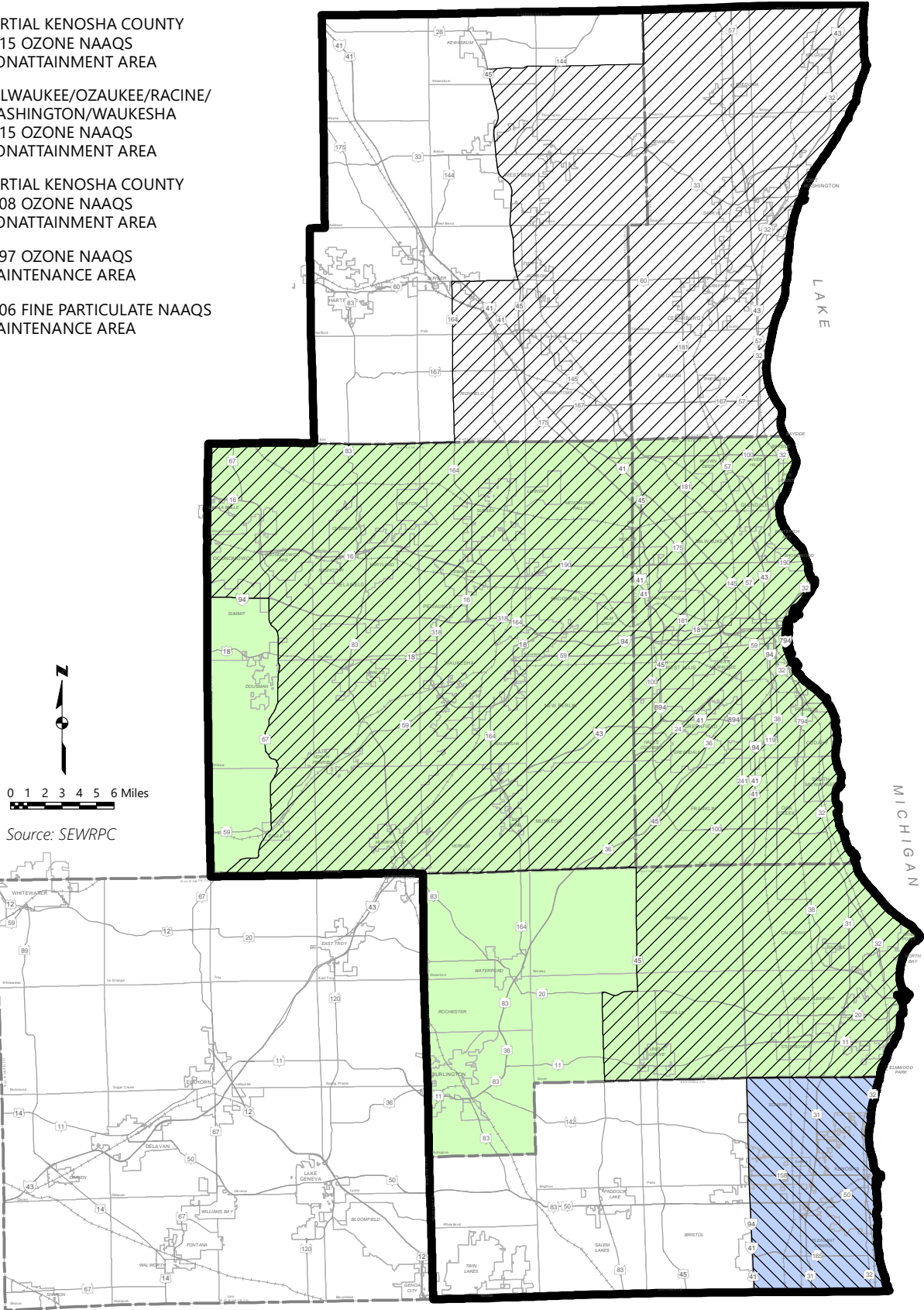
transportation coordination, including working to ensure that implementing agencies and units of government are active participants in its planning. The Commission, over the years, has developed close working relationships with the local units of government in Southeastern Wisconsin, including the seven counties; 147 cities, villages, and towns; and public transit operators, and also with State and Federal Departments of Transportation. 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:

- A need to continue to work with WisDOT staff to monitor transportation system performance relative to targets established for performance measures including those relating to vehicular crash fatalities and serious injuries, highway condition, highway system performance/congestion, vehicular emissions, and truck freight movement.
- 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. Each county plan was reviewed as part of VISION 2050. More detailed refinement through updates to the jurisdictional highway system plans will occur by request of each county. Initiated by request in 2020, work will continue on an update to the jurisdictional highway system plan for Milwaukee County in 2023.
- A need to incorporate amendments to the 2023-2026 transportation improvement program (TIP). The TIP documents, at a minimum, the federally funded transit, bicycle, and highway preservation, improvement, and expansion projects to be completed in the near term (next four years).
- A need to continue to assist in guiding the operation and development of the transit systems of the Region through the continuing preparation of five-year short-range plans. In 2022, work was completed on a plan for the City and County of Waukesha. In 2023, work is expected to commence on a plan for the City and County of Kenosha. 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 assist transit systems in the Region with developing federally required annual condition assessment, data, and narrative reports. In 2022, work was completed on the quadrennial update to the group transit asset management (TAM) and City of Kenosha TAM plans.
- 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 continues to work with WisDOT and WDNR staff to assure that there will be minimal potential for conformity failure. As part of these efforts, the Commission staff will continue to work with WDNR and WisDOT staffs and other interested parties in establishing requisite SIP budgets for the transportation sector that will be used to establish regional transportation plan and program conformity.

Map 2
National Ambient Air Quality Standards Nonattainment/Maintenance
Areas Within Southeastern Wisconsin: 2021

-  PARTIAL KENOSHA COUNTY
2015 OZONE NAAQS
NONATTAINMENT AREA
-  MILWAUKEE/OZAUKEE/RACINE/
WASHINGTON/WAUKESHA
2015 OZONE NAAQS
NONATTAINMENT AREA
-  PARTIAL KENOSHA COUNTY
2008 OZONE NAAQS
NONATTAINMENT AREA
-  1997 OZONE NAAQS
MAINTENANCE AREA
-  2006 FINE PARTICULATE NAAQS
MAINTENANCE 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, as shown on Map 1.

In December 2021, the U.S. Department of Transportation (USDOT) identified eight planning emphasis areas (PEA) MPOs and States need to consider in identifying work tasks for their respective agencies. The transportation planning work conducted and proposed for 2023 by the Commission is consistent with and serves to implement the applicable PEAs. The following highlights each of the PEAs and examples of Commission work addressing these issues:

- 1. Tackling the Climate Crisis—Transition to a Clean Energy, Resilient Future:** The Commission is responsible for the preparation of a long-range land use and transportation plan (VISION 2050) (120-1000, 220-1000) that provides guidance to the State, county, and local units of government as to desirable land use and transportation decisions to support economic development and population growth in an efficient manner. This plan envisions a denser development pattern and supporting multimodal transportation infrastructure and services to reduce the Region’s dependence on single-occupancy vehicle travel and slow the growth in vehicle-miles of travel through the provision of significant transit system improvements and bicycle and pedestrian accommodations. The denser development pattern and multi-unit housing recommendations included in VISION 2050 would reduce the energy needs of the Region and subsequently reduce the use of fossil fuels and production of greenhouse gases. Commission staff reviews projects included in the transportation improvement program (TIP) (210-1000) for consistency with the goals and recommendations of VISION 2050. For those federal funds that the Commission has project selection authority (STBG, CMAQ, and TAP), Commission staff works with the appropriate agencies and advisory committees to develop selection processes that achieve a cleaner more resilient future for the region.
- 2. Equity and Justice⁴⁰ in Transportation Planning:** The Commission, in VISION 2050, identified transportation accessibility gaps with respect to jobs, healthcare, education, recreation, and other considerations. The ability of transportation plans to address these gaps was analyzed. Also, the Commission identified and considered the transportation needs of people of color and low-income populations during the development of VISION 2050. The identified needs include expanding transit availability and accessibility to the entire urbanized area (linking residents to jobs and activity centers) and improving the speed of transit travel. The transit service needs of people of color and low-income populations were identified through and confirmed by public involvement and outreach. The development of VISION 2050 also utilized a visioning and scenario planning process to create a vision for land use and transportation system development in Southeastern Wisconsin that reflects how residents—including people of color and low-income populations—want their communities and the Region to develop. In addition, the Commission, as part of developing VISION 2050, worked with eight community group partners that serve and represent people of color, low-income populations, and people with disabilities. The Commission’s visioning and scenario planning process was conducted with each of these partners as well, and staff specifically asked each group to identify unmet transportation needs.

Also, the Commission prepares short-range—five-year—transit development plans for each of the transit operators in Southeastern Wisconsin. These plans serve to consider implementation of a stage of the regional transportation plan. Over the last decade, the Commission staff has completed transit development plans for Milwaukee County, the City and County of Racine, Washington County, and Ozaukee County. In 2022, the Commission completed a plan for the City of Waukesha and Waukesha County (210-1000), and also completed a transit enhancement study for Milwaukee County of the 27th Street corridor, ultimately recommending a bus rapid transit route be pursued.

In 2023, it is expected that a transit development plan for the City of Kenosha and Kenosha County will be initiated. As recommended in VISION 2050, in 2020, the Commission also initiated work on a regional food system plan (RFSP) (110-1000). The RFSP, expected to be completed in 2023, will address food access, reducing economic and health disparities, supporting locally owned and sustainable farming operations, and preserving productive agricultural land and sensitive natural resources. In

addition, the Commission will initiate work on the four-year review and update to VISION 2050 (220-1000), to be completed in 2024, that will review implementation of plan recommendations and consider changes to plan recommendations. As part of this work, public outreach would occur to confirm or expand the identified transportation needs of people of color and low-income populations, and other disadvantaged communities, of the Region.

3. **Complete Streets:** While the safe and convenient travel of all roadway users has long been a part of the regional planning and programming conducted by the Commission, a specific recommendation related to complete streets was added to the transportation component of VISION 2050 (220-1000), adopted in 2016. Specifically, VISION 2050 recommends that complete street concepts be considered along arterial roadways, as appropriate, as part of their rehabilitation, reconstruction, and construction. VISION 2050 also identifies that the implementation of complete street measures can be used to right-size existing roadways by eliminating underutilized travel lanes.

Much of the Commission's transportation work programmed for 2023 involves promoting of, and providing assistance for, the implementation of the complete streets recommendation. Examples of programmed projects with expected complete streets elements include the Milwaukee County jurisdictional highway system plan (220-1000), the regional safe streets action plan (210-1000), the 2024 review and update of VISION 2050 (220-1000), and the evaluation and prioritization of projects for STP and TAP funding in the Milwaukee urbanized area (210-1000).

4. **Public Involvement:** The Commission's public participation plan guides the agency's public involvement efforts, particularly helping it to meet its three-part goal to ensure early and continuous public notification about regional planning, provide meaningful information concerning regional planning, and obtain participation and input to regional planning. The plan and its two associated appendices can be accessed on the Commission's website at sewrpc.org/ppp. Consistent with this PEA, the Commission has been incorporating virtual meetings and increasing other forms of online engagement (e.g., videos and online surveys) to enhance its outreach for planning work since spring 2020. Commission staff will be incorporating policy on the use of virtual public outreach techniques into the PPP during its next update.
5. **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination:** The STRAHNET routes in Southeastern Wisconsin are largely represented by the Region's interstate system, which has been a part of the Commission's transportation planning work from its inception. The Commission has historically worked with the DOD on an ad-hoc basis. Most recently, Commission staff worked closely with the National Guard 128th Air Refueling Wing on concerns and needs associated with the potential extension of the Lake Arterial South from its current terminus at South Pennsylvania Avenue to STH 100 in the City of Oak Creek. As part of the Jurisdictional Highway System Planning work (220-1000) programmed for 2023, Commission staff will review the STRAHNET maps and Power Project Platform studies and will coordinate with the DOD to identify needs and potential impacts of plan recommendations on facilities with national defense significance.
6. **Federal Land Management Agency (FLMA) Coordination:** While the Commission has a history of working with and involving our Federal partners in our various planning efforts, there are no FLMA lands within Southeastern Wisconsin. Should any be designated, the Commission would coordinate applicable planning efforts with the appropriate Federal agency.
7. **Planning and Environmental Linkages (PEL):** Recognizing that there can be efficiencies gained when projects move from the planning stage to the implementation stage, the Commission created the VISION 2050 Natural Resource Agencies Task Force to involve natural resource agencies directly in the development of a long-range land use and transportation plan like VISION 2050. This group met four times during the development of VISION 2050 (220-1000) to educate agencies on how plans are developed and to also consider and potentially incorporate information the resource agencies would like to see when they are reviewing projects as they are going through the NEPA process.

8. **Data Sharing in Transportation Planning:** SEWRPC has long been a data clearinghouse within Southeastern Wisconsin and makes these data available to State, county, and local units of government. Expected to be completed in 2023, an update to the Commission’s website will include improved access to datasets (400-1000). Commission staff also collects nonmotorized count data throughout the Region and, along with counts collected by other agencies within the Region, currently provides access to the count data through the Commission website. Commission staff will also be working with WisDOT staff on the next travel inventory through the purchase of NHTS add-on samples and NHTS NextGen Origin-Destination data (280-1000).

The Commission also tracks performance measures developed as part of VISION 2050 land use development and infrastructure investment scenario and alternative plan evaluations. Following the development of VISION 2050, 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 performance website (200-1000), every four years as part of an interim review and update of a plan (220-1000), or every ten years as part of the major update to the plan (220-1000) to coincide with the decennial U.S. Census and the regional travel survey conducted by the Commission.

SCHEME OF PRESENTATION

Chapters 2 through 9 set forth the detailed 2023 work programs for the regional land use, transportation, water quality management, floodplain 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 10 summarizes for each of the work programs a program budget, an activity schedule, and a resource summary.

INTRODUCTION

The proposed 2023 regional land use planning program consists of five projects divided into two basic tasks as follows:

Task	Project Number	Project Name
Database Development	100-1000	Land Use Inventory
	100-2000	Land Platting Inventory and Special Environmental Assessments
	100-2200	Natural Areas Plan Update
Plan Extension and Refinement	110-1000	Plan Implementation and Community Assistance
	110-3000	Preparation of Regional Zoning Guide

The balance of this chapter presents individual project descriptions. The program budget is summarized in Chapter 10.

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, 2000, 2010, and 2015. A companion environmental corridor inventory has been prepared for each of these years.

During 2021, the Commission initiated work on the regional land use inventory for the year 2020.

During 2022, the Commission continued work on the regional land use inventory for the year 2020, and as of September 2022, had completed the update for two counties (Kenosha and Waukesha), and had initiated the update for two other counties (Racine and Walworth).

Relationship to Other Activities

The regional land use inventory and the companion environmental corridor inventory provide benchmark data on existing and historical 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 were 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. The year 2015 inventories are being used to prepare updates to county and local comprehensive plans, as well as other planning programs. In addition, the land use and environmental corridor inventory data are made available to county and local units of government and private interests in support of a wide range of public and private planning efforts.

Work Description/Methodology

The Commission's most recent regional land use inventory is dated 2015. In 2021, the Commission staff initiated an update of the regional land use inventory to the year 2020, which is expected to be completed in 2023. The land use inventory update will be based upon new orthophotographs for the year 2020, online resources, and field checks as needed. A digital map file of the resulting year 2020 regional land use inventory will be prepared.

In 2023, the Commission staff will begin updating the regional environmental corridor inventory to the year 2020. The environmental corridor inventory update will reflect changes in the pattern of wetlands, woodlands, and surface water identified as part of the year 2020 land use inventory.

Schedule

The work described above relating to updating the year 2020 regional land use inventory is anticipated to be completed in 2023. The environmental corridor inventory is anticipated to be initiated in 2023, with completion requiring a multi-year effort.

Products

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

Estimated Annual Hours

Staff Position	Hours
Principal Engineer/Planner/Specialist	212
Senior Engineer/Planner/Specialist	1,872
Technical/Analyst	2,544
Total	4,628

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	10%	10%	100%
\$176,000	\$22,000	\$2,000	\$220,000

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

Objective

To continually monitor and update the current regional development patterns and the extent of implementation of 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, fish and other aquatic life habitats, and environmental corridors in the Region.

Previous and Current Work

An historical 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 proposed infrastructure and utility projects, potential development sites, proposed public land acquisitions, 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 to prepare each new generation of the regional land use plan and to prepare 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 environmental corridor and land use base files, which are used in many of the Commission's planning programs.

The ongoing inventory and update of the Region's land use inventory, especially with regard to the platting and environmental inventories, supplements and enhances the land use inventory work conducted under project 100-1000, which is based on Orthophotography collected on a two-to-three-year cycle. The continually updated land use inventory information allows the Commission to quantify the potential impacts associated with the regional transportation plan and future refinements to the plan based on up to date information rather than relying solely on a once every five-year update.

Work Description/Methodology

As part of the platting inventory, copies of all subdivision plats recorded in 2022 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, fish and aquatic life habitats, and environmental corridors; 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 2023. The special environmental inventories and assessments are on-going.

Products

The results of the platting inventory will be updated on the Commission's website.

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

Staff Position	Hours
Executive Director/Division Head	624
Principal Engineer/Planner/Specialist	1,768
Senior Engineer/Planner/Specialist	1,146
Technical/Analyst	1,456
Total	4,994

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	3%	17%	100%
\$240,000	\$10,000	\$50,000	\$300,000

PROJECT 100-2200: NATURAL AREAS PLAN UPDATE

SEWRPC's original natural areas plan was published in 1997 and the most recent amendment was published in 2010. Since 1997, many local governments and conservation organizations in Southeastern Wisconsin have been implementing the plan's recommendations. As a result of those efforts and other field work performed by the SEWRPC staff, additional information on the Region's natural areas and critical species (State-designated as endangered, threatened, or special concern) has been developed. This includes changes to site boundaries, revision of site designations, designation of new sites, and losses of formerly designated sites, all of which need to be incorporated into the natural areas plan. Many sites in the natural areas plan have not been assessed for more than twenty years; review of aerial photography and / or site visits are needed to ensure that designations of those sites continue to be accurate. To date, the natural areas plan has focused on terrestrial resources; there remains a need to develop an assessment scheme and designation for aquatic resources in the Region. Further, local governments, agencies of government, and conservation organizations have become increasingly reliant on information available from geodatabases for conservation and planning activities, so there is need to develop and disseminate digital resources that meet the needs of end-users.

Objectives

Project outcomes:

1. Formation of an advisory committee consisting of representative from counties, resource management organizations, and the biological science
2. Development of a geodatabase of known sites that contains detailed site attributes (e.g., area recommended ownership, number of rare species)
3. Incorporation into the geodatabase of new sites and changes to designations or boundaries
4. Solicitation of information regarding potential sites from municipalities and organizations and field visits to assess the merits of affording those sites designations
5. Development of a design for site profiles that condenses information formerly presented in multiple tables located throughout a large document, so information about particular natural areas is easier to locate (based on feedback from multiple users)
6. Development of an assessment scheme for aquatic resources

Previous and Current Work

In anticipation of this project, SEWRPC staff have met with representatives from each county in the Region and other organizations to obtain feedback about the Natural Areas Plan and how to maximize its accessibility and utility to users. SEWRPC received a grant from the Wisconsin Coastal Management Program in 2019 to support the first phase of this project. The first phase of this project has been completed and the second phase, also funded in part by a grant from the Wisconsin Coastal Management Program, was initiated in 2021 and completed in 2022. The Commission plans to apply for a grant from the Wisconsin Coastal Management Program this year for the 2023-2024 grant cycle to help fund the third and final phase of this project.

Relationship to Other Activities

The regional natural areas plan provides a basis for identifying and protecting the highest quality and most imperiled natural resources throughout the Region. This plan is also recommended for use by counties and communities as an overall framework for the preparation of more detailed county and local plans.

Work Description/Methodology

This work will include the following elements over the course of this project:

- Formation of an advisory committee consisting of representatives from counties, resource management, and the biological sciences

- Development of a geodatabase of known sites that contains detailed site attributes (e.g., acreage, recommended ownership, number of rare species, etc.)
- Incorporation of new sites and changes to designations or boundaries into the geodatabase
- Solicitation of information regarding potential sites from municipalities and organizations and field visits to assess the merits of affording those sites designations
- Development of a design for site profiles that condenses information formerly presented in multiple tables throughout a large document, so information about particular natural areas is easier to locate (based on feedback from multiple users)
- Development of an assessment scheme for aquatic resources

Schedule

The update will be completed in 2023.

Products

This project will ensure that Southeastern Wisconsin communities have access to accurate information regarding the Region’s highest quality and most imperiled natural resources. The plan includes a database available for use in the preparation of other regional plans, and adaptable for use in county and local planning.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	416
Principal Engineer/Planner/Specialist	391
Senior Engineer/Planner/Specialist	2,496
Technical/Analyst	896
Clerical	208
Total	4,407

Funding Source

SEWRPC (tax levy)	Service Agreements	Total
78%	22%	100%
\$181,162	\$51,500	\$232,662

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 preparing local plans that 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. In addition, providing park and open space planning assistance to county and local governments fosters refinement of the regional park and open space plan. The purpose of this effort is to achieve such implementation by refining and detailing the regional plan for counties and communities through efforts such as preparing or updating their comprehensive, farmland preservation, park and open space, and land and water resource management 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

Comprehensive Plans

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 preparing multi-jurisdictional comprehensive plans for Kenosha, Ozaukee, Racine, and Washington Counties, with a total of 65 cities, villages, and towns participating in those multi-jurisdictional planning efforts. 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, including responding to requests from local governments for assistance with plan updates and in determining consistency between local plans and implementing ordinances. Other ongoing work since the completion of the county multi-jurisdictional comprehensive plans includes review, on request, of local comprehensive, neighborhood, and public facility plans and cooperative boundary agreements, evaluating their conformity with adopted regional plans in each case. The Commission also provides planning data and technical assistance to public agencies and private interests. 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.

More recently the Commission staff have coordinated with Kenosha, Ozaukee, Racine, Washington, and Waukesha Counties to discuss the 10-year comprehensive plan updates required by Section 66.1001(2) (i) of the *Statutes*. Information to help county and local governments update comprehensive plans was developed and posted on the Commission website. Kenosha, Ozaukee, Racine, and Washington Counties in particular expressed interest in the Commission preparing or otherwise assisting with update of their comprehensive plans.

In 2022, the Commission continued work on an update of the Kenosha County multi-jurisdictional plan, which is anticipated to be completed in 2023.

In addition to the multi-jurisdictional planning efforts, the Commission continued work in 2022 on plans for the City of Waukesha, Village of Salem Lakes, and Village of Somers, which are all anticipated to be completed in 2023. In 2022, the Commission also initiated work on updates to plans for the City of Cudahy redevelopment areas #1 and #2. These plans were initiated to ensure consistency with the City's comprehensive plan update, which was completed with assistance by Commission staff in 2021.

In 2018, the Wisconsin Legislature enacted legislation that relates to the implementation of the housing element of a municipality's comprehensive plan. The legislation requires cities and villages with populations of 10,000 people or more to prepare a housing affordability report and a housing fee report by January 1,

2020, and that the housing affordability report must be updated annually. The Commission has agreed to assist those municipalities with their housing affordability reports as requested, using recommendations from the regional housing plan as applicable. It is anticipated that this will be an ongoing effort.

Park and Open Space Plans

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. Providing 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.

City, village, and town park and open space plans are prepared by the Commission at the request of a local government. In the last five years, an updated park and open space plan was completed for the City of Racine (in 2018), Village of Caledonia (in 2018), City of Brookfield (in 2019), and Village of Mount Pleasant (in 2022). In 2022, the Commission staff completed work on an update and extension to the year 2050 of the park and open space plan for Milwaukee County.

Commission staff also initiated preparation of a comprehensive inventory of existing and potential water trails for canoeing and kayaking in the Region in 2015, including identification of put-in and take-out sites along rivers, streams, and lakes. The focus of these efforts from 2017 through 2019 was the Fox River in Waukesha, Racine, and Kenosha Counties, as part of an interagency effort to designate the Fox River as a National Water Trail, including the preparation of a user-friendly water trail website for the Fox River which was launched in early 2019 utilizing WDNR funding. Water trail information has been added as a component of recent park and open space plans prepared by the Commission.

Land and Water Resource Management Plans

The Commission has previously worked with Kenosha, Milwaukee, and Racine Counties to prepare updates to their land and water resource management plans. Commission staff has also served on the committee established for previous updates to the Ozaukee County plan. In 2022, updates were completed on the Ozaukee County (another separate update) and the Milwaukee County plans.

Regional Food System Plan

Work on a regional food system plan for Southeastern Wisconsin was initiated in 2020. This plan is recommended by VISION 2050, which recognizes a need to improve access to healthy foods for all residents, especially for low-income residents in the Region's "food deserts." The proposed regional food system plan will address concerns such as access to healthy food in areas with concentrations of people of color and low-income residents, which is compounded by the comparatively high reliance of these populations on public transportation; economic and health disparities in the Region; connections between local farmers, food distributors, and consumers; and the impacts of certain agricultural operations on sensitive natural resources.

A Lead for America planning fellow has been enlisted at a cost of \$50,000 for 2021 and \$29,167 for 2022 to serve in a lead role in developing the plan. Under the guidance of senior Commission staff, the fellow performed research and plan writing. In addition, the fellow will assist the Commission's Public Involvement and Outreach Division with outreach to a wide variety of community organizations and the general public. Work conducted in 2021 included assembling an Advisory Committee to guide the effort; holding a public outreach "kick-off" event; and compiling data about the agriculture, processing, distribution, point of sale, and food waste components of the regional food system. Work in 2022 included continuing the effort to compile the data describe above and compiling data related to the socio-economic characteristics of the Region and food security in the Region. In addition, public outreach was conducted, primarily at farmers' markets across the Region.

Relationship to Other Activities

The regional plan is intended to be refined and detailed by 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; protecting environmentally significant areas; preserving productive agricultural land; and preserving or

enhancing community character. Counties and communities are also encouraged 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 that 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. In addition, County park plans, which are prepared cooperatively by the Commission and each county, serve to update and extend the regional park and open space plan.

Providing land use and natural resource base inventory data and related regional plan data to public agencies and private interests and providing 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.

Developing the regional food system plan will help to implement Recommendation 1.15, Develop a Regional Food System Plan, of VISION 2050. In addition, the plan will address land use and transportation issues that impact food supply, distribution, and access.

Work Description/Methodology

During 2023, 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 the updates of County and local comprehensive plans; County farmland preservation plans; County and local park and open space plans; and land and water resource management 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, the Wisconsin Farmland Preservation Program, and regional plans.

The Commission will continue to respond to requests from public agencies and private interests for land use, housing, natural resource base, and park and open space 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; data to conduct local job-housing balance analyses; information on environmental corridors, isolated natural resource areas, and other environmentally sensitive areas, and open space acquisition. The Commission will also continue to provide park and open space planning standards based the regional park plan and technical assistance that may include feasibility studies with respect to specific park and open space sites.

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. The Commission will also continue the monitoring activities recommended by the regional housing plan, as well as provide continuing assistance with housing affordability reports as requested.

The Commission will continue to undertake research, report preparation, and public outreach for the regional food system plan. It is anticipated the plan will be completed in 2023.

Schedule

Providing land use, housing, and natural resource base data and providing technical assistance on those matters to public agencies and private interests will continue throughout 2023, 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.

Providing technical assistance to counties and communities on comprehensive planning matters will continue throughout 2023. The Commission will continue to assist counties and communities in revising and updating their comprehensive plans, and further refining and detailing regional plans, as appropriate. During 2022, work continued on the update of the comprehensive plan for Kenosha County, which is expected to be completed in 2023. It is anticipated that work will begin on an update of the Town of Cedarburg comprehensive plan in 2023.

Commission staff will continue to work with the other Counties upon request to update their comprehensive plans, and will work with local governments that did not participate in a multi-jurisdictional planning process to provide planning data and other information upon request. Commission staff completed work on the City of Cudahy redevelopment area plans in 2022 and will continue to work with the City of Waukesha and the Villages of Salem Lakes and Somers to complete their 10-year plan updates in 2023.

Providing park and open space planning data and related technical assistance will continue throughout 2023. Update of the Milwaukee and County park and open space plan was completed in 2022. Work on the Village of Mount Pleasant park and open space plan was also completed in 2022. The collection of information regarding open space acquisition in the Region was completed in 2022.

In addition, the Ozaukee County and Milwaukee County land and water resource management plans were completed in 2022. Work on the regional food system plan is anticipated to be completed in 2023.

Products

Community assistance planning reports document county and local plans that refine and detail the regional land use and transportation plan, and memorandum reports or letter reports document special-purpose technical assistance efforts. Sample resolutions and other information to assist in comprehensive plan updates will remain on the Commission website. Monitoring of regional housing plan implementation will be documented in the annual implementation report, which will be posted on the Commission’s website.

Community assistance planning reports document county park plans, which refine, detail, and amend the regional park and open space plan. Reports documenting city, village, and town park and open space plans will also be prepared for local governments that request Commission assistance to prepare or update a plan. Reviews of locally proposed park and open space plans for conformity with the regional plan are typically documented in letter reports.

Products related to the regional food system plan will include draft chapters, public outreach materials, and a final plan report.

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

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	1,872
Principal Engineer/Planner/Specialist	430
Senior Engineer/Planner/Specialist	3,328
Engineer/Planner/Specialist	3,848
Technical/Analyst	2,184
Clerical	208
Total	11,870

Funding Source

USDOT	WisDOT	SEWRPC Service Agreements	Total
80%	6%	14%	100%
\$560,000	\$40,000	\$100,000	\$700,000

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 land use and transportation 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 as manuals to assist in 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 developments, 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 regionwide 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 and 2018. From 2016 through 2021, work on an update to the Zoning Guide focused on updating sections of the model zoning ordinance affected by recent changes to State law or Court decisions. Additional work in 2018, 2019, 2020, and 2021 focused on preparing and updating model zoning and other related regulations, including the flexibility to allow affordable, accessory, and accessible housing, and green development and infrastructure. Work in 2022 focused on site/landscape/architectural plan review, performance standard, and modifications and measurements sections. The following have been posted on the SEWRPC website:

- Regulations for Exclusive Agricultural Zoning District not eligible for claiming Farmland Preservation Tax Credits, but consistent with State law limiting local regulations on livestock facilities.
- Link to DATCP model Farmland Preservation zoning ordinances consistent with State requirements for claiming farmland tax credits (includes options that allow and do not allow nonfarm residences).
- Regulations for nonconforming uses, structures, and lots based on changes to the Wisconsin Statutes through 2017.
- Shoreland regulations for areas adjacent to navigable waters in cities and villages.
- Links to WDNR model ordinances for floodplain (with and without floodplain storage provisions), county shoreland, and city and village shoreland-wetland zoning regulations.
- An updated model bluff and ravine erosion setback ordinance for Lake Michigan bluffs and ravines, developed in cooperation with Wisconsin Sea Grant in 2002.
- Links to model WDNR stormwater management and erosion and sedimentation control ordinances and technical standards as well as links to such ordinances, including illicit discharge regulations, by Waukesha and Washington Counties. Also link to such template model ordinance prepared by Washington County for local communities to use to help prepare or convert to a town, village, or city ordinance.
- Regulations for wind energy systems.
- Link to a model ordinance for mobile (cell) tower facilities prepared by the Wisconsin Towns Association.
- Updated sign regulations to comply with the 2015 Reed v. Town of Gilbert Supreme Court decision, which requires sign regulations to be content-neutral.

- Regulations for planned (unit) developments that include design flexibility to accommodate Traditional Neighborhood and Transit-Oriented Developments; affordable, accessory, and accessible housing; and sustainable green developments that may be incentivized with a density bonus.
- Regulations related to short-term rentals, urban agriculture, small scale manufacturing, live-work housing units, large scale solar systems, and rules and procedures for boards of zoning appeals and plan commissions have also been draft and will be posted on the Commission website.

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, including prime farmland, and zoning to protect or enhance the character and further the sustainability and resiliency of communities. Information and model ordinance language to promote mixed-use and compact development in urban service areas, and to accommodate rural development including conservation subdivisions or rural cluster developments, at appropriate densities will also be included to assist in implementing recommendations from the regional land use and transportation plan. More specifically model regulations will be included to support the affordable, accessory, and accessible housing and transit oriented development recommendations included in the regional housing plan and regional land use and transportation system plan (VISION 2050). In addition, model regulations to help preserve highway capacity by limiting the number and location of driveways, providing adequate on-site parking and loading/unloading facilities and providing appropriate vision clearance triangles at street intersections will be included.

Work Description/Methodology

SEWRPC staff will continue to update sections of the model zoning ordinance for the Zoning Guide in 2023.

Schedule

Work on the update of the SEWRPC Zoning Guide was initiated on a limited basis in 2016. Work continued in 2022 and will continue in 2023.

Products

The updated Zoning Guide and attendant model zoning ordinance will be published as a SEWRPC report. Interim materials will continue to be posted on the SEWRPC website as they are completed.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	52
Principal Engineer/Planner/Specialist	1,404
Clerical	20
Total	1,476

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	10%	10%	100%
\$100,000	\$12,500	\$12,500	\$125,000

PROPOSED 2023 REGIONAL TRANSPORTATION PLANNING PROGRAM

3

INTRODUCTION

The proposed 2023 regional transportation planning program consists of seven projects as follows:

Task	Project Number	Project Name
Data Collection and Assistance	200-1000	Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance
	200-1100	A Chloride Impact Study for the Southeastern Wisconsin Region
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
	220-1200	Flooding Vulnerability Assessment of the Arterial Streets and Highways in Southeastern Wisconsin
Traffic Forecasting	240-1000	Traffic Forecasting for the Wisconsin Department of Transportation
Travel Inventory	280-1000	Travel Surveys

The balance of this chapter presents individual project descriptions. The program budget is summarized in Chapter 10.

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 historical supply and use of transportation facilities and services, existing and historical 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 (WisDOT) 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 2050. 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, 2005, and 2015, using data from major travel surveys conducted in 1963, 1972, 1991, 2001-2002, and 2011-2012. 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. A peer review of the Commission's 2005 travel demand models was conducted in 2014 with refinements and suggestions being incorporated in the 2015 travel demand model update. In 2017/2018 Commission staff periodically reviewed the travel demand model battery, scripts implementing the model, and forecasting practice with WisDOT. FHWA and FTA staff were invited to participate.

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 preparing or reviewing land development traffic impact studies; participating in review of facility planning and engineering studies; assisting transit system operators with preparing their budgets; evaluating the hydraulic impacts of proposed new bridges; and preparing facility, corridor, and municipal traffic engineering, systems management, and transportation plans. Under this project, the Commission staff provides assistance to WisDOT, including participating on WisDOT advisory committees. Key efforts in the last five years included an analysis of routes to the City of Racine from IH 94 requested by the City of Racine, traffic forecasts for local government arterial reconstruction projects, a traffic study to develop recommendations for improving the safety of pedestrian crossings of Washington Boulevard in the City of Milwaukee, participation in the development of a Washington County Bicycle Plan, traffic forecasts for the City of Milwaukee's study of the intersection of STH 175 and W. Lisbon Avenue, providing revised and updated information to the City of Racine regarding the KRM Commuter Rail project, and providing data to assist with studying future extensions of the Milwaukee Streetcar project.

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 2022, which will be collated from secondary sources (principally WisDOT) and encoded into the highway network. The data will be used to prepare an estimate of year 2022 regional vehicle-miles of travel.
 2. Estimates of automobile and truck availability for 2022, which will be prepared from secondary sources (WisDOT).
 3. Inventories will be conducted of the year 2022 characteristics of public transit systems, including routes, headways, hours of operation, and fares. 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.
 5. The Commission will continue and expand the non-motorized count program.
- 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 2015. The refinement and application of an hourly time period assignment including testing and validation was completed in 2016. Continued refinement and improvement of the 2015 travel demand model battery, primarily focused on improving the run times of the models, will be ongoing throughout 2023.

Travel Data Analysis

In 2023, the Commission will complete a number of analyses of travel survey data in support of model refinements.

- Transportation planning data provision and technical assistance will include the following:
 1. Providing public agencies and private interests 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. Current work includes the study of the potential for transit-oriented development (TOD) along the East-West Bus Rapid Transit (BRT) corridor in Milwaukee County and assist communities along the corridor to promote transit ridership, walking, and sustainable, equitable reinvestment.
 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. Including Connect 2050, Wisconsin Rail Plan 2050, and potential planning efforts such as Transportation Demand Management (TDM).

5. As may be necessary during 2023, the Commission will continue to provide support to the Wisconsin Department of Transportation and other agencies in conceiving and structuring corridor studies, including the supplemental EIS being developed for the IH 94 E/W between 16th Street and 70th Street and the STH 175 corridor study project.

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

Staff Position	Hours
Executive Director/Division Head	4,160
Principal Engineer/Planner/Specialist	1,216
Senior Engineer/Planner/Specialist	3,044
Engineer/Planner/Specialist	2,396
Technical/Analyst	2,456
Total	13,272

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	3%	17%	100%
\$800,000	\$28,401.59	\$171,598.41	\$1,000,000

(It is anticipated that approximately 25 percent of the work conducted in 2023 under this project is related to travel model development and traffic forecasting.)

PROJECT 200-1100: A CHLORIDE IMPACT STUDY FOR THE SOUTHEASTERN WISCONSIN REGION

Objective

There is a growing public concern over the environmental impacts of chloride, including the use of road salt in winter street and highway maintenance operations and other possible significant sources of chloride such as water softening systems, other sources that discharge to sanitary sewers or private onsite wastewater treatment systems, salt storage areas, large agricultural feed lots, fertilizers, landfills, and certain manufacturing operations. In response to these concerns, the Southeastern Wisconsin Regional Planning Commission is conducting a study of the environmental impacts of chloride on the surface and groundwater resources of the seven-county Southeastern Wisconsin Region. The study will determine the relative magnitude of the chloride loads on the environment from all significant sources. The study recognizes the need to maintain public safety through winter road maintenance and to protect public health through avoiding adverse effects of chloride on potable water supplies. This comprehensive approach will permit the identification of the importance of the various sources of chloride, and provide a basis for identifying means of abatement.

Previous and Current Work

The SEWRPC Prospectus for a Chloride Impact Study for the Southeastern Wisconsin was prepared and unanimously approved by a Commission Technical Advisory Committee in March 2016. The Prospectus details the need for and purpose of the study, the proposed scope and content of the study, identifies the most feasible means for organizing and accomplishing the study, recommends a practical time sequence and schedule for the study, and recommends a budget, funding source, and cost of the study.

In 2017, work began on the design of the water quality monitoring program for the study, and a pilot monitoring site was installed to evaluate monitoring equipment, winter operation, telemetry units, and field sampling techniques. In 2018, monitoring equipment was purchased and field installation was completed for 37 stream locations throughout the Region. Quarterly monitoring to develop vertical chloride concentration profiles also began on six lakes in the Region. In 2020, the two-year stream and lake monitoring effort was completed. During the winter 2020-2021 high conductance event sampling was completed. Supplemental sampling for a few Milwaukee metropolitan sites was completed in spring and summer 2021. Conductance sensors were removed from the field by fall 2021. In 2022, field data cleaning was completed and work began on three of the technical reports for the study. These reports include documentation related to the field work, impacts of chloride on the natural and built environment, and legal and policy considerations. Work also began on the regression analysis for conductance to chloride.

Relationship to Other Activities

This study will establish baseline data, identify surface water and groundwater resources with problematic chloride concentrations under both existing and planned year 2050 conditions, estimate the relative contributions of chloride from significant sources, evaluate the impacts of chlorides on infrastructure, and provide the Region with a better understanding of the potential environmental impacts of the VISION 2050 land use and transportation system recommendations on chloride levels in the environment. As well, the identification of existing and emerging technologies and methodologies to reduce the dependence on chloride, in particular with regard to winter deicing will provide the State, county, and local municipalities with valuable information and tools to reduce and mitigate stormwater runoff impacts, provide more efficient management and operation practices, and potentially reduce chloride-related damage to roadways and structures not only within Southeastern Wisconsin, but Statewide. The chloride study directly addresses a minimum of four of the metropolitan planning factors (23 CFR 450.306) that the Commission needs to consider in developing transportation plans and programs. The four planning factors the chloride study benefits are as follows:

Factor 5: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

Factor 7: Promote efficient system management and operation.

Factor 8: Emphasize the preservation of the existing transportation system.

Factor 9: Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.

Work Description/Methodology

The primary purpose of the study is to investigate and define the relationship between sources of chloride and the chloride content of surface waters and groundwater within the Region. The study will:

- Provide accurate data on the historical, current, and forecast use of road salt in winter street and highway maintenance operations and on this contribution of chloride to the environment, together with such baseline data for the other significant sources of chloride within the Region. The baseline data would be provided by pertinent geographic areas including counties and municipalities, and importantly, surface watersheds and groundwater recharge areas;
- Provide estimates of historical, existing, and forecast surface and groundwater quality conditions within the Region with respect to chloride content by defined surface watersheds;
- Review existing surface and groundwater quality standards related to human health, the health of freshwater aquatic plant and animal communities, fertile soil conditions, and the health of terrestrial plant and animal communities;
- Identify particular surface water and groundwater resources significantly impacted by the existing and forecast use of road salt and other significant sources of chloride;
- Identify state-of-the-art technologies applicable to reducing road salt use and of other chloride sources discharging to the environment together with attendant costs; and
- Evaluate alternative scenarios for reducing the use of road salt and the discharge of chloride from other sources to abate the adverse impacts of chloride discharges on surface water and groundwater resources while protecting public health and safety.

Schedule

Analysis work began in 2022, and the study effort will be completed in 2025. In 2023, work will continue on the technical reports related to the impacts of chloride on the natural and built environment and legal and policy considerations. Work will begin on the technical reports related to the regression analysis for conductance to chloride and state-of-the-art practices. Work will continue on determining the chloride mass balance and research for historical trends.

Products

Described in Work Description/Methodology

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	520
Principal Engineer/Planner/Specialist	2,912
Senior Engineer/Planner/Specialist	1,456
Engineer/Planner/Specialist	2,392
Technical/Analyst	584
Clerical	104
Total	7,968

Funding Source

July – December 2017

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
33%	21%	33%	13%	100%
\$83,708	\$51,959	\$83,709	\$31,750	\$251,126

Calendar Year 2018

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
33%	21%	33%	13%	100%
\$167,416	\$103,916	\$167,418	\$63,500	\$502,250

Calendar Year 2019

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
33%	8%	25%	34%	100%
\$119,083	\$29,771	\$87,137	\$121,260	\$357,251

Calendar Year 2020

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
33%	8%	22%	36%	100%
\$119,083	\$29,771	\$79,511	\$128,884	\$357,249

Calendar Year 2021

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
30%	7%	18%	45%	100%
\$119,082	\$29,770	\$74,017	\$175,667	\$398,538

Calendar Year 2022

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
27%	7%	46%	20%	100%
\$99,089	\$24,772	\$173,393	\$74,772	\$372,026

Calendar Year 2023

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
37%	9%	43%	11%	100%
\$19,557	\$47,889	\$219,199	\$52,757	\$511,402

Calendar Year 2024

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
34%	9%	47%	10%	100%
\$173,393	\$43,348	\$237,363	\$52,757	\$506,861

Calendar Year 2025

USDOT	SEWRPC (tax levy)	SEWRPC (Program Development)	Service Agreements	Total
39%	10%	39%	12%	100%
\$173,393	\$43,348	\$173,393	\$52,757	\$442,891

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.
- Work with local units of governments, transit operators, and businesses to research, analyze, and implement transportation options.

Previous and Current Work

Biennially, Commission staff prepares the TIP for Southeastern Wisconsin. This four-year program of Federally funded projects are reviewed for consistency with the Region's fiscally constrained transportation system included in VISION 2050. Amendments to the TIP occur periodically throughout the year with the next major update (2023-2026) expected to be completed and adopted by the Commission by the end of 2022.

During the preparation of a new TIP and proposed amendments to the TIP that affect the assumed staging of nonexempt transportation projects included in the fiscally constrained transportation system (FCTS), attendant conformity determinations of the TIP and FCTS are required.

In the past five years, short-range transit development plans (TDP) were completed for the City of Waukesha and Waukesha County (in 2022) and Ozaukee County (in 2018). Updates to the public transit-human services coordination plans for each county were completed in 2021. In 2022, the Commission served as sponsor and completed the 2022-2025 Group Transit Asset Management Plan in close coordination with the eight participating transit operators and assisted Kenosha Area Transit with the completion of their TAM Plan for 2022-2025. Commission staff also submit an annual report to the National Transit Database on behalf of the eight participating transit operators.

Within the Milwaukee urbanized area, the Commission staff coordinates the distribution of Federal Transit Administration (FTA) formula program funds (Sections 5307/5340, Section 5337, and Section 5339) among the five formally designated recipients in the Milwaukee urbanized area—the City of Milwaukee, Milwaukee County, Ozaukee County, Washington County, and Waukesha County. The process developed by the Commission staff was used again in 2022 to distribute FTA 5307/5340, 5337, and 5339 formula funds.

At the recommendation of the Milwaukee urbanized area transit operators, the Commission staff evaluates and recommends projects for FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding allocated to the Milwaukee urbanized area. This evaluation process was used in 2018, 2020, and 2022 to distribute two years of FTA 5310 funding.

Biennially, the Commission staff evaluates, prioritizes, and recommends candidate projects for Federal Surface Transportation Block Grant – Milwaukee Urbanized Area (STP-M) funding using a performance-based evaluation process. In coordination with the Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area, this process is reconsidered and adjusted as needed before each project selection cycle. In 2021, this process was reevaluated and considered by the Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area and used with modest revisions in 2021 and 2022 to evaluate candidate projects for years 2026-2027 STP-M Funding. In 2022, the Commission worked with the Milwaukee TIP Committee to evaluate and select projects for two special solicitations by WisDOT for additional funding made available from the Bipartisan Infrastructure Law (BIL) enacted in November 2021—one for Federal Fiscal Year (FFY) 2022 and another for FFY 2023-2026.

Also biennially, the Commission staff works with WisDOT, WDNR, and local governments to evaluate and prioritize candidate projects seeking Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. In 2021, WisDOT solicited candidate projects for years 2025-2026 CMAQ funding. The cooperative procedures, most recently revised in 2013, were again used to evaluate candidate projects for years 2025-2026 CMAQ funding at the end of 2021. In 2022, the Commission staff worked with the two agencies and local governments to prioritize projects for additional FFY 2023-2026 CMAQ funding made available from the BIL legislation.

Commission staff works biennially 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. This effort was most recently completed in 2022.

The development of a Regional Transportation Operations Plan was completed in 2012.

In 2019, the Commission created a new Transportation Demand Management (TDM) function to promote TDM strategies recommended in VISION 2050. VISION 2050 provides basic guidance for this work, which focuses on working with businesses to increase multimodal transportation options available to employees. In 2022, the Commission, in partnership with WisDOT and the Madison MPO, contracted with a rideshare platform provider with the goal of further encouraging multimodal options.

Also in 2022, Commission staff, in coordination with the University of Wisconsin – Milwaukee and numerous partners, launched the FlexRide Milwaukee pilot program to study on-demand workforce transportation between the City of Milwaukee and the Menomonee Falls/Butler area. Commission staff also worked closely with Mobilise to develop a successful funding request through the State's Workforce Innovation Grant program to continue and expand FlexRide Milwaukee to other employment clusters just beyond the transit service area of MCTS.

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 (VISION 2050).

Work Description/Methodology

In 2023, Commission staff will continue to provide short-range planning support to the public transit operators within the Region, including the initiation of work on a Kenosha County and City of Kenosha transit development plan.

The Commission staff will periodically amend the 2023-2026 transportation improvement program (TIP) throughout 2023 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 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.

Created in 2018, the Workforce Mobility Team, staffed by the Commission, will work, by request, with employers to identify and address transportation challenges that make it difficult to attract and retain workers having limited or no commuting transportation options.

The Commission staff will also, in 2023, work with the State, local transit operators, and local governments in the prioritization and selection of projects for FHWA STP and TAP funding allocated to the Milwaukee urbanized area and the allocation to individual 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 Region in the prioritization of local and county projects for years 2027-2028 FHWA TAP and Highway Safety Improvement Program (HSIP) funding that is available to such projects statewide.

Commission staff will complete work on a regional safe streets action plan that will identify system-wide safety-related recommendations and provide a priority listing of intersections and corridors along the arterial street and highway system with the highest rates of crashes and fatalities/serious injuries in the Region.

As the sponsor of the Group Transit Asset Management Plan: 2022-2025, last completed in 2022, the Commission, in close coordination with the eight participating transit operators, will assist with preparing data, narrative reports, and an annual consolidated condition assessment in compliance with the final Transit Asset Management Rule (49 CFR 625.53 and 49 CFR 625.55),

During 2023, the Commission staff will conduct TDM outreach activities, including working with businesses to increase multimodal transportations options available to employees, implement the new rideshare platform, and pursue TDM marketing strategies (potentially including incentives and advertising).

Though work on the Bluemound BRT project is expected to be completed in 2022, some work may continue and be completed in 2023.

Schedule

Addressed in discussion of work description.

Products

A transportation improvement program amendment documents, including necessary 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

Staff Position	Hours
Executive Director/Division Head	728
Principal Engineer/Planner/Specialist	3,536
Senior Engineer/Planner/Specialist	4,784
Engineer/Planner/Specialist	4,784
Technical/Analyst	1,004
Clerical	728
Total	15,564

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	3%	17%	100%
\$880,000	\$20,000	\$200,000	\$1,100,000

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

Objective

- To refine and detail the adopted year 2050 regional land use plan (a component of VISION 2050) information and recommendations for use in other Commission planning programs and for incorporation into County and local comprehensive plans.
- To maintain and refine the long-range regional transportation plan (a component of VISION 2050) in ways that will meet local and State needs and Federal transportation planning requirements.
- To monitor and promote the adoption and implementation of VISION 2050.
- To implement a congestion management process that monitors existing levels of traffic congestion on the regional transportation system, evaluating those levels against forecast levels as identified in VISION 2050, and determining the need for amendments to that plan and the plan implementation schedule. The congestion management process is fully integrated with— that is, conducted as a part of—an amendment and reevaluation of VISION 2050.
- To help WisDOT, the transit agencies in the Region, and concerned county and local governments in initiating the corridor studies identified in VISION 2050.
- To provide the necessary support to WDNR to prepare 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 planning program, and to promote intergovernmental and interagency coordination in the conduct of the program.

Previous and Current Work

- Related to the Commission's congestion management process, past long-range regional transportation plans have defined congestion performance measures; established existing and forecast future levels of congestion; and evaluated and recommended alternative actions to resolve existing and future congestion problems. The measures and their attainment have been reviewed during each generation of the plan, including most recently as part of VISION 2050. This major update and extension of the regional land use and transportation plan also included an analysis of the expected costs of the VISION 2050 transportation system and identification of the improvements that would be implemented given reasonably expected revenues through the year 2050.
- In 2020, at the request of Milwaukee County, the Commission initiated work on a corridor study to explore refinement and implementation of the VISION 2050 recommended enhanced transit service in the 27th Street Corridor in the County. The North-South Transit Enhancement Study, as this effort is titled, was completed in 2022.
- During 2019 and 2020, Commission staff prepared the 2020 Review and Update of VISION 2050, which represents the first interim plan review and update. The 2020 Update assessed the progress in implementing the original VISION 2050 recommendations, the performance of the transportation system, year 2050 forecasts underlying the plan, and changes in recent years that impact the plan. Following review of this information and two rounds of public input, the 2020 Update identified updates to the plan recommendations. The 2020 Update also includes an updated financial analysis for the recommended transportation system and updated equity analyses related to the updated plan.
- In 2021, at the request of Milwaukee County, the City of Milwaukee, and the City of Wauwatosa, the Commission initiated work on a project to study the potential for transit oriented development (TOD) along the East-West Bus Rapid Transit (BRT) corridor in Milwaukee County and assist communities along

the corridor to promote transit ridership, walking, and sustainable, equitable reinvestment. In 2022, work concluded on the existing conditions and opportunities analysis in addition to describing the context for potential policy, zoning, and public works decision making as they relate to TOD.

- The Commission has carried out an extensive public participation program associated with its regional land use and transportation planning efforts. During recent years, many of these activities have revolved around obtaining input on VISION 2050, which the Commission developed utilizing extensive public engagement and outreach. Input from residents was obtained at each step of the process, with staff engaging residents in a variety of ways, including five rounds of interactive workshops held to obtain input from the public at every step of the process. During each round, workshops for the general public were held in each county and eight community organizations partnered with the Commission to hold individual workshops for their constituents. These partnerships were designed to reach and engage certain groups that have traditionally been underrepresented—in particular, minority populations, people with disabilities, and low-income individuals—and encourage them to participate and provide input. Web tools allowed residents to replicate the workshop experience with interactive maps of plan elements, survey questions on different concepts, and interactive graphics showing evaluation results and plan benefits. Following completion of VISION 2050, the Commission staff launched a new website for VISION 2050 (www.vision2050sewis.org), which presents the final plan recommendations and includes interactive map applications for several main elements, as well as a new Facebook page (@SEWRPC) and Twitter account (@SEW_RPC). Staff has also presented to numerous groups, attended various events, distributed news releases, published op-eds, and conducted informational sessions for the Region’s State legislators. In addition, staff prepared public-friendly documents related to VISION 2050, including a fact sheet providing a quick overview of the plan and a plan summary identifying key plan recommendations. In 2018, the Commission also conducted significant public engagement, including six public meetings across the Region, to obtain input on the proposed VISION 2050 plan amendment related to Foxconn. And in 2019 and 2020, the Commission conducted two rounds of extensive public engagement for the 2020 Review and Update of VISION 2050.
- The Commission’s Environmental Justice Task Force met for the first time in 2007 and continues to meet quarterly, or as needed based on regional planning schedules. The primary role of the Task Force is to enhance the consideration and integration of environmental justice throughout the regional planning process. The Task Force assists the Commission staff in involving minority populations, low-income populations, and people with disabilities in regional planning. The Task Force also assists the Commission staff in identifying the potential benefits and adverse impacts of regional plans with respect to such populations and helps to assess whether they may be expected to receive a proportionate share of regional plan benefits and/or a disproportionate share of any negative impacts. In recent years, the Task Force provided guidance to Commission staff on potential changes to be incorporated into VISION 2050 related to plan amendments and the 2020 Review and Update.
- In 2016, a review and update of the Commission’s public involvement process was completed. The public participation plan for transportation planning can be accessed at sewrpc.org/ppp.
- 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 (completed in 2016).
 - Agreement with Dodge County regarding planning for those facilities included within the adjusted West Bend urbanized area (completed in 2016).
 - An update to cooperative agreement with WisDOT and transit operators regarding planning within Southeastern Wisconsin (completed in 2020).
 - 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 (completed in 2018).

- The Commission has provided WDNR 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 fiscally constrained transportation plan and transportation improvement program.

Relationship to Other Activities

VISION 2050 serves as the cornerstone of the comprehensive plan for Southeastern Wisconsin. All of the other elements of the regional comprehensive plan—including the housing element, water quality management element, and park and open space element—are prepared within the framework of VISION 2050. The updated regional land use and transportation plan for the year 2050 provides a basis for updating and extending the other elements of the regional comprehensive plan to that design year and will serve as a basis for developing the new regional food system plan. If implemented, VISION 2050 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.

VISION 2050 provides a framework for short-range transportation planning, and transportation improvement programming. It is also recommended for use by counties and communities as an overall framework for, and point of departure for, preparing more detailed county and local comprehensive plans.

Work Description/Methodology

During 2023, work will focus on initiating the four-year review and update of VISION 2050 as well as ongoing work supporting the plan's implementation, refining its recommendations, and monitoring plan implementation progress.

- Commission staff will initiate an interim review and update, to be completed in 2024, of VISION 2050, which will include a review of plan implementation to date and year 2050 forecasts, collect public and stakeholder feedback, and as necessary update plan recommendations, equity analyses, and funding analysis.
- Commission staff will continue to work with counties, on request, on county jurisdictional highway system planning. Arterial functional improvement changes recommended in VISION 2050 will be reviewed and refined, and jurisdictional responsibility changes will be addressed through work with each county jurisdictional highway planning committee. Initiated in 2020, Commission staff will continue work on the update to the Milwaukee County Jurisdictional Highway System Plan.
- The work program associated with 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 WisDOT and the federally required four-year review cycle for the regional transportation 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 performance website); 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 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 most recently completed as part of the 2020 Review and Update of VISION 2050. In 2007 and 2008, the Commission worked with WisDOT, FHWA, and FTA to define the system performance measures to be used in this analysis.
- Beginning in 2010, the Commission developed an overall set of transportation performance measures, which are monitored annually and reported annually on the Commission performance website. Additionally, the Federal performance measures will be monitored and reported in the Commission's performance website.

- Commission staff will continue monitoring the Federal performance measures and establish new performance measure targets as necessary for the years 2023 and 2025. This will include working in cooperation with WisDOT on the review and potential update of the two Federal PM3 targets related to peak hours of excessive delay and non-single occupancy vehicle travel.
- Commission staff will provide support to local units of government in the endorsement of VISION 2050 and will monitor and document the progress of implementing the plan.
- The Commission will continue implementing its ongoing process for public participation in its land use and transportation planning and plan implementation work efforts.
- The Commission intends to hold quarterly meetings of the Environmental Justice Task Force.
- It is anticipated that in 2023, the Commission will need to conduct conformity analyses attendant to any amendments to VISION 2050 that impact the nonexempt projects included in the FCTS. 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.
- It is anticipated that in 2023, that communities may request the Commission staff conduct visioning, community engagement, and station market evaluations along the East-West BRT corridor.
- It is anticipated that in 2023, Commission staff will initiate at least one more TOD study similar to the East-West BRT study for a community in the Region.
- Commission staff may initiate work on a feasibility study of bus-on-shoulder use as a potential way to increase the reliability of transit service within congested corridors and to encourage transit use by the public. If initiated, work in 2023 would include creating an advisory committee to guide the study effort, developing a scope of work, and conducting the study.
- Commission staff will continue to work with WisDOT and local communities on the implementation and monitoring of performance of the statewide freight corridors within Southeastern Wisconsin. More specifically:
 - The monitoring of the critical freight corridors.
 - Reviewing and refining the freight bottleneck analysis presented in the State Freight Plan.

Schedule

Addressed in discussion of work description.

Products

- The VISION 2050 plan report; wall maps illustrating main plan elements; the VISION 2050 website; 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 endorsement 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 VISION 2050.

- Teacher, youth, and local official training; public informational meetings and hearings; resident surveys and analyses; and presentations, newsletters, fact sheets, brochures, articles, and 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

Staff Position	Hours
Executive Director/Division Head	2,756
Principal Engineer/Planner/Specialist	4,680
Senior Engineer/Planner/Specialist	6,032
Engineer/Planner/Specialist	2,184
Technical/Analyst	308
Clerical	466
Total	16,426

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	2%	18%	100%
\$1,036,867	\$25,000	\$234,217	\$1,296,084

PROJECT 220-1200: FLOODING VULNERABILITY ASSESSMENT OF THE ARTERIAL STREETS AND HIGHWAYS IN SOUTHEASTERN WISCONSIN

Objective

To inventory the flooding vulnerability of the Region's arterial street and highway network.

Previous and Current Work

In 2016, the Commission adopted VISION 2050, the Region's comprehensive land use and transportation plan, which recommends the periodic conduct of vulnerability assessments, maintaining a resilient arterial network that provides alternative routes during disruptions, and increasing transportation system resiliency to flooding events.

Previously, the Commission staff continued to investigate potential automated techniques to develop an inventory of potential flood hazards relative to arterial streets and highways in the Region. It was determined that a universal automated technique that provided actionable information for all arterials was not possible, as too large of the Region's land area does not have flood information that matches the current topography. In 2022, work was completed for flooded major roads in the Fox River (IL) watershed for another project. This was done using a more manual method, which may be able to be used as a template for the region.

Relationship to Other Activities

This information will enable the Wisconsin Department of Transportation (WisDOT) and county and local public works departments to better respond to flooding of arterial streets and highways caused by the overflow of streams and rivers, and it will also assist WisDOT and local governments in developing approaches to eliminate the identified flooding risks as arterial streets and highways are reconstructed over time. At the Regional level, this information, in combination with other roadway metrics like traffic volume and pavement condition, could be used to inform the prioritization of projects competing for limited Federal funds. The flooding vulnerability assessment and the determination of flooding risk is the first phase in developing a regional resiliency plan, which will look at the long-term adaptive capacity of the Region's transportation network.

Work Description/Methodology

The planned-for work included the Commission staff developing an inventory of potential flood hazards relative to arterial streets and highways in the Region. The inventory is generally based on the effective Federal Emergency Management Agency (FEMA) digital flood insurance rate maps (DFIRMs) for the seven counties in the Region. In cases where the Commission staff has developed more-current floodplain information, that will be reviewed as well. Locations will be identified where a road segment may be flooded during the 1-percent-annual- probability (100-year recurrence interval) flood and/or the 0.2-percent-annual-probability (500-year recurrence interval) flood (where available) as shown on the DFIRMs. Maps will be prepared using ArcGIS and showing the extent of potential 1-percent and/or 0.2-percent-annual-probability flooding at the identified locations and flooding attributes (e.g., estimated maximum depth and number and length of lanes flooded) will be determined.

This methodology is now being reconsidered in light of the limited amount of FEMA flood information that matches current topography in the Region. Commission staff will review the work completed in the Fox River watershed via more manual means and explore ways to expand to the region in 2023.

Schedule

This project began during the second quarter of 2019. A date for completion will be identified once a new strategy for completion is determined.

Products

A SEWRPC memorandum report will be prepared to document the inventory data sources and procedures and to summarize the results. Additionally, a GIS file of the arterial network indicating the flooding risk will be compiled for the Region.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	208
Principal Engineer/Planner/Specialist	312
Senior Engineer/Planner/Specialist	104
Planner Engineer/Planner/Specialist	312
Technical/Analyst	624
Total	1,560

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	10%	10%	100%
\$80,000	\$10,000	\$10,000	\$100,000

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 2021 this will likely include 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

Staff Position	Hours
Executive Director/Division Head	40
Principal Engineer/Planner/Specialist	814
Total	854

Funding Source

SEWRPC Service Agreements	Total
100%	100%
\$75,000	\$75,000

PROJECT 280-1000: TRAVEL SURVEYS

Objective

To provide the travel data necessary to estimate an accurate description and good understanding of current travel habits and patterns within Southeastern Wisconsin. Travel inventory data will provide information on trends in travel habits and patterns based upon comparisons to previous surveys conducted in 1963, 1972, 1991, 2001, and 2011. Travel inventory information enables the validation, update, and recalibration of the Commission's mathematical traffic simulation models, which are critical tools for the development of the Commission's transportation planning and the implementation of transportation facility improvements within southeastern Wisconsin.

Previous and Current Work

During 2011 and 2012, the last origin and destination travel survey was conducted, including the resident household and group quartered travel survey, the truck travel survey, the public transit travel survey, and the external travel survey. In 2023, this regional travel survey effort will be initiated with public transit surveys being managed by Commission staff and through the purchase of NHTS add-on surveys and NHTS NextGen Origin-Destination Data

Relationship to Other Activities

- A major reevaluation of the land use and transportation plans will be conducted in the in the late 2020's. (120-1000, 220-1000)
- Provision of traffic forecasts as requested by the WisDOT in support of their preliminary and final engineering and environmental assessment of State highway and transit projects (240-1000)
- Provision of traffic forecasts as requested by the County and Local units of government in support of their preliminary and final engineering and environmental assessment highway and transit projects (200-1000)

Work Description/Methodology

In 2023, Commission staff will conduct an on-bus transit travel survey. The survey will be conducted on all of the fixed-route transit service providers in the region. The data collected will yield information about the socio-economic and travel characteristics and travel patterns of the Region's fixed-route transit users. The work in 2023 will include:

- Collection of survey data
- Encoding of survey data
- Geocoding and editing of completed survey forms

Also in 2023, Commission staff will coordinate with WisDOT staff on the development of NHTS add-on survey questions to be included in addition to the standard NHTS questionnaire.

Schedule

In 2023, Commission staff will conduct the on-bus transit travel survey as described above. Also in 2023, Commission staff will coordinate with WisDOT staff on the purchase of 2024 NHTS add-on samples utilizing a combination of FFY 2023 and 2024 SPR funds.

Products

- Documentation in a planning report presenting current travel habits and patterns within Southeastern Wisconsin and presenting trends in travel habits and patterns from 1963 through 2023
- Travel simulation models which are validated to the year 2023 and are recalibrated with 2023 travel survey data

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	12
Principal Engineer/Planner/Specialist	50
Senior Engineer/Planner/Specialist	700
Technical/Analyst	100
Total	862

Funding Source

Transit Survey
Federal Fiscal Year 2023

USDOT	SEWRPC (Program Development)	Total
80%	20%	100%
\$200,000	\$50,000	\$250,000

(It is expected the \$200,000 will be used for temporary staff in the conduct of the on-board transit surveys with Commission staff expending \$50,000)

National Household Transportation Study Add-On
Federal Fiscal Year 2023

USDOT	Total
100%	100%
\$1,800,000	\$1,800,000

Federal Fiscal Year 2024

USDOT	Total
100%	100%
\$200,000	\$200,000

PROPOSED 2023 REGIONAL WATER QUALITY PLANNING PROGRAM

4

INTRODUCTION

The proposed 2023 regional water quality planning program consists of five projects under two basic tasks as follows:

Task	Project Number	Project Name
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

The balance of this chapter presents individual project descriptions. The program budget is summarized in Chapter 10.

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

Objective

To assist local and State-designated management agencies with developing procedures and guidelines and with 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 obtain 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 (RWQMUP) 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 and subsequently amended in 2013. Numerous local lake and stream subwatershed plans and reports have also been developed within the Rock River and Fox (Illinois) River watersheds since publication of the 1995 RWQMP update.

This project includes working with the Wisconsin Department of Natural Resources (WDNR), the county land and water conservation departments, and designated management agencies, to prepare and implement detailed nonpoint source pollution abatement plans; working with lake protection and rehabilitation districts and lake associations to prepare and implement detailed lake management plans; working with wastewater treatment plant operators and counties to implement 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 2022, the Commission staff will complete or has already completed:

- Fox River Erosion Study for the Southeastern Wisconsin Fox River Commission, Kenosha, Racine, and Waukesha Counties
- Twin Lakes Management Plan, Kenosha County
- Comus Lake Comprehensive Management Plan, Walworth County
- Whitewater-Rice Lakes Aquatic Plant Management Plan, Walworth County
- Delavan Lake Aquatic Plant Management Plan, Walworth County
- School Section Lake Aquatic Plant Management Plan, Waukesha County
- Lake Pewaukee Harvesting Permit Update, Waukesha County
- North and Swan Lakes monitoring and protection network surveys and report for Walworth County Land Conservation Division, Walworth County

Relationship to Other Activities

Land and water quality inventory data are made available to communities and private interests for use in developing permit conditions and site designs that 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 2023, the Commission will maintain a staff capability designed to respond to a variety of requests for assistance with 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 will 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 includes assisting local communities in resolving water quality problems through effective stormwater management planning and analysis, providing sewerage system facility planning assistance and review, and preparing amendments to the regional water quality management plan. In addition to providing expertise in the form of data analysis and planning, it can also include providing data, reviewing plans prepared by others, and attending meetings.

In 2023, the Commission staff will continue to serve in an advisory role relative to implementing the Rock River Basin Total Maximum Daily Load (TMDL) and the Milwaukee River Basin TMDL wasteload and load allocations developed for their respective watersheds.

The project will include assistance to the WDNR, county land conservation departments, and local units of government with preparing and review of detailed nonpoint source pollution abatement plans and refinements to county land and water resource management plans, and with developing data for statewide water quality and watershed management programs. It is anticipated that such assistance and data may include providing 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 preparing inventory and analysis reports to assist lake districts and organizations in the conduct of lake use and management planning activities, including preparing project descriptions for lake planning programs and public informational and educational materials attendant to implementing the regional water quality management plan. This element of this work project also includes 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. Where applicable, the Commission staff will contribute information directly to the WDNR interactive web mapping databases related to the Wisconsin Wetland Inventory and water quality standards, as well as data layers to assist with other watershed mapping efforts.

This work project will include providing assistance to State and local units of government to develop the quality aspects of local stormwater management and stream restoration. As examples, the Commission anticipates 1) technical assistance to counties with 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.

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 150 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

WisDNR	SEWRPC (tax levy)	SEWRPC (service agreements)	Total
9%	68%	23%	100%
\$80,000	\$573,055	\$190,643	\$843,698

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

Objective

To review, comment on, and provide assistance with preparing 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 Safety and Professional Services.

Previous and Current Work

This is an ongoing project. During 2022, the Commission staff provided review comments for about 80 proposed public sewer extensions and 80 proposed private main sewers and building sewer extensions, all as required under Sections NR 110.08(4) and SPS 382.20(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 seven 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 implementing 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 2023, it is expected that about 70 proposals for public sanitary sewer extensions and about 80 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 150 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 10 - 20 sewer extension projects as part of the review or to assist with preparing 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 150 review letters relating to public and private sewer extensions and about 10 - 20 letter reports documenting in-field layouts of environmentally sensitive areas. Approximately 150 meetings or other types of correspondence are also conducted with people to review environmentally sensitive land information on a site-specific basis.

Funding Source

WisDNR	SEWRPC (tax levy)	Total
33%	67%	100%
\$50,000	\$100,000	\$150,000

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. By the end of 2022, refined and detailed sewer service area plans will have been completed and adopted for 75 of those 86 areas. Following refinement, including consolidation and identification of new service areas, there are now 57 refined named service areas in Southeastern Wisconsin. During 2022, there was one plan refinement completed for the Village of Slinger, and five amendments completed (one each for the Cities of Mequon and Oak Creek and the Villages of Darien, Germantown, and Menomonee Falls). In addition, two amendments were initiated in 2022, one for the City of Delafield and one joint amendment between the City of Port Washington and the Village of Saukville.

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 2023 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, and each amendment is documented in a SEWRPC Staff Memorandum, which are 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 adopted by the designated management agencies, adopted by the Commission as amendments to the regional water quality management plan, forwarded by the Commission to the Wisconsin Department of Natural Resources (WDNR), and printed as water quality plan amendments. During 2023, it is estimated that four requests for amendments to previously prepared sewer service area plans, and 25 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. Procedures for plan amendments will continue to be refined in conjunction with the WDNR staff 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 (two new amendments anticipated in 2023, in addition to the three amendments initiated in 2022 and to be completed in 2023), and special letter reports and field evaluations to support specific sewer service area amendment requests (25 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 webpage on the SEWRPC website.

Funding Source

WisDNR	SEWRPC (tax levy)	Total
14%	86%	100%
\$25,000	\$150,000	\$175,000

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 that 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 (RWQMUP) 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 RWQMUP, was completed. The Commission 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 RWQMUP. The Commission staff serves as a non-voting advisor on the SWWT Board of Directors. The Commission staff also participates as a member of the MMSD Technical Advisory Team, which is a working committee that meets regularly to consider implementation-related steps associated with the MMSD facility plan. In 2021, the restoration plan for the Oak Creek watershed was completed and in 2022 the plan was approved as a Nine Key Element plan by the WDNR and USEPA. That plan was prepared with funding from MMSD, Milwaukee County, the City of South Milwaukee, and SEWRPC and in collaboration with all municipalities that are wholly, or partially, within the watershed.

In 2022, Commission staff reviewed six wastewater facility plans and provided a formal letter to the WDNR and the community for four of them.

Relationship to Other Activities

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

Work Description/Methodology

During the year 2023, the Commission staff will continue to provide input into the ongoing inter-governmental processes relating to implementing 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 support to watershed communities for adoption of the Oak Creek watershed restoration 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

WisDNR	SEWRPC (tax levy)	Total
10%	90%	100%
\$5,000	\$45,000	\$50,000

**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 2022, 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. 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. The regional aquifer simulation model from this effort was used for the regional water supply plan for Southeastern Wisconsin which was published in December 2010.

During 2022, the Commission staff continued to provide support to communities for implementation of the regional water supply plan, including on issues related to groundwater quantity and quality.

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 2023, 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 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

WisDNR	SEWRPC (tax levy)	Total
33%	67%	100%
\$5,000	\$10,000	\$15,000

Estimated Annual Hours for the Water Quality Planning Program

Staff Position	Hours
Executive Director/Division Head	2,600
Principal Engineer/Planner/Specialist	3,873
Senior Engineer/Planner/Specialist	5,044
Engineer/Planner/Specialist	6,136
Technical/Analyst	832
Clerical	778
Total	19,236

PROPOSED 2023 REGIONAL FLOODPLAIN MANAGEMENT PLANNING PROGRAM

5

INTRODUCTION

The proposed year 2023 regional floodplain management planning program consists of five projects divided into two basic tasks as follows:

Task	Project Number	Project Name
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 10.

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 preserving and protecting floodplains.

Previous and Current Work

This is a continuing program that relies and builds upon previous work and previously developed plans. In 2000, a regional study of temporal storm rainfall distribution was completed by the Commission staff in cooperation with the Wisconsin Department of Natural Resources (WDNR) and adopted by the WDNR for use in floodplain studies. Since 2000, the Commission staff also prepared stormwater management plans for the Underwood Creek subwatershed in the City of Brookfield and the Village of Elm Grove, and the Butler Ditch subwatershed in the City of Brookfield and the Village of Menomonee Falls. In 2019, Commission staff completed a stormwater evaluation for a portion of the City of Burlington.

During the year 2022, 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 that in part relate to implementing the comprehensive watershed plans that have been completed for 8 of the Region's 12 watersheds.

Work Description/Methodology

The project involves developing and providing 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 two letter reports, memorandum reports, or intergovernmental meeting summaries will be prepared.

Funding Source

SEWRPC(tax levy)	Total
100%	100%
\$10,000	\$10,000

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

In 2018, draft hydrologic modeling was completed for the Root River watershed for year 2010 land use and work continued on the hydraulic modeling for the Root River mainstem.

In 2019, floodplain mapping work on the Menomonee River mainstem upstream of W. North Avenue as well as the remaining tributaries were completed (Phase I). Documentation for the hydrologic modeling effort and planned year 2050 flows were completed for the Phase II Root River watershed effort.

In 2020, work continued on floodplain mapping for tributaries to the Root River, including Hale Creek and Wildcat Creek.

In 2021, the hydrologic modeling for the entire Phase II Root River watershed was approved by the WDNR. Draft floodplain maps were completed for Hale Creek for municipality and MMSD review.

In 2022, Phase II floodplain work continued on Wildcat Creek and the West Branch Root River and its tributaries.

Relationship to Other Activities

This project involves activities that relate to implementing 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 developing accurate mapping in digital format of the 10-, 50-, 100-, and 500-year recurrence interval floodplain areas within Milwaukee County. The project area encompasses riverine floodplain areas in all of the communities in the County.

Schedule

This work effort for Phase II is currently scheduled to be completed in 2027.

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 that can readily be combined with the large-scale cadastral, as well as topographic maps that 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 (now MCLIO) survey control network. 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

SEWRPC (tax levy)	SEWRPC (service agreements)	Total
29%	71%	100%
\$20,000	\$50,000	\$70,000

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 2019, floodplain mapping work was completed for the final section of the Phase I Menomonee River mainstem in Waukesha and Washington Counties. Documentation for the hydrologic modeling effort and planned year 2050 flows were also completed for the Phase II Root River watershed effort.

In 2021, the hydrologic modeling for the entire Root River watershed was approved by the WDNR.

In 2022, Phase II floodplain work continued on Wildcat Creek and the West Branch Root River and its tributaries.

Relationship to Other Activities

This project involves activities that relate to implementing comprehensive watershed plans as have been completed for the Menomonee River and Root River watersheds. The project also compliments 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 developing 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 encompasses riverine floodplain areas in the City of Mequon in Ozaukee County, the Village and Town of Germantown in Washington County, the Cities of Brookfield, Muskego, and New Berlin and the Villages of Butler, Elm Grove, and Menomonee Falls in Waukesha County, and the Villages of Caledonia and Raymond in Racine County.

Schedule

These work efforts for Phase II (Root River watershed) are scheduled to be completed in 2027.

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 that can readily be combined with the digital, large-scale topographic mapping that has been prepared to SEWRPC standards in the study area. The layers will also be suitable for use with digital orthophotographic, and other map products prepared to SEWRPC standards. 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, Racine, Washington, and Waukesha Counties.

Funding Source

SEWRPC(tax levy)	Total
100%	100%
\$20,000	\$20,000

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 2019, the Commission staff 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 all counties of the Region.

In 2020, the Commission staff 1) completed a watercourse system plan for Schoonmaker Creek in Milwaukee County; 2) continued work on a watercourse system plan for the Beaver Creek watershed in Milwaukee County; and 3) completed draft floodplain mapping for the South Branch of the Pike River in Kenosha County.

In 2021, the Commission staff 1) began work on LOMR submittals for MCAMLIS Milwaukee River Phase 1 streams not allowed as part of the RiskMAP effort. These include Honey Creek, Woods Creek, Grantosa Creek, Dretzka Park Tributary, Little Menomonee River, Little Menomonee Creek, and the Menomonee River mainstem upstream of North Avenue; 2) continued work on a watercourse system plan for the Beaver Creek watershed in Milwaukee County; 3) received WDNR approval for the hydrology modeling for the South Branch of the Pike River in Kenosha County; 4) restarted work on the Honey Creek Watercourse System Plan; and 5) submitted draft floodplain mapping for the South Branch Pike River and five tributaries to WDNR for LOMR review. In 2021 WDNR LOMR approval was received for Honey Creek, Grantosa Creek, Dretzka Park Tributary, and Woods Creek.

In 2022, the Commission staff received WDNR LOMR approval for the remaining Menomonee River (Phase I) streams that have not yet been submitted to FEMA. These streams include the Menomonee River upstream of North Avenue, Little Menomonee River, and Little Menomonee Creek. Staff completed work on watercourse system plans for the Beaver Creek and Honey Creek watersheds in Milwaukee County. Staff also obtained WDNR approval for the hydraulic modeling and floodplain mapping for the South Branch of the Pike River and five tributaries in Kenosha County.

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

Relationship to Other Activities

This project involves preparing basic watershed wide, hydrologic and hydraulic data. These data are 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 8 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 2023, it is anticipated that the Commission staff will continue work on Menomonee River and South Branch Pike River LOMR submittals and provide support to MMSD for the Fish Creek watercourse system plan.

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

SEWRPC (tax levy)	SEWRPC (service agreements)	Total
90%	10%	100%
\$180,963	\$20,000	\$200,963

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 41 continuous-recording stream-gaging stations in the Region during 2022. 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 41).

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 preparing 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

USGS	SEWRPC (service agreements)	Total
40%	60%	100%
\$77,000	\$115,500	\$192,500

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

Staff Position	Hours
Executive Director/Division Head	312
Principal Engineer/Planner/Specialist	624
Senior Engineer/Planner/Specialist	3,120
Clerical	208
Total	4,264

INTRODUCTION

The proposed 2023 coastal management planning program consists of one project classified within one task, as follows:

Task	Project Number	Project Name
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 10.

PROJECT 390-1000: COASTAL MANAGEMENT PROGRAM COORDINATION

Objective

There are two major efforts under this project number. The first effort is 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; and to develop planning and engineering data that can contribute to the resolution of encroachment on ecologically sensitive areas, waterfront blight, and flooding problems.

The second major effort is the Lake Michigan Coastal Resilience Study. SEWRPC is partnering with staff from Wisconsin Coastal Management, the University of Wisconsin Sea Grant Institute, and the University of Wisconsin-Madison Department of Civil and Environmental Engineering for this project. The four-year study will focus on the Lake Michigan coast in Ozaukee, Milwaukee, Racine, and Kenosha Counties.

Current and Previous Work

In 2022, SEWRPC staff assisted numerous local units of government in developing coastal management program projects, and conducted environmental corridor, and natural area assessments. SEWRPC staff also participated in activities as designated by the Wisconsin Coastal Management Program. Work also continued in support of the Community of Practice with local communities related to the Lake Michigan Coastal Resilience Study.

Relationship to Other Activities

For Coastal Management Program Coordination, 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 to develop planning and engineering data related to the coastal zone. In addition, the Commission's land use; sewer service area; park recreation, open space; and natural area and critical species habitat plans are continuously utilized.

The Lake Michigan Coastal Resilience Study and Milwaukee County Coastline Management Policy will complement other coastal activities being undertaken by Commission staff by broadening the technical resources available to staff and the Region's coastal communities.

Work Description/Methodology

For Coastal Management Program Coordination, the Commission staff will assist local units and agencies of government within the coastal management area with identifying and managing special coastal areas, as well as assist with 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 support specialized training related to environmental corridor delineation, natural areas assessments, fish passage design, and stream restoration design.

In 2023, SEWRPC staff will continue to help guide the Community of Practice and provide technical support for the Lake Michigan Coastal Resilience Study.

Schedule

The Coastal Management Program Coordination project is conducted on an ongoing basis.

The Lake Michigan Coastal Resilience Study began in 2017 and is anticipated to be completed in 2022.

Products

Products for the Coastal Management Coordination effort include news releases, committee meetings, staff meetings, training workshops, local government meetings, letters, and letter reports.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	104
Principal Engineer/Planner/Specialist	312
Senior Engineer/Planner/Specialist	208
Total	624

Funding Source

WisDOA	SEWRPC (tax levy)	Total
49%	51%	100%
\$20,000	\$21,953	\$41,953

PROPOSED 2023 PLANNING RESEARCH PROGRAM

7

INTRODUCTION

The proposed 2023 planning research program consists of five projects divided into two tasks as follows:

Task	Project Number	Project Name
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
	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 10.

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*.

Providing 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

Historical, 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 served 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.

Population, household, and employment data will also be collated from the quarter-section files and other data sources as required in support of 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 2020 Decennial Census and the American Community Survey—to State, county, and local units and agencies of government.

In 2021, the Commission staff initiated the next major analysis of the Region’s population, housing, and economic base for the development and extension of new population, households, and employment forecasts. This work is carried out every ten years, following the release of the required demographic data from the 2020 Census and the release of the required economic data from the U.S. Bureau of Economic Analysis and other sources. The Commission initiated the work of creating a data file indicating year 2020 population, housing, and employment levels by U.S. Public Land Survey quarter-section in 2021. This work draws upon the 2020 Census data and data from the U.S. Bureau of Economic Analysis. The quarter-section files are needed as a basis to prepare a variety of regional, county, local, and private plans and planning programs.

Schedule

Monitoring of population and employment trends and data provision are ongoing activities. The once-a-decade analysis of the Region’s population, housing, and economic based was initiated in 2021, and will be completed in succeeding years.

Products

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

Current estimates of population, households, and employment are presented annually, along with a comparison of current and Commission-projected population, household, and employment levels, as part of the Commission’s monitoring of regional plan performance and implementation.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	468
Principal Engineer/Planner/Specialist	1,868
Engineer/Planner/Specialist	520
Technical/Analyst	832
Total	3,688

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	10%	10%	100%
\$180,000	\$22,500	\$22,500	\$225,000

PROJECT 420-1000: REGIONAL BASE MAPPING AND SURVEY CONTROL

Objective

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

Previous and Current Work

The base mapping, which has been converted to digital format by the Commission staff, are updated annually as resources permit to include municipal boundary changes, and at least every five years to include changes in physical features. Control survey data files are maintained and updated 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 developing and summarizing requisite land use and transportation inventories and analyses, which is used to support long-range regional land use and transportation planning efforts. 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 the aerial imagery obtained in the spring of 2022 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 and benchmark dossier sheets; and selected computer files. A project has been completed to update how the Commission disseminates the control survey data via a new online document search application. This new application now offers an efficient on-demand reports that are consistent in appearance as previous dossier sheets. The new application platform offers two methods of finding USPLSS corners; 1) locate USPLSS corners while interacting with base maps or 2) a user can run a query using Township, Range, and Section to locate the USPLSS corner(s). Maintenance work for monumented control survey corners 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 2023.

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. Continue to update NAD83/2011 control survey summary diagrams and scan existing historical dossiers into database.

Estimated Annual Hours

Staff Position	Hours
Executive Director/Division Head	884
Principal Engineer/Planner/Specialist	208
Total	1,092

Funding Source

USDOT	WisDOT	SEWRPC (tax levy)	Total
80%	10%	10%	100%
\$100,000	\$12,500	\$12,500	\$125,000

PROJECT 430-1000: REMONUMENTATION ASSISTANCE

Objective

To perform the duties and functions of replacing 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, Milwaukee, Ozaukee, Racine, Walworth, and Waukesha. 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 2023 to the counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, and Waukesha Counties.

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

Staff Position	Hours
Executive Director/Division Head	312
Technical/Analyst	624
Total	936

Funding Source

SEWRPC Service Agreements	Total
100%	100%
\$60,000	\$60,000

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 preserving 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 all projects pursuant to new requirements related to WDNR's Assured Wetland Delineation Program (see dnr.wi.gov/topic/wetlands/assurance.html). The coordinate values obtained 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 corridors 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 Geographic Information Systems (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 Surveying and 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 letter 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

Staff Position	Hours
Principal Engineer/Planner/Specialist	520
Senior Engineer/Planner/Specialist	362
Technical/Analyst	104
Clerical	104
Total	1,090

Funding Source

SEWRPC (Service Agreements)	Total
100%	100%
\$50,000	\$50,000

PROPOSED 2023 COMMUNITY ASSISTANCE PLANNING PROGRAM

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INTRODUCTION

The proposed 2023 community assistance planning program consists of six projects divided into five tasks as follows:

Task	Project Number	Project Name
County and Local Planning Assistance	500-1000	Guidance on Local Planning Matters
Review Services	510-4000	Land Division Review Services
Local Plan Implementation Devices	530-1000	Land Use Ordinances and Other Local Plan Implementation Devices
Local Economic Development Assistance	630-3000	Economic Development Technical and Project Assistance
Special Community Assistance Projects	780-1000 790-5000	Datum Conversion Project County Surveyor Services

The balance of this chapter presents individual project descriptions. The program budget is summarized in Chapter 10.

PROJECT 500-1000: GUIDANCE ON LOCAL PLANNING MATTERS

Objective

To extend basic planning and engineering data and planning services to county and local units of government 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.

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. During 2016, the Commission staff updated the model land division ordinance to reflect changes to the State platting law (Chapter 236 of the Wisconsin Statutes) and to clarify language regarding the review of condominium plats. The model land division ordinance was further updated in 2018.

In 2022, the Commission completed work on an update to the park and open space plan for Walworth County, and initiated work on an update of the Town of Bloomfield comprehensive plan. In 2022, work continued on the Kenosha County hazard mitigation plan update, and work began on the Washington County and Racine County hazard mitigation plan updates.

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. Responding to questions regarding the interpretation of comprehensive plans helps counties and communities (i.e. cities, villages, and towns) implement desired recommendations of the regional plan through their local plans, and helps counties and communities comply with State comprehensive planning and other laws and regulations (see additional information regarding comprehensive plans under Project Code 110-1000). Responding to questions regarding the interpretation of zoning and land division ordinances helps counties and communities implement their comprehensive plans. Hazard mitigation plans allow a community or county to be eligible to apply for Federal grants for hazard mitigation planning, pre-disaster mitigation planning, and flood mitigation assistance, all of which can help implement regional water quantity and quality planning. The Walworth County park and open space plan serves to update and extend the regional park and open space plan.

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 that 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. It is anticipated that Commission staff will continue to update portions of its model zoning ordinance in 2023, which is discussed further under project 110-1000.

The Commission provides basic planning and engineering data available in Commission files. Data provision may also include analytical work by the Commission staff, but such work efforts are short in duration, normally not exceeding five days to prepare. On request, Commission staff will attend local plan commission or other public meetings to give advice on local planning matters. Commission staff also maintains model ordinances and extensive information on preparing, updating, amending, and implementing comprehensive plans on its website.

Schedule

This activity is conducted on an on-going basis in response to community and county requests for information or assistance.

Staff will continue to develop materials related to the Town of Bloomfield comprehensive plan update. It is anticipated that work will continue on the Kenosha, Racine, and Washington County hazard mitigation plans in 2023.

Products

Formal oral presentations and discussions with groups and individual citizens; model or sample ordinances and other educational materials; letter reports; meeting attendance; hazard mitigation plan; socioeconomic overview report; and park plan materials.

Funding Source

SEWRPC (tax levy)	SEWRPC (service agreements)	Total
64%	36%	100%
\$243,604	\$136,518	\$380,122

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 six preliminary plats in the Southeastern Wisconsin Region in 2021. The Commission staff expects to review an estimated 5 to 10 preliminary plats and certified survey maps during 2022.

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 5 to 10 preliminary plats and certified survey maps during 2023.

Products

Letter reports.

Funding Source

SEWRPC (tax levy)	Total
100%	100%
\$5,000	\$5,000

PROJECT 530-1000: LAND USE 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 preparing 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

Work was completed in 2017 on an update to the Kenosha County land division ordinance for consideration by towns in the County. Following town review, the ordinance was forwarded to the County Board and appropriate County Board committees for review and adoption. An update to the Town of Polk zoning ordinance to add new multifamily residential and planned unit development overlay districts was also completed in 2017.

In 2022, staff continued to provide advice on implementation of local ordinances prepared by the Commission, and to provide examples of ordinance language to address issues relating to land use regulation to local governments on request. In 2022, for example, staff continued to provide information and assistance to the Town of Belgium in regard to potential changes to its zoning ordinance to regulate solar farms, small wireless facilities, and fences in shoreland areas; provided information and assistance to the Town of Trenton in regard to potential lowland and/or upland conservancy zoning district changes; and updated the model zoning ordinance in regard to fences and vegetation removal in shoreland areas, site/landscape/architectural plan reviews, performance standards, and modifications and measurements.

Relationship to Other Activities

Zoning ordinances, land division ordinances, and official maps are some of the most important devices available for implementing 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.

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

During 2023, Commission staff will 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, to adopt updated floodplain maps, and to address new State laws and regulations and Court decisions that affect local land use regulation.

Products

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

Funding Source

SEWRPC (tax levy)	Total
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 flood 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. 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 website. During 2020 and 2021, SEWRPC collaborated with M7 to prepare a new Comprehensive Economic Development Strategy (CEDS) for the Region in consultation with M7's REP working group. Adopting the CEDS makes county and local units of government in the Region eligible to apply for EDA grants to assist economically distressed areas. Regions must update their CEDS at least every five years for county and local units of government to remain eligible to apply for EDA grants. In 2022, the Commission initiated steps for designation of Southeastern Wisconsin as an EDA Economic Development District (EDD).

Commission staff also worked with the Wisconsin Economic Development Corporation (WEDC) beginning in 2013 to provide economic data to county and local governments using Economic Modeling Specialist International (EMSI) software. The EMSI software includes extensive industry, occupation, and workforce data, and is used in business and industry analysis and attraction. SEWRPC staff provided 156 EMSI reports in response to 37 data requests from county and local economic development organizations and units of government between 2016 and 2022.

Commission staff also provides continuing assistance to:

- The Kenosha County Housing Authority in the administration and management of the County's housing rehabilitation RLF program. Between 2016 and 2022, 20 new loans were made, and 48 loans were serviced.
- Kenosha County, the Village of Salem Lakes, and the Town of Wheatland to administer several Federal grant awards to acquire and remove homes located in the Fox River floodplain.

In recent years, Commission staff also prepared economic profiles for twelve communities in Waukesha County for the Waukesha County Center for Growth (WCCG). In 2022, Commission staff completed updates to the profiles for participating WCCG communities.

Relationship to Other Activities

Assistance to county and regional economic development organizations to develop a regional economic development strategy to align regional, county, and local economic development efforts, and assistance to county and local governments, residents, and property and business owners in the Region to successfully apply for and utilize publicly funded programs.

Work Description/Methodology

During 2023, 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 REP, support implementation of the new CEDS, and work with the EDA to continue pursuing designation of the Region as an EDD.

Schedule

Revolving loan fund, Kenosha County Housing Authority, data provision, and CEDS implementation activities will be ongoing.

Products

Oral presentations and meetings with local officials, business people, 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. Providing technical assistance with emphasis on individualized instruction to local government staff and 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. Dissemination of socioeconomic data to local units of government and economic development organizations to assist with the preparation of the economic development plans. CEDS report and summary and other economic development planning reports and materials related to the CEDS.

Funding Source

SEWRPC (tax levy)	SEWRPC (service agreements)	Total
52%	48%	100%
\$16,304	\$15,000	\$31,304

PROJECT 780-1000: DATUM CONVERSION PROJECT

Objective

Converting the legacy datum control networks to the newer Federal datums.

Previous and Current Work

The use of a unique system of survey control is essential to complete of large scale topographic and cadastral maps, to conduct land and engineering services, and to develop parcel-based land information and public works management systems. Survey control datums that the Commission has recommended have, since 1964, been the North American Datum of 1927, and the National Geodetic Vertical Datum of 1929.

Acting in response to practicing surveyors and land information system managers concerning the continued use of legacy datums, the Commission in 2015 developed unique procedures for, and evaluated the costs of, converting the legacy datums to the new datums, the North American Datum of 1983 (2011) and the North American Vertical Datum of 1988 (2012).

The conversions for Milwaukee, Kenosha, and Racine Counties were completed in 2017, the conversions for Ozaukee and Walworth were completed in 2018 and the conversion for Waukesha County was completed in 2019.

The vertical conversion for all counties in the Region, including Washington County, was completed in June of 2019.

Kenosha, Ozaukee, and Racine Counties also made additional requests for the conversion of existing digital base mapping data layers to the latest Federal datums. Separate agreements have been executed for these projects. The conversion for Kenosha County was completed in March of 2018 and the conversion for Ozaukee County was completed in 2019. The Racine County conversion was completed in late 2020.

Relationship to Other Activities

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

Work Description/Methodology

Datum conversion issues and methodologies are described in SEWRPC Memorandum Report No. 206 (MR No. 206), *Estimate of the Costs of Converting the Foundational Elements of the Land Information and Public Works Management Systems in Southeastern Wisconsin from Legacy to New Datums*, October 2012. Given the continued concern about datum conversion within the Region and advances in global positioning system techniques since MR No. 206 was published, a second conversion option was also developed by the Commission staff, reevaluating the procedures for, and attendant costs of, conversion. That conversion option is described in the Addendum to MR No. 206, *Revised Estimate of the Costs of Converting the Legacy Datums within the Region to New National Datums*, August 2015. This addendum presents the findings of that reevaluation, set forth more fully in an additional appendix.

Washington County elected to observe all U.S. Public Land Survey System (USPLSS) corners as originally outlined in MR No. 206. The project requires that all USPLSS are observed using GPS technologies and the geodetic network will consist of both a primary network and secondary network with the resultant accuracy achieving greater than one part in 50,000.

Kenosha, Milwaukee, Ozaukee, Racine, Walworth, and Waukesha Counties elected to observe USPLSS corners as outlined in the Addendum to MR No. 206. The horizontal conversion utilizes the measurements made in the creation of the legacy control network and minimizes the number of field observations required to position the control survey station on the new datum. The combination of the field observations and legacy input measurements will be incorporated into a least squares adjustment so the differences (measurement residuals) can be effectively distributed between GPS observed USPLSS corners. This method minimizes the number of field observations, which significantly reduces the cost, but this method

also preserves the integrity of the legacy horizontal network with the use of the legacy measurements as part of the adjustment. The resultant accuracy will maintain the legacy accuracy of one part in 10,000.

With regard to the vertical conversion, all counties within the Region will utilize the existing legacy vertical network along with the Wisconsin Height Modernization Program (WI-HMP) to develop differences between the two datums. Approximately half-mile level routes are needed to transfer the legacy elevations to the approximately 460 WI-HMP benchmarks. An iso-hypsometric map is prepared from the differences that can then be used to transfer orthometric heights and elevations between to the two datums to a reliable accuracy.

Schedule

The Primary Network horizontal conversion for Washington County has been completed and the secondary network is nearly complete with the GPS observations. Washington County has 1992 USPLSS corner monuments. In the early winter of 2022 the Commission observed 48 corners and anticipates that the Washington County conversion will be completed in early 2023 with the remaining 68 corner observed.

Products

Revised Record of U.S. Public Land Survey Control Station that contains both the legacy control information along with the new datum control values; development of new control survey summary diagrams associated with the new datums positioning; and assists the GIS Division with the distribution of the new data on the Commission website.

Funding Source

SEWRPC Service Agreements	Total
100%	100%
\$13,426	\$13,426

PROJECT 790-5000: COUNTY SURVEYOR SERVICES

Objective

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

Previous and Current Work

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

Relationship to Other Activities

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

Work Description/Methodology

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

Schedule

County Surveyor services will be provided throughout the year 2023 to the counties of Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha.

Products

Perpetuated U.S. Public Land Survey corners; revised survey corner and supplementary vertical control benchmark dossier sheets; and revised control survey summary diagrams. This data is posted on the Commission website.

Funding Source

SEWRPC (service agreements)	Total
100%	100%
\$394,000	\$394,000

Estimated Annual Hours for the Community Assistance Planning Program

Staff Position	Hours
Executive Director/Division Head	1,924
Principal Engineer/Planner/Specialist	1,046
Senior Engineer/Planner/Specialist	2,704
Engineer/Planner/Specialist	1,248
Technical/Analyst	5,512
Clerical	400
Total	12,834

INTRODUCTION

Commission administrative projects are those activities that enable 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 Title 2 U.S. Code of Federal Regulations, Part 200. One administrative project is included in this chapter:

Project Number	Project Name
900-1000	Administration Activities

The remainder of this chapter presents the administrative project description and concludes with the Commission’s proposed 2023 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 implementing 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

Staff Position	Hours
Executive Director/Division Head	2,808
Principal Engineer/Planner/Specialist	1,664
Engineer/Planner/Specialist	2,080
Technical/Analyst	3,328
Clerical	5,096
Total	14,976

COST ALLOCATION PLANS OF THE
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

For Calendar Year Ending
December 31, 2023

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 2023. 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 Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

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>2023 Estimate (\$)</u>
Office and Drafting Supplies	10,000
Library Acquisition	7,000
Printing and Publication	30,000
Travel and Related	9,000
Telephone	30,000
Postage	15,000
Insurance, Audit, Legal Fees	125,000
Building Maintenance	178,000
Depreciation	139,400
Equipment Maintenance	78,500
Automobile Maintenance	10,000
Administrative Salaries	596,433
Other Operating Expenses	10,000
Rent	<u>30,000</u>
Total	1,268,333

COMPUTATION OF ESTIMATED
ADMINISTRATIVE INDIRECT COST RATE

<u>Estimated Indirect Costs</u>	<u>\$1,268,333 = 27.70%</u>
Estimated Direct Project Salaries and Wages	\$4,570,917

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>	<u>2023 Estimate (\$)</u>
Fringe Benefits	1,957,747
Annual (Holiday and Vacation), Sick Leave, and Other Leave Benefits	751,283
Unemployment Compensation	<u>5,000</u>
Total	2,714,030

COMPUTATION OF ESTIMATED
FRINGE BENEFIT AND LEAVE COST RATE

<u>Estimated Fringe Benefit and Leave Costs</u>	<u>\$2,714,030 = 52.85%</u>
Estimated Salaries and Wages	\$5,135,220

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:

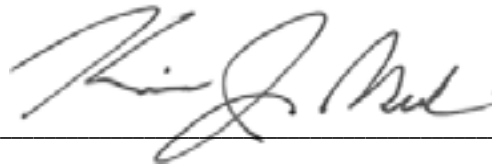
(1) All costs included in this Overall Work Program to establish billing or final indirect cost rates for Calendar Year 2023 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements. Unallowable costs have been adjusted for 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.

September 27, 2022

Date



Kevin J. Muhs, Executive Director,
Southeastern Wisconsin Regional Planning Commission

INTRODUCTION

For the convenience of the reader, all proposed planning program budgets and 2023 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 2023 overall work program (Table 10.9).
5. A table summarizing the direct hours charged to federal and local projects for Calendar Year 2023 (Table 10.10).
6. A table summarizing the project schedule for the Continuing Regional Land Use Transportation Study (Table 10.11).

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.
3. 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 2023 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, by FHWA, and WisDOT. These tasks include preparation of the regional land use plan, park and open space planning, and comprehensive planning.

With respect to the proposed 2023 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 2023 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 2023 floodplain management planning program includes a variety of tasks funded jointly by the Commission, the Milwaukee Metropolitan Sewerage District 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 2023 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 Re-monumentation Assistance is funded by Wisconsin Department of Transportation monies.

The various projects contained within the proposed 2023 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
2023 Regional Land Use Planning Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)					Total
	USDOT	WisDOT	SEWRPC	Service Agreements		
TASK 1--DATABASE DEVELOPMENT						
100-1000 Land Use Inventory	176,000	22,000	22,000	--		220,000
100-2000 Land Platting Inventory and Special Environmental Assessments	240,000	10,500	50,000	--		300,000
100-2160 Natural Areas Plan Update	--	--	181,162	51,500		262,663
Subtotal	416,000	32,000	253,162	51,500		752,662
TASK 2--PLAN EXTENSION AND REFINEMENT						
110-1000 Plan Implementation and Community Assistance	560,000	40,000	--	100,000		700,000
110-3000 Preparation of Regional Zoning Guide	100,000	12,500	12,500	--		125,000
Subtotal	660,000	52,500	12,500	100,000		825,000
Total	1,076,000	84,500	265,662	151,500		1,577,662

Table 10.2
2023 Regional Transportation Planning Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)					Total
	USDOT	WisDOT	SEWRPC	SEWRPC Program Development	Service Agreements	
TASK 1--DATABASE DEVELOPMENT						
200-1000 Transportation Planning Support and Assistance: Data Collection and Development, Model and Development, Model Refinement, and Technical Assistance	800,000	28,402	171,598	--	--	1,000,000
200-1100 Chloride Impact Study	191,557	--	47,889	219,199	52,757	511,402
Subtotal	991,557	28,402	219,487	219,199	52,757	1,511,402
TASK 2--TRANSPORTATION SYSTEMS MANAGEMENT AND PROGRAMMING						
210-1000 Short-Range Transportation Improvement Programming and Transit Planning	880,000	20,000	200,000	--	--	1,100,000
Subtotal	880,000	20,000	200,000	--	--	1,100,000
TASK 3--LONG-RANGE PLANNING AND PLAN IMPLEMENTATION						
220-1000 Long-Range Transportation Planning and Plan Implementation	1,036,867	25,000	234,217	--	--	1,296,084
220-1200 Flooding Vulnerability Assessment of the Arterial Streets and Highways in Southeastern Wisconsin	80,000	10,000	10,000	--	--	100,000
Subtotal	1,116,867	35,000	244,217	--	--	1,396,084
TASK 4--TRAFFIC FORECASTING						
240-1000 Traffic Forecasting for the Wisconsin Department of Transportation	--	--	--	--	75,000	75,000
Subtotal	--	--	--	--	75,000	75,000
TASK 5--TRAVEL SURVEYS						
280-1000 Origin and Destination Travel Survey	--	--	--	50,000	--	50,000
Subtotal	--	--	--	50,000	--	50,000
Total	2,988,424	83,402	663,704	269,199	127,757	4,132,486

Table 10.3
2023 Water Quality Planning Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)			Total
	WisDNR	SEWRPC	Service Agreements	
TASK 1--ONGOING PLAN IMPLEMENTATION AND REFINEMENT PROJECTS				
300-1000 Water Quality Management Plan Coordination and Extension of Implementation Activities	80,000	573,055	190,643	843,698
300-2000 Sanitary Sewer Extension Reviews and Assistance	50,000	100,000	--	150,000
300-3000 Sanitary Sewer Service Area Plan Refinements	25,000	150,000	--	175,000
Subtotal	155,000	823,055	190,643	1,168,698
TASK 2--PLAN EXTENSION AND UPDATING PROJECTS				
300-4000 Regional Water Quality Management Plan Update: Major Subregional Amendments	5,000	45,000	--	50,000
300-5000 Regional Water Quality Management Plan Update: Groundwater Management Studies	5,000	10,000	--	15,000
Subtotal	10,000	55,000	--	65,000
Total	165,000	878,055	190,643	1,233,698

Table 10.4
2023 Floodplain Management Planning Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)			Total
	USGS	SEWRPC	Service Agreements	
TASK 1--GENERAL FLOODPLAIN MANAGEMENT PROJECTS				
330-1000 Continuing Floodplain and Stormwater Management Planning	--	10,000	--	10,000
330-3000 Continuing Watershed Planning--Flood-Flow and Flood Stage Revisions	--	180,963	20,000	200,963
Subtotal	--	190,963	20,000	210,963
TASK 2--SPECIAL FLOODPLAIN MANAGEMENT STUDIES				
330-2000 Flood Hazard Area Mapping Within Milwaukee County	--	20,000	50,000	70,000
330-2100 Flood Hazard Area Mapping for Watersheds Tributary to Milwaukee County	--	20,000	--	20,000
350-1000 Cooperative Streamflow Gaging Program	77,000	--	115,500	192,500
Subtotal	77,000	40,000	165,500	282,500
Total	77,000	230,963	185,500	493,463

Table 10.5
2023 Coastal Management Planning Program Work Task and Project

Work Tasks and Projects	Funding Source (in dollars)		Total
	WisDOA	SEWRPC	
TASK 1--COASTAL MANAGEMENT COORDINATION PROJECT			
390-1000 Coastal Management Program	20,000	21,953	41,953
Total	20,000	21,953	41,953

Table 10.6
2023 Planning Research Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)				Total
	USDOT	WisDOT	SEWRPC	Service Agreements	
TASK 1--BASIC RESEARCH PROJECTS					
400-1000 Demographic and Economic Data Research, Base File Creation and Maintenance, and Data Provision	180,000	22,500	22,500	--	225,000
490-1000 Transportation-Related Environmental Inventories, Assessments, and Evaluations	--	--	--	50,000	50,000
Subtotal	180,000	22,500	22,500	50,000	275,000
TASK 2--MAPPING AND RELATED PROJECTS					
420-1000 Regional Base Mapping and Survey Control	100,000	12,500	12,500	--	125,000
430-1000 Re-Monumentation Assistance	--	--	--	60,000	60,000
Subtotal	100,000	12,500	12,500	60,000	185,000
Total	280,000	35,000	35,000	110,000	460,000

Table 10.7
2023 Community Assistance Planning Program Work Tasks and Projects

Work Tasks and Projects	Funding Source (in dollars)			Total
	SEWRPC	Service Agreements		
TASK 1--ADVISORY AND EDUCATIONAL PROJECT				
500-1000 Guidance on Local Planning Matters and Educational Services	243,604	136,518		380,122
Subtotal	243,604	136,518		380,122
TASK 2--REVIEW PROJECTS				
510-4000 Land Division Review Services	5,000	--		5,000
Subtotal	5,000	--		5,000
TASK 3--LOCAL PLAN IMPLEMENTATION DEVICES				
530-1000 Land Use Ordinances, and Other Local Plan Implementation Devices	10,000	--		10,000
Subtotal	10,000	--		10,000
TASK 4--LOCAL ECONOMIC DEVELOPMENT PROJECTS				
630-3000 Economic Development Technical and Project Assistance	16,304	15,000		31,304
Subtotal	16,304	15,000		31,304
TASK 5--SPECIAL COMMUNITY ASSISTANCE PROJECTS				
780-1000 Datum Conversion Project	--	13,426		13,426
790-5000 County Surveyor Services	--	394,000		394,000
Subtotal	--	407,426		407,426
Total	274,908	558,944		833,852

Table 10.8
Summary of Proposed Funding for All Projects in the SEWRPC 2023 Continuing Regional Land Use Transportation Study

Program Area	Project	Funding Source										Project Total (in dollars)	Percent of Program Total by Project
		FHWA PL (in dollars)	Percent of FHWA Total	WisDOT (in dollars)	Percent of WisDOT Total	SEWRPC (in dollars)	Percent of SEWRPC Total	SEWRPC Program Development (in dollars)	Percent of Program Development Total	Service Agreements (in dollars)	Percent of Service Agreements Total		
LAND USE	100-1000	176,000	4	22,000	11	22,000	3	--	0	--	0	220,000	4
	100-2000	240,000	6	10,000	5	50,000	6	--	0	--	0	300,000	5
	110-1000	560,000	13	40,000	20	0	0	--	100,000	65	65	700,000	12
	110-3000	100,000	2	12,500	6	12,500	2	--	0	--	0	125,000	2
	Subtotal	1,076,000	25	84,500	42	84,500	11	--	100,000	65	65	1,345,000	23
TRANSPORTATION	200-1000	800,000	18	28,402	14	171,598	22	--	--	--	--	1,000,000	18
	200-1100	191,557	4	--	0	47,889	6	219,199	100	35	35	511,402	9
	210-1000	880,000	20	20,000	10	200,000	26	--	0	--	0	1,100,000	19
	220-1000	1,036,867	25	25,000	12	234,217	30	--	0	--	0	1,296,084	23
220-1200	80,000	2	10,000	5	10,000	1					100,000	2	
	Subtotal	2,988,424	69	83,402	41	663,704	85	219,199	100	52,757	35	4,007,487	71
PLANNING RESEARCH	400-1000	180,000	4	22,500	11	22,500	4	--	0	--	0	225,000	4
	420-1000	100,000	2	12,500	6	12,500	2	--	0	--	0	125,000	2
	Subtotal	280,000	6	35,000	17	35,000	4	--	0	--	0	350,000	6
	Total	4,344,424	100	202,902	100	783,204	100	219,199	100	152,757	100	5,702,486	100

**Table 10.9
Summary of Funding Sources for All Work Programs, Tasks, and Projects Included in the SEWRPC 2023 Overall Work Program**

	Federal						State				Local				
	USDOT Funding (in dollars)	Percent of USDOT Total	USGS (in dollars)	Percent of USGS Total	WisDOT (in dollars)	Percent of WDOT Total	WisDNR (in dollars)	Percent of WDNR Total	WisDOA (in dollars)	Percent of WDOA Total	SEWRPC (in dollars)	Percent of SEWRPC Total	Service Agreements (in dollars)	Percent of Service Agreements Total	Total
Land Use Planning	1,076,000	25	--	--	84,500	42	--	--	--	--	265,662	11	151,500	10	1,577,662
Transportation Planning Normal "3C" Projects	2,988,424	69	--	--	83,402	41	--	--	--	--	663,704	28	271,956	17	4,007,486
Special Projects	--	--	--	--	--	--	--	--	--	--	--	--	125,000	8	125,000
Water Quality Planning	--	--	--	--	--	--	165,000	100	--	--	878,055	37	190,643	12	1,233,698
Floodland Management Planning	--	--	77,000	100	--	--	--	--	--	--	230,963	10	185,500	12	493,463
Coastal Management Planning	--	--	--	--	--	--	--	--	20,000	100	21,953	1	--	--	41,953
Planning Research	280,000	6	--	--	35,000	17	--	--	--	--	35,000	1	110,000	7	460,000
Community Assistance	--	--	--	--	--	--	--	--	--	--	274,908	12	558,944	35	833,852
Total	4,344,424	100	77,000	100	202,902	100	165,000	100	20,000	100	2,370,245	100	1,593,543	101	8,773,114

**Table 10.10
Direct Hours Charged to Federal Projects by Job Title for Calendar Year 2023**

Position Title	Project Title																			
	Land Use Inventory 100-1000	Land Plating and Environmental Assessments 100-2000	Natural Areas Plan Update 100-2000	Plan Implementation and Community Assistance 110-1000	Regional Zoning Guide 110-3000	Transportation Planning Support and Assist: Data Collection and Development, Model Refinement and Technical Assistance 200-1000	Chloride Impact Study 200-1100	Short-Range Transportation Improvement Programming and Transit Planning 210-1000	Long-Range Planning and Plan Implementation 220-1000	Flooding Vulnerability Assessment 220-1200	Traffic Forecasting 240-1000	Origin & Destination Travel Study 250-2000	Water Quality Planning 300-1000	Floodplain Management Planning 330-1000	Coastal Management Planning 390-1000	Demographic and Economic Data Base File Creation and Maintenance and Data Provision 400-1000	Regional Base Mapping and Surveying 420-1000	WDOT Remuneration 430-1000	Transportation-Related Environmental Assessments, Inventories and Evaluations 490-1000	Community Activities, Conferences, Surveys and Economic Development Planning 500-1000
Manager	0	624	416	1872	52	4160	520	728	2756	208	0	12	2600	312	104	468	884	312	0	1924
Principal Planner/Engineer/Specialist	212	1768	391	430	1404	1216	2912	3536	4680	312	0	50	3873	624	312	1868	208	0	520	1046
Senior Planner/Engineer/Specialist	1872	1146	2496	3328	0	3044	1456	4784	6032	104	700	0	5044	0	208	0	0	0	362	2704
Planner/Engineer/Specialist/Research Analyst	0	0	0	3848	0	2396	2392	4784	2184	312	0	100	6136	3120	0	520	0	0	0	1246
Technician	2544	1456	896	2184	0	2456	584	1004	308	624	0	0	832	0	0	832	0	624	104	5512
Clerical	0	0	208	208	20	0	104	728	466	0	0	0	778	208	0	0	0	0	104	400

**Table 10.11
Continuing Regional Land Use Transportation Study Schedule**

		2023											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Land Use	100-1000	Land Use Inventory											
	100-2000	Land Platting Inventory and Special Environmental Assessments											
	110-1000	Regional Land Use Plan Implementation											
	110-3000	Preparation of a Regional Zoning Guide											
	200-1000	Transportation Planning Support and Assistance: Data Collection and Development, Model Refinement, and Technical Assistance											
Transportation	200-1100	A Chloride Impact Study for Southeastern Wisconsin											
	210-1000	Short-Range Transportation Improvement Programming and Transit Planning											
		<ul style="list-style-type: none"> • Kenosha City/County Transit Development Plan • 2023-2026 Transportation Improvement Program • Regional Safe Streets Action Plan • Transportation Asset Management Reporting • TDM Outreach 											
	220-1000	Long-Range Transportation Planning and Plan Implementation											
		<ul style="list-style-type: none"> • Bus-on-Shoulder Feasibility Study • Performance Measure Monitoring • Milwaukee County JHSP 											
	280-1000	Travel Surveys											
Planning Research	400-1000	Demographic and Economic Data Research Data Research, Base File Creation and Maintenance, and Data Provision											
	420-1000	Regional Base Mapping and Surveying											

APPENDICES

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

APPENDIX A

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

between

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

and

STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION

and

KENOSHA COUNTY (FOR THE KENOSHA COUNTY TRANSIT SYSTEM)

(Transit Operator)

and

MILWAUKEE COUNTY (FOR THE MILWAUKEE COUNTY 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

WALWORTH COUNTY (FOR THE WALWORTH COUNTY TRANSIT SYSTEM)

(Transit Operator)

and

WAUKESHA COUNTY (FOR THE WAUKESHA COUNTY TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF HARTFORD (FOR THE HARTFORD TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF KENOSHA (FOR THE KENOSHA TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF MILWAUKEE (FOR THE MILWAUKEE STREETCAR SYSTEM)

(Transit Operator)

and the

CITY OF RACINE (FOR THE RACINE TRANSIT SYSTEM)

(Transit Operator)

and the

CITY OF WAUKESHA (FOR THE WAUKESHA TRANSIT COMMISSION)

(Transit Operator)

and the

CITY OF WEST BEND (FOR THE WEST BEND TRANSIT SYSTEM)

(Transit Operator)

This Cooperative Agreement is made and entered into this 21st day of January, 2020, between the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the "Commission"), Wisconsin Department of Transportation (hereinafter referred to as "WisDOT"), and the operators of publicly owned transit services within southeastern Wisconsin, including Kenosha County, Milwaukee County, Ozaukee County, Washington County, Waukesha County, Walworth County, the City of Hartford, the City of Kenosha, the City of Milwaukee, the City of Racine, the City of West Bend, 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 cooperation with local elected officials in the Kenosha, Milwaukee, and Racine urbanized areas, 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 23 U.S.C. 134 and 49 U.S.C. 5303 (formerly 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 portion already being part of the SEWRPC metropolitan planning area; and

WHEREAS, the Governor of the State of Wisconsin on October 1, 2013, after cooperation with local elected officials in a newly recognized West Bend urbanized area, designated the Commission as the metropolitan planning organization (MPO) to carry out urban land use and transportation planning activities for the West Bend urbanized area and such additional areas as may be required under 23 U.S.C. 134 and 49 U.S.C. 5303 as amended; 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 49 U.S.C. 5303 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 Metropolitan Planning Area (MPA), as defined under 23 C.F.R. § 450, includes within its boundaries one nonattainment area with respect to Federal air quality standards for ozone, that being that portion of Kenosha County lying east of IH 94, and one maintenance area with respect to standards for fine particulate matter, that being Milwaukee, Racine, and Waukesha Counties; 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 Amendments of 1990; and

WHEREAS, the Transit Operators provide public transit service within the Kenosha, Milwaukee, Racine, Round Lake Beach, and West Bend urbanized areas; and

WHEREAS, the following Transit Operators are designated recipients for Federal transit operating aids under 49 U.S.C. 5307 as amended:

1. The City of Kenosha for the Kenosha urbanized area,
2. The City of Racine for the Racine urbanized area,
3. The Counties of Milwaukee, Ozaukee, Washington, and Waukesha for the Milwaukee urbanized area, and
4. The County of Washington and Cities of Hartford and West Bend for the West Bend urbanized area, but

The City of Waukesha receives Federal transit operating aids through an agreement with Waukesha County; 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.

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, shall cooperatively undertake a continuing, cooperative, and comprehensive performance-based multimodal transportation planning and programming process for the Metropolitan Planning Area in accordance with state and local goals for metropolitan planning, the requirements of Section 66.0309 of the Wisconsin Statutes, the provisions of 23 USC 134, 49 USC 5303, and 23 CFR 450, and 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 (hereinafter referred to as the “Metropolitan Planning Area”), the geographic area shall consist of: 1) the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha; 2) a 11.2 square mile area in the southeastern corner of Walworth County comprised of the Village of Genoa City and portions of the Village of Bloomfield and the Town of Bloomfield; 3) a 2.7 square mile portion of the Town of Ixonia, Jefferson County, immediately west of the City of Oconomowoc, Waukesha County, which has been defined by the U.S. Bureau of Census as being part of the year 2010 Milwaukee urbanized area; and 4) a 0.6 square mile area predominately within the City of Hartford in Dodge County, which has been defined as being part of the adjusted year 2010 West Bend urbanized area (see map attached as Exhibit A)

Article III: Overall Responsibilities

- A. The **Commission** shall be responsible for and shall be the lead agency in conducting the following transportation planning and programming activities pursuant to 23 CFR 450 and FTA Circular 4702.1B
1. Formulating, adopting and periodically reviewing, updating and amending a long-range multimodal transportation plan for the Metropolitan Planning Area, which shall conform to all applicable Federal requirements;
 2. Formulating and approving a short-range Transportation Improvement Program (TIP) for the Metropolitan 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. The TIP will provide a notice to the public that the public participation process used for its development meets the public participation requirements for the program of projects prepared by transit operators under 49 U.S.C. 5307;
 3. Preparation in close cooperation with, and upon request of, each Transit Operator of a mid-range (3-5 year) Transit Development Plan (TDP) on an approximately 5 year cycle, together with the conduct of other transit studies as requested;
 4. Coordinating short-range (e.g. TIP), mid-range (3-5 years) and long-range transit planning and programming with other transportation planning and programming, with cooperation and assistance from the Transit Operators;
 5. Providing a forum for cooperative transportation planning and decision-making, and establishing a public participation process that ensures reasonable opportunities for early and continuing involvement of individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program or telework program), representatives of users of public transportation representatives of users of pedestrian walkways and bicycle transportation facilities representatives of persons with disabilities, and other interested parties in the review and evaluation of all transportation plans and programs, the latter to include special outreach efforts to specific population subgroups that traditionally have had low levels of participation in regional planning activities and events;
 6. Considering and implementing WisDOT transportation plans and planning guidance to the fullest extent consistent within local and regional goals;
 7. Making data, assumptions, criteria, methodology, and analyses available to WisDOT and other participants in a timely manner;
 8. Providing WisDOT with copies of all transportation plans and programs and all resolutions concerning their adoption, endorsement, or amendment;
 9. 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;
 10. Complying with American Disabilities Act of 1990 plan certification procedures as required in 49 CFR 37.139;
 11. In air quality nonattainment and maintenance areas:

- a. Assessing the conformity of the Metropolitan Planning Area long-range transportation plan and TIP with the Wisconsin State Implementation Plan (SIP) for air quality management; and
 - b. Conducting such additional air quality related transportation planning and analyses as shall be determined under a separate Memorandum of Agreement between the Commission, WDNR, and WisDOT. As of the date of this Cooperative Agreement; the current air quality related transportation planning and analyses MOA is the 2012 MEMORANDUM OF AGREEMENT REGARDING DETERMINATION OF CONFORMITY OF TRANSPORTATION PLANS, PROGRAMS AND PROJECTS TO STATE IMPLEMENTATION PLANS;
12. Formulating and annually approving the metropolitan transportation planning work program, set forth within the Commission's annual Overall Work Program, which shall identify all transportation-related planning activities to be funded with state and federal financial aids and technical assistance in accordance with the provisions of this Agreement and the time schedule developed by WisDOT;
 13. Taking 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, it being understood that: 1) WisDOT has the planning 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; 2) WisDOT must also address State trunk highways as these highways carry through and inter-regional passenger and freight travel within Southeastern Wisconsin; and 3) That WisDOT planning for State trunk highways needs to be closely coordinated with the Commission's planning as the predominant travel on these facilities is intra-regional travel;
 14. Taking steps to assure at the governing board level of the MPO that the needs and concerns of the State of Wisconsin and the individual transit operators are met in the MPO planning process in the following two respects:
 - a. Assigning responsibilities to those elected officials on the governing board that represent governments that administer and operate major modes of transportation, including public transportation systems, to work with other local officials and with public transit system managers to help insure that the activities of the Commission as the MPO are properly addressing the needs and concerns of those systems;
 - b. Assigning one of the appointments to the governing board made by the Governor to take responsibility to help insure that the needs and concerns of the State of Wisconsin and, in particular, the needs of the Wisconsin Department of Transportation, are effectively addressed in the transportation planning process by meeting with the Governor and Secretary of Transportation from time to time, and reporting back to the governing board any specific areas of concern raised at such meetings;
 15. Preparing and updating a Congestion Management Process (CMP) that conforms to all applicable federal requirements; and
 16. Cooperatively establishing all federally required MPO performance targets, sharing performance data and preparing system performance reports in coordination with WisDOT and Transit Operators (based on FHWA and FTA performance measure final rules publications), and the collection of data for state asset management plan per applicable federal regulations; and
 17. Maintaining a current Title VI Program as required by Federal Transit Administration's Title VI Circular 4702.1B in addition to the following:

- a. Completing an annual report denoting any Title VI Investigations, Complaints and Lawsuits or reporting there had been none within the preceding year;
 - b. Reporting Title VI activities annually within the Overall Work Program;
 - c. Updating the Title VI Program with approval by the Commission’s Executive Board on a three year cycle.
18. Ensuring opportunities for the early and continuing involvement of the Commission, the Transit Operators, WisDOT, local governmental units, and the general public in the review and evaluation of all state transportation plans and programs;
 19. Working with WisDOT and Transit Operators in the preparation of a financial plan for the transportation plan and transportation improvement program, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.
 20. Working cooperatively with WisDOT and Transit Operators in the preparation of an annual listing of obligated transportation projects funded under 23 USC or 49 USC Chapter 53.
- B. **WisDOT** shall be responsible for, and shall be the lead agency in conducting, the following transportation planning and programming activities:
1. Actively participating in Commission activities to represent the state’s interests and ensure awareness and consideration of state transportation plans, programs, projects and policies in Commission decision-making;
 2. Informing the Commission relative to the availability, or anticipated availability, of State and Federal financial aids and technical assistance for metropolitan transportation planning activities; making all metropolitan planning funds authorized by 23 USC 104(f) and 49 USC 5305(d) available to the Commission in accordance with a formula developed by WisDOT, in cooperation with the State MPOs, and approved by USDOT;
 3. Providing information relative to the availability, or anticipated availability, of State and Federal financial aids for metropolitan transportation improvements and services that fall under local programming jurisdiction;
 4. Providing information relative to the proposed programming of State and Federal financial aids for metropolitan transportation improvements and services, which fall under State jurisdiction;
 5. Informing the Commission relative to Federal or State statutes, policies, regulations and guidelines, which bear upon metropolitan transportation planning and programming activities and contractual arrangements;
 6. Developing and issuing statewide strategies and guidance for the preparation and scoping of the metropolitan area transportation system plan, improvement program, and Overall Work Program to address Federal and State planning requirements and goals;
 7. Coordinating the development of the schedule and procedures for annual submittal and interagency review (including but not limited to FHWA and FTA) and approval of the Overall Work Program;

8. 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;
 9. Coordinate, review and comment on the Commission's long-range transportation plan, in a timely manner, for use as a guide in statewide planning and programming activities;
 10. Approving the Commission TIP on behalf of the Governor;
 11. Developing the statewide long-range transportation plan and the Statewide Transportation Improvement Program (STIP), in cooperation with the Commission, pursuant to the provisions of 23 U.S.C. 135;
 12. Coordinating and reconciling Commission transportation plans and programs with statewide plans and programs as necessary to ensure connectivity within transportation systems, in cooperation with the Commission;
 13. Including the metropolitan TIP without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor.
 14. 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;
 15. As may be necessary from time to time, meeting with a Governor's representative on the Commission's governing board to help insure that the needs and concerns of the State of Wisconsin with respect to transportation planning are being effectively met in the ongoing operations of the Commission; and
 16. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring, and reporting of system performance in coordination with the Commission and Transit Operators (based on FHWA and FTA performance measure final rules);
 17. Ensuring opportunities for the early and continuing involvement of the Commission, the Transit Operators, WisDOT, local governmental units, and the general public in the review and evaluation of all state transportation plans and programs;
 18. Working with the Commission and Transit Operators in the preparation of a financial plan for the Commission's transportation plan and transportation improvement program, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.
 19. Working cooperatively with the Commission and Transit Operators in the preparation of an annual listing of obligated transportation projects funded under 23 USC or 49 USC Chapter 53.
- C. Each **Transit Operator** shall be responsible for and shall be the lead agency in conducting the following transportation planning and programming activities:
1. Actively participating in Commission activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects and policies in Commission decision-making;
 2. 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, it being understood that each transit operator may call upon the Commission to work with the operator to complete this plan, and for technical guidance and advice;

3. Coordination of short-range (e.g., TIP), mid-range (3-5 years) and long-range transit planning and programming (e.g., Transit Development Plan) with other transportation planning and programming, with cooperation and technical assistance from the Commission;
4. Providing information relative to the proposed programming of Federal, State and local funds for metropolitan transit system improvements and services that fall under the Transit Operator's jurisdiction;
5. Preparing and submitting applications for State and Federal mass transportation capital and operating assistance grants and administering approved grants;
6. 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;
7. 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;
8. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
9. Endorsing the Commission metropolitan area transportation plan in a timely manner, for use as a guide in local transit planning and programming activities;
10. 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;
11. 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;
12. Collecting data to meet the requirements of 49 USC 5335;
13. Collecting data to meet the requirements of Wisconsin Administrative Code Trans 3, 4, and 8; and
14. As may be necessary from time to time, meeting with the elected official representing the transit operator's jurisdiction that serves on the governing board of the Commission to help insure that the needs and concerns of the transit operator are effectively met in the ongoing operations of the MPO.
15. Cooperatively selecting and establishing performance targets, sharing performance data and analysis, supporting monitoring, and reporting of system performance in coordination with WisDOT and the Commission (based on FHWA and FTA performance measure final rules; and

16. Ensuring opportunities for the early and continuing involvement of the Commission, the Transit Operators, WisDOT, local governmental units, and the general public in the review and evaluation of all state transportation plans and programs;
17. Working with the Commission and WisDOT in the preparation of a financial plan for the Commission's transportation plan and transportation improvement program, including the cooperative development of estimates of transportation system costs and funding revenues to support implementation of the plan and program.
18. Working cooperatively with the Commission and WisDOT in the preparation of an annual listing of obligated transportation projects funded under 23 USC or 49 USC Chapter 53.

Article IV: Scope of Work

- A. The cooperative metropolitan transportation planning process shall be carried out in accordance with a unified planning work program (hereinafter referred to as the "Overall Work Program") approved by the Commission, WisDOT and USDOT, in consultation with appropriate transportation providers. The Overall Work Program will be reviewed, approved, and replaced annually. The original and all approved subsequent Overall Work Programs during the terms of this agreement shall be made a part of this Agreement which shall constitute the scope of work to be performed under this Agreement.
- B. The Overall Work Program shall set forth a description of the specific metropolitan 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 Overall 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.
- C. Upon adoption of the Overall Work Program by the Commission and approval by WisDOT and by USDOT funding agencies, WisDOT shall authorize the Commission to proceed with the Overall Work Program in writing, and in accordance with the terms and conditions of such approval.
- D. The Overall Work Program may be amended during the course of the year upon written request of the Commission subject to (1) the written concurrence of WisDOT and USDOT funding agencies and (2) the availability of funding, if applicable.
- E. The cooperative metropolitan transportation planning process to be conducted under this agreement and governed by the provisions of 23 CFR 450 shall encompass the Metropolitan Planning Area, as determined by agreement between the Governor and the Commission.

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 comprehensive metropolitan transportation planning process under this Agreement. WisDOT and the Transit Operators shall be represented on such advisory committees.
- 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 Overall Work Program. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 4220.1F 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 to review and approve subcontracts.
- D. Nothing in this Contract shall be deemed as a waiver of WisDOT's nor the State's sovereign immunity consistent with Wisconsin State law.

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 metropolitan 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 reasonable opportunity to review and comment on their respective reports produced under this Agreement prior to publication of the final report.
- B. All reports and documents published by all parties under this Agreement shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views and policies.
- C. WisDOT and USDOT shall each 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 metropolitan transportation planning process shall be negotiated annually in conjunction with the preparation, review, and approval of the Overall 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 regional planning commissions, and the relative benefits to participating agencies.

- B. Upon adoption of the Overall Work Program by the Commission and approval by WisDOT and by USDOT funding agencies, the Overall 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 Overall Work Program will be set forth in WisDOT's annual authorization letter.
- C. All costs incurred during the progress of the metropolitan 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 Overall Work Program.
- D. WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be paid to the Commission following the receipt of a properly executed invoice, and a detailed status of expenditures report per the WisDOT Unified Planning Work Program Handbook.
- E. Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by the Commission to WisDOT no greater than a quarterly interval. These reports shall be due 60 days after the end of each quarter of the calendar year.
- F. 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 to the Commission within 15 business days so as to comply with federal planning requirements for the timely payment for 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 Overall Work Program;
 - 4. In conformance with the standards for allowable costs set forth in 2 CFR 200 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 Overall Work Program;
 - 7. 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 indirect cost rate proposal. Such plans shall be submitted with certification to

WisDOT and the appropriate cognizant Federal agency for approval 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 2 CFR 200, Subpart D, Property Standards.

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 Overall 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 2 CFR 200, Subpart F). This audit shall be performed in accordance with 2 CFR 200, 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 USC 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 subrecipients 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 Operators and shall remain in force until terminated under provisions of Article XVI, 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 agreement for metropolitan transportation planning.

Article XV: General Provisions

- A. Choice of Law. This Agreement shall be interpreted in accordance with the statutes and laws of the United States of America and the State of Wisconsin.
- B. Entire Agreement. This Agreement together with those documents referred to herein contain the entire agreement of the parties and supersedes any and all prior “Cooperative Agreement for Continuing Transportation Planning” agreements and draft agreements, or oral understandings between the parties.
- C. The State of Wisconsin may cancel this and any related contract in whole or in part, and without penalty due to nonappropriation of funds or for failure of the Commission and Transit Operators to comply with terms, conditions, and specifications of this contract by notice required in Article XVI.
- D. Severability. If any provision of this Agreement or the application of this agreement is held invalid, the enforceability of all other provisions shall not be impaired.

Article XVI: 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 12/30/2019
Charles L. Colman, Chairman

STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION

By  Date 1/21/2020
Craig Thompson, Secretary

KENOSHA COUNTY (FOR THE KENOSHA COUNTY TRANSIT SYSTEM)

By  Date 3/8/18
Jim Kreuser, County Executive
County of Kenosha

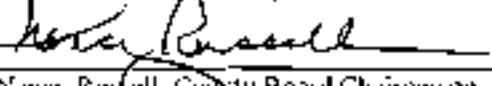
MILWAUKEE COUNTY (FOR MILWAUKEE COUNTY TRANSIT SYSTEM)

By  Date 3/1/18
Chris Abele, County Executive
County of Milwaukee

OZAUKEE COUNTY (FOR THE OZAUKEE COUNTY TRANSIT SYSTEM)

By  Date 1/3/2018
Lee Schlenvogt, County Board Chairperson
County of Ozaukee

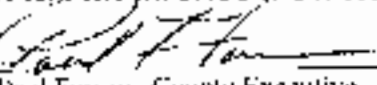
WALWORTH COUNTY (FOR THE WALWORTH COUNTY TRANSIT SYSTEM)

By  Date 3/1/18
Nancy Russell, County Board Chairperson
County of Walworth

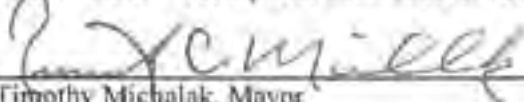
WASHINGTON COUNTY (FOR THE WASHINGTON COUNTY TRANSIT SYSTEM)

By  Date 3/16/18
Mark F. McCune, County Board Chairperson
County of Washington

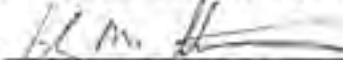
WAUKESHA COUNTY (FOR THE WAUKESHA COUNTY TRANSIT SYSTEM)

By  Date June 15, 2018
Paul Farrow, County Executive
County of Waukesha

CITY OF HARTFORD (FOR THE HARTFORD TRANSIT SYSTEM)

By  Date 01/04/2018
Timothy Michalak, Mayor
City of Hartford

CITY OF KENOSHA (FOR THE KENOSHA TRANSIT SYSTEM)

By  Date 6-12-18
John M. Antaramian, Mayor
City of Kenosha

CITY OF MILWAUKEE (FOR THE MILWAUKEE STREETCAR SYSTEM)

By  Date 12/13/17
Tom Barrett, Mayor
City of Milwaukee

CITY OF RACINE (FOR THE RACINE TRANSIT SYSTEM)

By  Date 13 April 2018
Cory Mason, Mayor
City of Racine

CITY OF WAUKESHA (FOR THE WAUKESHA TRANSIT COMMISSION)

By  Date 2/10/18
Shawn Reilly, Mayor
City of Waukesha

CITY OF WEST BEND (FOR THE WEST BEND TRANSIT SYSTEM)

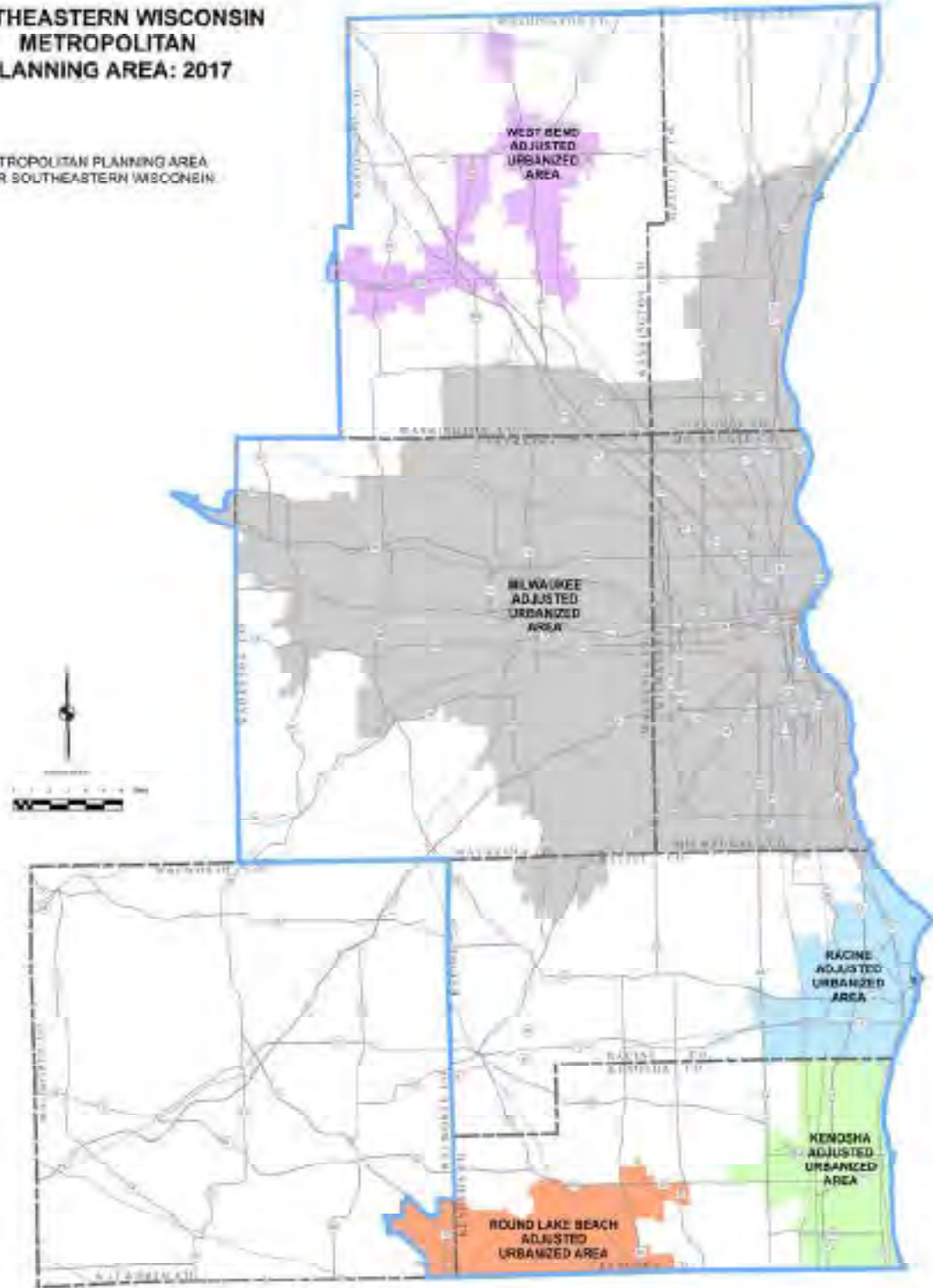
By  Date 1-3-18
Kraig Sadownikow, Mayor
City of West Bend

Appendix A

SOUTHEASTERN WISCONSIN METROPOLITAN PLANNING AREA: 2017

LEGEND

 METROPOLITAN PLANNING AREA FOR SOUTHEASTERN WISCONSIN



Note: While all of Walworth County is not subject to the MPO planning requirements, it is included within the seven county SEWRPC Region, and as a practical matter included in all regional transportation planning activities.

#217399v6

**COOPERATIVE AGREEMENT FOR COORDINATION OF
LAND USE-TRANSPORTATION PLANNING IN THE ROUND LAKE
BEACH-MCHENRY-GRAYSLAKE, IL-WI URBANIZED AREA**

APPENDIX B

Chicago Metropolitan Agency for Planning
Southeastern Wisconsin Regional Planning Commission
Illinois Department of Transportation
Wisconsin Department of Transportation

**Cooperative Agreement for Coordination of
Land Use-Transportation Planning in the
Round Lake Beach-McHenry-Grayslake, IL-WI Urbanized Area**

This Cooperative Agreement is made and entered into this 18th day of June, 2018, by and among the Chicago Metropolitan Agency for Planning (CMAP), Southeastern Wisconsin Regional Planning Commission (SEWRPC), Illinois Department of Transportation (IDOT) and Wisconsin Department of Transportation (WisDOT).

Whereas, CMAP and the Metropolitan Planning Organization (MPO) Policy Committee carry out a continuous, cooperative and comprehensive planning program for Northeastern Illinois, and is designated by the Governor and Northeastern Illinois officials as being responsible, together with IDOT, for carrying out the provisions of 23 U.S. Code 134 and 49 U.S. Code 5303-06 for seven counties in Northeastern Illinois and parts of Grundy County; and

Whereas, SEWRPC, a governmental body created pursuant to the provisions of Section 66.0309 of the *Wisconsin Statutes*, carries out a comprehensive planning program and cooperative area wide land use-transportation planning process, and is the MPO for Southeastern Wisconsin as designated by the Governor and Southeastern Wisconsin officials as being responsible, together with WisDOT, for carrying out the provisions of 23 U.S. Code 134 and 49 U.S. Code 5303-06 for seven counties in Southeastern Wisconsin; and

Whereas, CMAP, SEWRPC, IDOT and WisDOT actively coordinate land use and transportation planning along the border between the States of Illinois and Wisconsin in their respective jurisdictions; and

Whereas, CMAP, SEWRPC, IDOT and WisDOT coordinate planning activities and carry out such activities cooperatively so that principal metropolitan area planning products reflect consistency with best practices and with broader bi-state goals; and

Whereas, CMAP and SEWRPC each has an agreement with transit operators in their respective regions and have transit operator representatives on their respective MPOs; and

Whereas, the U.S. Bureau of the Census has identified a bi-state urbanized area of over 200,000 population that incorporates portions of the existing planning jurisdictions of CMAP and SEWRPC, and has identified such area as the “Round Lake Beach-McHenry-Grayslake, IL-WI urbanized area” (Round Lake Beach Area); and

Whereas, that portion of the Round Lake Beach Area in the State of Illinois lies within Lake and McHenry Counties; and

Whereas, Lake and McHenry Counties are included in the Chicago Metropolitan Planning Area for the purpose of achieving coordinated land use, transportation and air quality management planning in the State of Illinois; and

Whereas, the portion of the Round Lake Beach Area in the State of Wisconsin lies within Kenosha and Walworth Counties; and

Whereas, Kenosha County and urbanized portions of Walworth County are included in the Southeastern Wisconsin Metropolitan Planning Area for purposes of achieving coordinated land use, transportation and air quality management planning in the State of Wisconsin; and

Whereas, as a practical matter, the existing planning processes in both Illinois and Wisconsin are fully adequate to meet all of the Federal planning requirements that may attach to the Round Lake Beach Area as a result of the designation of that Area as one having more than 200,000 population following the 2010 decennial Census.

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

First: That CMAP, SEWRPC, IDOT and WisDOT hereby agree to continue to coordinate MPO planning activities and end products, including annual work programs, transportation plans, transportation improvement programs, transportation performance metrics, including monitoring and selecting of targets, and National Highway System asset management planning, for their respective planning jurisdictions thereby fully meeting the Federal planning requirements that attach to the Round Lake Beach Area given its status as an urbanized area of over 200,000 population. The MPOs and States shall coordinate for their respective planning jurisdictions MPO and State

performance measure targets in accordance with Federal performance measure requirements. This coordination will be achieved by periodic meetings of the regional planning agency Executive Directors, and the Bureau Chief of Planning of IDOT and the Director of the WisDOT Southeast Region, and subsequent interagency staff meetings as called for by the Executive Directors. In addition, each MPO shall have a representative on the other MPO's transportation committee. The MPOs shall also share their draft and final overall work programs and transportation improvement programs, and reporting of transportation performance metrics, including the monitoring of targets.

Second: That CMAP, SEWRPC, IDOT and WisDOT hereby agree to take appropriate steps within the Illinois and Wisconsin subareas of the Round Lake Beach Area, respectively, to ensure – through the transportation improvement programming processes – the fair and appropriate distribution of any Federal transportation funds for highways and transit that may be sub-allocated to the Illinois and Wisconsin subareas of the Round Lake Beach Area, and to keep each other informed as to the disposition and use of such funds within the Round Lake Beach Area. With regard to Federal Highway Administration funds allocated to the Round Lake Beach Area, the Federal Highway Administration will continue to sub-allocate these funds to the Illinois and Wisconsin subareas of the Round Lake Beach Area. With regard to Federal Transit Administration funds allocated to the Round Lake Beach Area, the funds will be allocated to the Illinois and Wisconsin subareas of the Round Lake Beach Area as per the Letter of Understanding between the Regional Transportation Authority (RTA) and SEWRPC. The funds will be so allocated to the RTA as the transit funding agency for Northeastern Illinois, and to SEWRPC as the MPO for the Wisconsin portion of the Round Lake Beach Area, as there is no transit operator currently using Federal Transit Administration urbanized area funding in the Wisconsin subarea of the Round Lake Beach Area. The allocation of funds between the Illinois and Wisconsin subareas shall annually be agreed upon by the RTA and SEWRPC and endorsed by CMAP. In the event the funds are not used in the Wisconsin area within the federally allotted time frame, the funds will be reallocated to the RTA for use in the Illinois area at least twelve months prior to their lapse date.

Third: That CMAP, SEWRPC, IDOT and WisDOT hereby agree to provide notification to each other of any planning and related events and activities that may have significant bearing upon the outcome of land use and transportation system development around the Round Lake Beach Area.

Fourth: That CMAP, SEWRPC, IDOT and WisDOT hereby agree to resolve conflicts that may arise by decision of a committee consisting of the Executive Director of CMAP, the Executive Director of SEWRPC, the District Engineer of IDOT District 1 and the

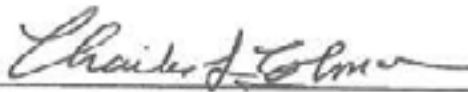
Director of the WisDOT Southeast Region. In Witness Whereof, the hereto have caused this agreement to be executed by their proper officers and representatives.



Leanne Redden
Vice Chairman, CMAP MPO Policy Committee

01-23-2018

Date



Charles L. Colman
Chairman, Southeastern Wisconsin Regional Planning Commission

2/15/2018

Date



Randy Blankenhorn
Secretary, Illinois Department of Transportation

1/23/18

Date



David Roes
Secretary, Wisconsin Department of Transportation

6/14/18

Date

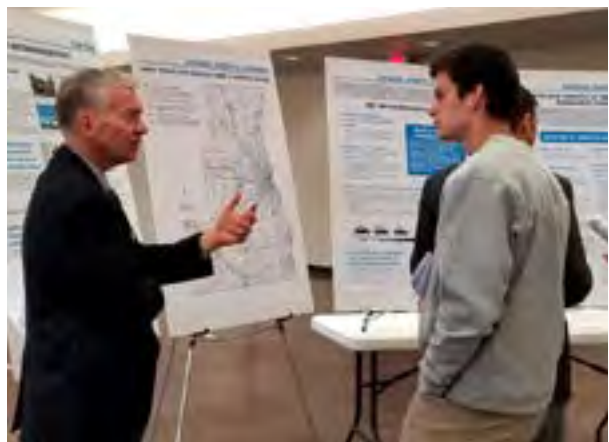
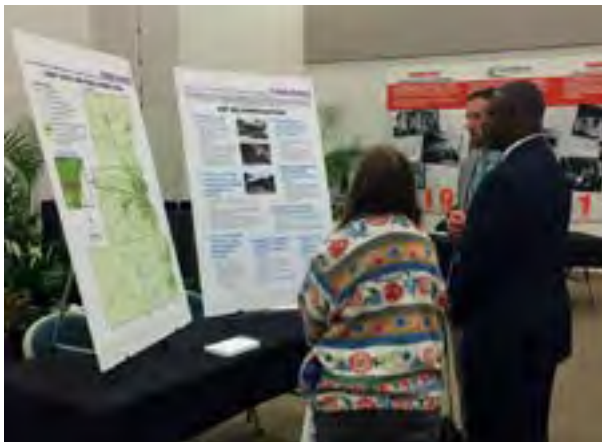
PUBLIC PARTICIPATION PLAN

APPENDIX C



PUBLIC PARTICIPATION PLAN

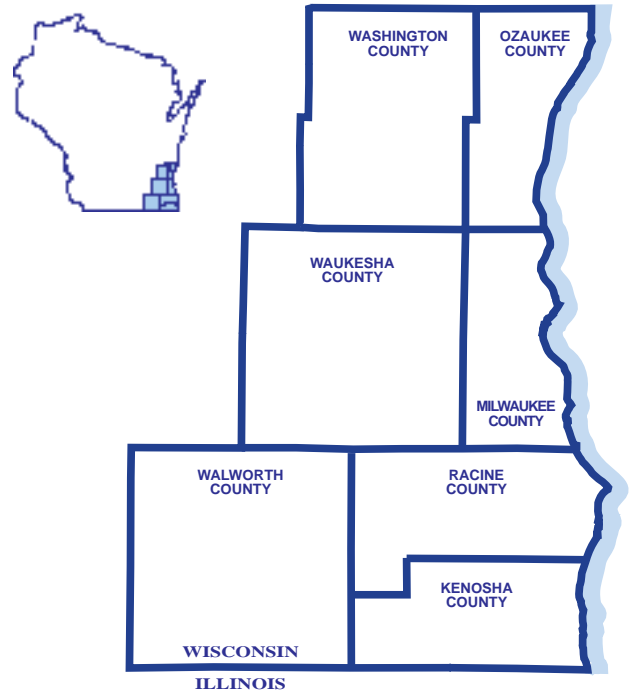
FOR REGIONAL PLANNING IN SOUTHEASTERN WISCONSIN



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:

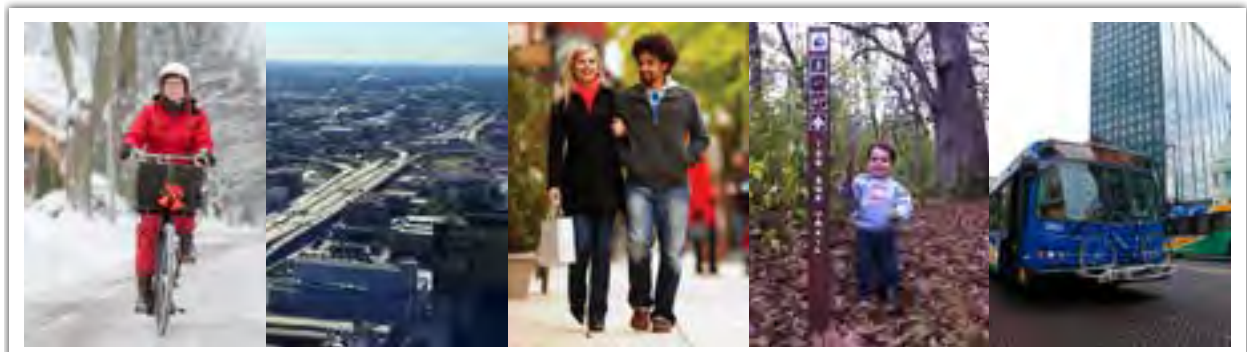
- Kenosha County
- Milwaukee County
- Ozaukee County
- Racine County
- Walworth County
- Washington County
- Waukesha County
- 148 cities, villages, and towns
- More than 2.1 million people
- About 1.2 million jobs
- Over \$170 billion in equalized valuation
- More than one-third of Wisconsin's population, jobs, and wealth



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

The Regional Planning Commission (SEWRPC) works to provide basic information and planning services **to solve problems and explore opportunities that go beyond single units of government**. In our Region, there are seven counties and nearly 150 communities, containing many public and private interests.

Planning for needs like efficient highways and public transit systems, beneficial parks and open spaces, affordable housing, 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 residents, providing many unique perspectives**.



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:

- 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 that 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
- Give residents a voice while also meeting important legal requirements
- Build important partnerships and maintain key connections for success

The rest of this document explains in detail how the Regional Planning Commission plans to provide opportunities for public participation, how it will use the ideas and comments received, and how it is prepared to evaluate success and make improvements. Suggestions are welcome on how the Commission can meet participation needs and best receive public comments (please see back cover).

The SEWRPC website at www.sewrpc.org is a ready source of full information—from newsletters and meeting details to draft recommendations and complete plans—offering an open opportunity to comment on regional planning 24 hours a day, 7 days a week.

PUBLIC PARTICIPATION GOAL

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

- Ensure early and continuous public notification about regional planning
- Provide meaningful information concerning regional planning
- Obtain participation and input in 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 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 to meet a variety of needs. In this process, the Commission will respect 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 strives to be flexible and encourages involvement in whatever way is desired and convenient.

**GREATER
INVOLVEMENT**



- **Recipient** – a person or group perhaps merely wanting to become or remain informed, that may receive materials via mail, e-mail, or other means
- **Attendee** – someone taking the step of traveling to a meeting or other event, or consulting the SEWRPC website for updates
- **Participant** – an attendee who engages in discussion or provides comments and input
- **Stakeholder** – a person or represented interest that initially had a tie to the planning effort, or that developed a stronger interest via public participation, and that continues to actively participate during the process
- **Partner** – usually a specific interest or grouping of interests that works cooperatively with the Commission staff on completing key activities such as outreach events
- **Implementer or Plan Advocate** – participants that have the authority to implement plan recommendations or that use plan information or results in seeking to achieve plan recommendations

Credit: Milwaukee Community Journal



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 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.

The components of public participation will include:

- Open Meetings
- Advisory Committee Meetings
- Public Meetings and Comment Periods
 - o Targeted Format and Frequency
 - o Broad Notification
 - o Convenient Scheduling
- Website Updates
- Document Availability and Notification
- Ensuring Environmental Justice in Planning
- Engaging Minority Populations, Low-Income Populations, and People with Disabilities
- Environmental Justice Task Force
- Public Outreach and Briefings
- Incorporation of Public Input
- Evaluation of Public Participation



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.
- People needing disability-related accommodations are encouraged 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.

Public Meetings and Comment Periods

Ongoing public comments are sought in many different ways. Formal comment periods will be used at times, with minimums noted below.

- 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.

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.

Targeted Format and Frequency

- A variety of techniques provide information, including summary handouts, visual displays, keypad polling, interactive small group discussions, 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 to 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, multiple series of public meetings will be held, with at least one early in the process to address the study scope and/or inventory findings, and later for comment on alternatives and/or a preliminary recommended plan.



- A single public meeting may be held for other efforts, including during 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.

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 via mail and e-mail 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.

Convenient Scheduling

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

- At least one meeting per county is held during each 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.
- As appropriate, community partners will hold meetings at the same time as similar public meetings.
- 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.

Website Updates – www.sewrpc.org

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



Document Availability and Notification

- All draft preliminary plans are available for public review at the Commission offices and on the SEWRPC website.
- Documents including published plans are provided to all public library systems in the Region. They 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 and e-mailing list of governments, individuals, agencies, groups, and organizations that have expressed interest in receiving information.
- Newsletters are prepared and sent during each major study to some 3,000 recipients, including local elected and appointed officials, and anyone who requests receiving the newsletters or electronic 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



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 populations 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.

Engaging Minority Populations, Low-Income Populations, and People with Disabilities

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 populations, low-income populations, and people with disabilities:

- 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.
- Partnerships and other deeper relationships will be continued with eight community partners that serve and represent the Region's minority populations, low-income populations, and people with disabilities.
- Opportunities are explored for more intensive engagement, including co-sponsored events, special meetings involving full memberships—particularly with the Commission's eight community partners—and employing small group discussion techniques.
- At the same time as certain public meetings are held for the general public, the Commission works with its community partners to host meetings for their constituents, as a way to enhance or maintain engagement with minority populations, low-income populations, and people with disabilities.
- 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.

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 one or more of the following communities: low-income, African-American, Latino, Asian, Native American, people with disabilities, 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 held as appropriate and necessary, usually on a quarterly basis. Meetings will be 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 as appropriate.

Credit: Jake Rohde



Public Outreach and Briefings

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

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 to provide 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 populations, low-income populations, and people with disabilities 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 a group.
- 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, interactive activities, focus groups, small group techniques, visioning or brainstorming, and non-traditional meeting places and events such as fairs, festivals, 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 prior to any final recommendations.

- The input received during each 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 or a separate document.

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 efforts, Commission staff will complete an evaluation of the public participation used, which will be used to guide public participation in future planning efforts. This evaluation will consider:
 - o Commission publications, public participation techniques, and conclusions regarding the overall public participation
 - o How public participation shaped the planning effort and the final plan
 - o Any comments that were received during the planning effort 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 effort is underway, as necessary and practical, factoring in any public comments that may apply.
- Individual activities and events will also be evaluated in response to measures such as participation level, feedback, and periodic sampling regarding effectiveness.



Regional Transportation Consultation Process

In addition to actively seeking participation by Southeastern Wisconsin residents, the Commission obtains considerable input during its transportation planning and programming efforts through its consultation process. This process involves coordination with and gathering input from agencies and officials responsible for other planning activities affected by transportation, as well as transit operators for public and other transit services, Indian Tribal governments, and Federal land management agencies. This valuable consultation is conducted primarily through Commission advisory committees, task forces on key issues, work with community partners, and consulting with numerous minority and low-income groups.

Credit: SEWRPC Staff





FOR MORE INFORMATION

For more detail on public participation specifically as it relates to the Commission's regional transportation planning, see *Appendix A* to this document. For more detail on the Commission's consultation process, see *Appendix B* to this document.

Your participation is valued! For more information, to provide comments, to request a meeting, or to be added to the Commission mailing or e-mailing list, please contact the:

Southeastern Wisconsin Regional Planning Commission

Kevin J. Muhs, Executive Director
kmuhs@sewrpc.org

**Nakeisha Payne, Public Involvement
and Outreach Manager**
npayne@sewrpc.org

**Montré Moore, Public Involvement
and Outreach Specialist**
mmoore@sewrpc.org

W239 N1812 Rockwood Drive
P.O. Box 1607
Waukesha, WI 53187-1607

Global Water Center
247 W. Freshwater Way
Milwaukee, WI

www.sewrpc.org | (262) 547-6721

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INTRODUCTION

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

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

This document outlines how the Commission will involve the public 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
- Evaluating the effectiveness of the public participation plan and continuing to improve public participation when possible

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

RECOMMENDED PUBLIC PARTICIPATION PLAN FOR TRANSPORTATION PLANNING

The Commission aims to ensure early and continuous public notification about regional transportation planning and programming activities, provide meaningful information concerning such activities, and obtain participation in and input to the preparation and adoption of regional transportation plans and improvement programs. In addition, the public participation process described here satisfies the public participation process requirements for the Program of Projects, as prescribed in accordance with Chapter 53 of Title 49, United States Code, and the current metropolitan and statewide

planning regulations, for the following Federal Transit Administration grantees: City of Hartford, City of Kenosha, Kenosha County, City of Milwaukee, Milwaukee County, Ozaukee County, City of Racine, Walworth County, Washington County, Waukesha County, City of West Bend, and City of Whitewater.

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

Public Notification, Access, and Input

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. In addition, the public will be encouraged to contribute to transportation planning and programming efforts to improve the results of planning and programming efforts, increase the public knowledge and understanding of those efforts, and increase the likelihood that those efforts are successfully implemented.

The techniques listed below will be used by the Commission to raise awareness of, provide public access to, and obtain public input on the preparation and adoption of regional transportation plans 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.

- **Public Notice and Agenda Availability:** The agendas for all meetings of the Commission and 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 people needing disability-related accommodations 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.

- **Public Access:** Meetings of the Commission and the Commission’s advisory committees will be open to the public to ensure that interested residents have access to 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. Advisory committee meetings will be held at locations accessible to people with disabilities, and compliant with the Americans with Disabilities Act of 1990.
- **Public Input:** Numerous opportunities for submitting public comment for consideration by the Commission and the Commission’s advisory committees will be provided. These include written comments, oral comments at public meetings, comments through the Commission website, comments through outreach activities, and other means. All comments will be documented as described below—under “Incorporation of Public Input”—and will be provided to the Commission and the Commission’s advisory committees. This documentation is intended as the primary source of formal comment to these decision-making bodies. Meetings of the Commission’s Planning and Research Committee and the Commission’s Advisory Committees on Regional Land Use Planning and Regional Transportation Planning will include in their meetings a short public comment period (up to 15 minutes). The time allowed for public comment will be divided between each registered speaker, limited to a maximum of three minutes per speaker.

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 EJTF include:

- Further facilitate the involvement of low-income communities, minority communities, and people with disabilities in regional planning
- Make recommendations on issues and analyses relevant to the needs and circumstances of low-income communities, minority communities, and people with disabilities
- Help identify the potential benefits and adverse effects of public infrastructure and services addressed in regional planning programs with respect to low-income communities, minority communities, and people with disabilities
- Advise and recommend methods to prevent the denial of benefits to low-income communities, minority communities, and people with disabilities, and to minimize or mitigate disproportionately high and adverse negative impacts on those groups
- Enhance awareness and implementation of plans, with emphasis on the needs of low-income communities, minority communities, and people with disabilities. The membership is appointed by the Regional Planning Commission, after consultation with organizations representing low-income communities, African-American communities, Latino communities, Asian communities, Native American communities, people with disabilities, and/or transit-dependent populations as appropriate.

EJTF members are from and represent low-income communities, minority communities, people with disabilities, 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 EJTF meets as appropriate and necessary, usually on a quarterly basis. 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.

- **Public Notice and Agenda Availability:** The agendas for all EJTF meetings 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 people needing disability-related accommodations 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.
- **Public Access:** All EJTF meetings are open to the public to ensure that interested residents have access to the regional transportation planning and programming process. All EJTF meetings will be held in locations that are physically accessible to people with disabilities and served by public transportation.
- **Public Input:** All EJTF meetings will include two opportunities for public comment: one near the beginning of the meeting, before new business is discussed, and one at the end of the meeting, before the EJTF adjourns.

The impact of the EJTF will be evaluated by the EJTF and the Commission in terms of process (the extent to which public involvement of low-income communities, minority communities, and people with disabilities 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 communities, minority communities, and people with disabilities). The evaluation includes determination of the degree to which EJTF recommendations have been acted upon or implemented in practice by the Commission.

Public Meetings and Public Comment Periods

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, including the use of keypad polling devices and interactive small group discussions as appropriate. Annually, at least one public meeting will 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.

- **Public Notice:** 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 populations 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 people needing disability-related accommodations 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, and through the Commission's electronic newsletter distribution list.

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 on 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 be distributed to media representatives when using press releases. Brochures, fact sheets, public meeting notices, and newsletters will be prepared in user-friendly lay language to the extent possible.

- **Public Access:** The Commission will attempt to select locations that are accessible to minority populations 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.
- **Public Input:** The comments received by the Commission at public meetings—written and oral comments—will be recorded for consideration prior to preparing the final recommendations of the plan or program under consideration. 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 a preliminary recommended plan is being presented—will also include the opportunity to formally offer oral comment. 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.

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 only in one county of the Region for a transit development plan focusing on the transit services within that county. The public meetings will be scheduled during a formal public comment period as discussed under each bullet below. 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.

- **Major Regional Transportation Plan Updates and Other Major Regional Studies:** During the conduct of major regional transportation plan updates—anticipated to occur about every 10 years—and during other major regional studies, multiple series of public meetings will be held, with at least one meeting in each county during each series. At least one of the 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. Another 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.

A formal public comment period of at least 30 days will be offered before the adoption of a major regional transportation plan update or other major regional study, and will coincide with at least one series of public meetings.

- **Minor Reviews and Reaffirmations of the Regional Transportation Plan and Sub-Regional Studies:** 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, at least one public meeting will be held. Sub-regional studies include, but are not limited to, county- or community-specific transit development plans and jurisdictional highway system plans. The meeting will be held when alternatives are being considered (if applicable) and when a preliminary recommended plan is presented.

A formal public comment period of at least 30 days will be offered before the adoption of a minor review and reaffirmation of the regional transportation plan or sub-regional study, and will coincide with at least one public meeting. In addition, a formal comment period of at least 30 days will be provided before the adoption of an amendment to the regional transportation plan or any sub-regional study.

- **Transportation Improvement Program:** During the preparation of the transportation improvement program (TIP)—anticipated to occur every two years—at least one public meeting will be held. A formal public comment period of at least 30 days will be offered before the adoption of the TIP, and will coincide with at least one public meeting.

Periodically, amendment to the TIP—adding or deleting a transportation projects, or incorporating changes in project scope, cost, or timing—are necessary to ensure the relevancy of the program. As part of incorporating these changes to the program—anticipated to occur every one to two months—appropriate opportunity for public review and comment will be provided. The criteria used to determine

the type of change (major or minor amendment or administrative modification) and attendant level of advisory committee and public involvement are provided in the TIP. Major 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 minor 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 and approved amendments will also be provided on the Commission's website.

- **Public Participation Plan:** The Commission will periodically review this public participation plan document, considering the evaluations of public participation following completed studies (see "Evaluation of Public Participation," below), 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 public meeting and a 45 day public comment period, prior to its update.

Should it be determined by the Commission or an advisory committee guiding a particular 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 will maintain and update 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 Commission's website will be 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 will be online, as well as hundreds of publications, planning data and resource inventories, and background information on relevant planning efforts. People visiting the website will 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 website will also provide ready access and an open opportunity to comment on regional planning 24 hours a day, 7 days a week.

The website will also provide comprehensive information about each Commission regional and subregional transportation planning and programming effort underway. In some cases, individual websites (linked to the main Commission website) will be created for major regional studies to increase public involvement and understanding of the study. Regardless of whether or not an individual website is created, 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, EJTF, and public meetings, and also Commission meetings addressing initiation or adoption of a regional transportation plan or transportation improvement program
- Advisory committee and EJTF 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
- Means to submit comments regarding the planning or programming effort
- Records of public comments

Mailing and E-Mailing Lists

In order to increase awareness of public meetings, planning efforts, and other Commission activities, 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 these contact lists on the Commission website or by contacting the Commission staff. The contact lists will include organizations and media associated with minority populations and low-income populations. Newsletters prepared for Commission transportation planning studies will utilize these contact lists, and notification of all public meetings will be transmitted electronically to individuals on the e-mailing list.

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.

Document Availability

In addition to the advisory committees, EJTF, public meetings, and other public involvement techniques described previously, all Commission preliminary plans will be available for public review on the Commission website and at the Commission offices in order to increase public awareness of the Commission’s work and provide an opportunity for the public to comment before a final plan is developed. Copies of preliminary plans will be distributed upon request. Preliminary regional plans will be summarized in newsletters and/or shorter documents and brochures, that 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. In addition, Commission final plans and documents will be available on the Commission website. 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.

Outreach and Briefings

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 populations 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 during a planning effort.

During regional land use and transportation planning efforts, the Commission will also use 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, social media, and others.

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 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 either the primary planning or programming document being produced or within the separate document. 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 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 the 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 effort, Commission staff will complete an evaluation of the public participation process for that particular effort. 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 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 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 through the Commission's quarterly Progress Report, in which the Commission reports on the progress of the Commission's transportation work program every three months.

Table 1
SEWRPC Public Participation Process Evaluation Criteria*

Measured Activity Descriptions by Public Participation Goal Components	Evaluation Criteria/ Mechanisms	Target or Measurement
<i>Goal Part 1: Ensure Early and Continuous Public Notification</i>		
* Central city, minority, and low-income group updates via personal letter, often with informational materials, and follow-up as appropriate	Such letters correspond to all major stages in relevant planning programs, notably transportation, otherwise routine updates are given	At least 2 updates per year to approximately 90 to 100 organization contacts (subgroupings for local studies)
* Paid advertisements for public meetings and/or planning program announcements in a variety of newspapers (dependent on number of planning programs active and their respective stages of planning)	Publication in newspapers of record for counties as appropriate, and minority owned papers	Approximately 10 events or activities advertised per year, many with multiple ads
* Website hits to be monitored numerically and for trends; website comments also monitored for trends	Research recent SEWRPC website use patterns; monitoring of use changes and comments	Increase hits by 5 percent
<i>Goal Part 2: Provide Meaningful Information</i>		
* Briefings, presentations, or other meetings with groups representing environmental justice interests	In-person contacts with group directors, boards, clientele, membership, or other parties	Reach at least 100 groups, totaling at least 200 meetings annually (includes primary contacts and key partners)
* SEWRPC newsletter development and distribution, to share information and maintain continuity	Newsletter published and distributed to interested parties and contacts	At least 2 issues per year
* Summary publications including brochures to help shorten and simplify newsletter content and other planning material, or to introduce programs or basic concepts	Publications are developed and used, matching needs	At least 3 products per year
<i>Goal Part 3: Obtain Participation and Input</i>		
* Formal meetings with representatives from the primary organizational contacts identified by SEWRPC and its Environmental Justice Task Force	Written summary of key concerns and suggestions; follow-up contacts; and involvement in joint activities	At least 2 direct contacts with each of some 41 primary organizations per year, totaling at least 60 meetings
* Public informational meetings held at each major stage of planning efforts	Numbers and locations of meetings are appropriate to the planning study/program; meetings are held in each appropriate county, including central cities	At least 1 meeting or a series of meetings each year, regardless of planning activity (often more)
* Nontraditional public outreach techniques used in addition to the more traditional efforts noted above	SEWRPC presence is exhibited at festivals, fairs, neighborhood events and/or similar opportunities	Approximately 3-4 times per year

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

Modification of Public Participation Efforts

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

Individual public participation activities and events will also be 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 Commission website. Any improvements could then immediately be implemented for related future activities and events.

Engaging Minority Populations 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 populations and low-income populations in transportation planning and programming studies, as partly described under the Public Notification, Access, and Input section. The Environmental Justice Task Force discussed in that section is one additional step taken by the Commission. Below, additional detail on engaging minority populations 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 maintains and routinely updates demographic data that allows for the identification of the general size and location of low-income populations and minority populations. The Commission has taken steps to increase planning process participation by minority populations 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 populations 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 in planning efforts, seeking input on scope, alternatives, potential costs, benefits and impacts, and public involvement.
- **Public Meetings Hosted by Community Partners:** The Commission has identified eight community partners that represent or work closely with low-income communities, minority communities, or people with disabilities. Currently, these partners include Common Ground of Southeastern Wisconsin, Ethnically Diverse Business Coalition, Hmong American Friendship Association, IndependenceFirst, Milwaukee Urban League, Southside Organizing Committee, Urban Economic Development Association

of Wisconsin, and Urban League of Racine and Kenosha. During each major planning effort, the Commission staff will work with each of these community partners to host a parallel series of public meetings targeted at gathering input from the communities that each partner represents to enhance and strengthen the Commission's outreach to these communities and the level of public input received by the Commission from these communities.

- **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 people with disabilities 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. Additionally, the Commission will respond to requests for disability-related accommodations, and will arrange to accommodate those needs. As stated earlier in this document, all public notices and advertisements of public meetings will indicate that people needing disability-related accommodations should contact the Commission offices to allow for arrangements to be made prior to the meeting date.

REGIONAL TRANSPORTATION CONSULTATION PROCESS

The Commission obtains considerable input through consultation with the agencies and officials within the metropolitan planning area who are responsible for other planning activities affected by transportation, as well as transit operators for public and other transit services, Indian Tribal governments, and Federal land management agencies. Federal Statute and regulations require the Commission, as the metropolitan planning organization (MPO) for Southeastern Wisconsin, to carry out and document this consultation process. Appendix B to the *“Public Participation Plan for Regional Planning in Southeastern Wisconsin”* explains and documents this consultation process, which was followed most recently during the preparation of VISION 2050, the year 2050 regional land use and transportation system plan, which was adopted in July 2016.

* * *

Contact Information for the Southeastern Wisconsin Regional Planning Commission:

Kenneth R. Yunker, Executive Director
Kevin J. Muhs, Assistant Director
Stephen P. Adams, Public Involvement and Outreach Manager
Nakeisha N. Payne, Senior Public Involvement and Outreach Specialist
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

INTRODUCTION

In addition to actively seeking participation by Southeastern Wisconsin residents, the Commission obtains considerable input through consultation with the agencies and officials within the metropolitan planning area who are responsible for other planning activities affected by transportation, as well as transit operators for public and other transit services, Indian Tribal governments, and Federal land management agencies. Federal Statute and regulations require the Commission, as the metropolitan planning organization (MPO) for Southeastern Wisconsin, to carry out and document this consultation process. This memorandum documents the Commission's consultation process, which was followed most recently during the preparation of VISION 2050, the year 2050 regional land use and transportation system plan, which was adopted in July 2016. For the purposes of this memorandum, the transportation component of the regional land use and transportation plan is referred to simply as the regional transportation plan.

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 structure is intended to promote intergovernmental and interagency coordination, and to provide direct liaisons between the Commission's planning effort and the local and State governments that are responsible for implementing the recommendations of the regional transportation plan. The Advisory Committee on Regional Transportation Planning includes representatives from:

- Each of the seven counties in the Region (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha)
- Jefferson and Dodge Counties (which include small portions of the Milwaukee and West Bend urbanized areas, respectively)
- Selected municipalities in the Region
- Wisconsin Department of Transportation
- Wisconsin Department of Natural Resources
- U.S. Department of Transportation, Federal Highway Administration
- U.S. Department of Transportation, Federal Transit Administration
- U.S. Environmental Protection Agency

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 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 include representatives from:

- Each of the 148 local governments (cities, villages, and towns) in Southeastern Wisconsin
- Each of the seven counties (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha)
- Wisconsin Department of Transportation
- U.S. Department of Transportation, Federal Highway Administration

Together, the Advisory Committee on Regional Transportation Planning and the jurisdictional highway planning advisory committees 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 seniors and people with disabilities).

The transportation improvement program (TIP) includes projects consistent with the regional transportation plan to be implemented over the immediate four-year period. Its preparation is guided by five advisory committees on transportation system planning and programming—one for each of the five urbanized areas of the Region. These committees include 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 TIP process, the Commission solicits projects from transit operators and local units of government and agencies.

OTHER CONSULTATION EFFORTS

The Commission conducts a number of additional consultation efforts during the preparation of the regional transportation plan. One such effort involves consulting with numerous groups, organizations, and officials representing minority and low-income populations. For this purpose, the Commission maintains a list of nearly 100 minority and low-income organization contacts, which is periodically reviewed and updated. Consultation with these groups is initiated at the beginning of the planning process and continues throughout the process. During major junctures in the process, staff makes personal contacts, sends summary materials, and holds meetings or presentations with groups, their staff, and/or their leadership. A subset of over 40 primary organization contacts have also been identified for more frequent and/or more intensive contact.

Initiated during VISION 2050, the Commission also has partnerships with eight community organizations (from the primary organization list) specifically targeted at reaching and engaging minority populations, low-income individuals, and people with disabilities. These community partners host meetings for their constituents that correspond with, and augment, public meetings held during the regional transportation planning process. Attendees at these meetings are specifically asked to identify their transportation needs. The eight partners include:

- Common Ground of Southeastern Wisconsin
- Ethnically Diverse Business Coalition

- Hmong American Friendship Association
- IndependenceFirst
- Milwaukee Urban League
- Southside Organizing Committee
- Urban Economic Development Association of Wisconsin
- Urban League of Racine and Kenosha

Another such effort is through a series of task forces convened to examine specific issues related to land use and transportation during the plan development process. Consultation occurs throughout the process, and includes meetings and other direct communications with task force members. These task forces and their associated issues include:

- Environmental justice (including minority populations, low-income populations, and people with disabilities)
- Freight movement
- Human services transportation needs (including seniors and people with disabilities)
- Land use (including farming, builder, realtor, and environmental interests)
- Natural resource agencies
- Non-motorized transportation (including bicycle and pedestrian facilities)
- Public transit
- Transportation needs of business, industry, workforce development, and higher education
- Transportation systems management
- Women's land use and transportation issues

Environmental Justice Task Force

This task force, discussed in more detail in the Commission's Public Participation Plan, was established to enhance the consideration and integration of environmental justice for minority and low-income groups and people with disabilities throughout the Commission's regional planning processes. One of its roles is to review and comment on regional planning documents and analyses, with a specific focus on the plan's effects on environmental justice populations and whether and how the benefits and burdens would be shared. The Environmental Justice Task Force is a formal advisory body to the Commission, meeting as appropriate, usually on a quarterly basis. Its appointed voting members are from and represent one or more of the following communities: minority populations, low-income individuals, people with disabilities, and/or transit-dependent populations.

Task Force on Freight Movement

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

Task Force on Human Services Transportation Needs

The object of this task force is to consider the transportation needs of seniors, particularly related to addressing challenges associated with seniors being able to age in place, and as well consider ways to independently meet the transportation needs of people with disabilities. Through this task force, the Commission consults 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. The Commission also consults with these representatives 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.

Task Force on Land Use

The purpose of consulting with this task force is to identify and consider issues related to land use development and redevelopment as well as open space preservation. As part of land use planning activities, such as preparation of the regional land use and transportation plan, the Commission consults with representatives of governmental agencies such as the Wisconsin Department of Natural Resources; non-profit organizations such as land trusts and conservancies, farm bureaus, and builder and realtor associations; and the University of Wisconsin-Extension.

Task Force on Non-motorized Transportation

The intent in consulting with this task force is to identify bicycle and pedestrian problems and needs in the Region, and to identify potential improvements for consideration in the regional transportation plan. The task force includes representatives from local governments, the Wisconsin Department of Natural Resources, WisDOT, non-profit organizations and university researchers interested in improving bicycle and pedestrian travel in the Region, and bicycle manufacturers and retailers.

Natural Resource Agencies Task Force

The goal of this task force is to link regional transportation planning with the National Environmental Policy Act and project preliminary engineering. Through this linkage, there is an improved understanding of the data and alternatives considered and recommendations made through the regional transportation planning process, as well as an enhanced consideration and evaluation of the environmental impacts of regional plan alternatives. The task force involves Federal and State environmental resource agencies, as well as transportation agencies. The agencies and groups involved include:

- Wisconsin Department of Transportation

- Wisconsin Department of Natural Resources

- Wisconsin Historical Society

- Wisconsin Department of Agriculture, Trade and Consumer Protection

- U.S. Department of Transportation, Federal Highway Administration

- U.S. Department of Transportation, Federal Transit Administration

- U.S. Department of Agriculture, Natural Resource Conservation Service
- U.S. Coast Guard
- U.S. Department of the Interior, National Park Service
- U.S. Department of Agriculture, Forest Service
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- U.S. Environmental Protection Agency
- Great Lakes Inter-Tribal Council—a coalition of 12 Native American Tribes of Wisconsin and Upper Michigan, which includes 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

Task Force on Public Transit

The objective of consulting with this task force is to identify existing public transit problems and needs, and to identify potential public transit improvements for consideration in the regional transportation plan. The task force includes representatives of the operators of public transit services in the Region, local governments, WisDOT, non-profit organizations interested in improving public transit service in the Region, and private sector firms involved with planning public transit improvements. Outside the task force setting, the Commission also consults directly with the public transit operators.

Transportation Needs of Business, Industry, Workforce Development, and Higher Education

This group is consulted to identify the transportation needs of business, industry, workforce development, and higher education. Business and industry groups that are consulted include business alliances, economic development corporations, chambers of commerce, Greater Milwaukee Committee, Milwaukee Metropolitan Association of Commerce, the Milwaukee 7 Regional Economic Development Council, and the Wisconsin Economic Development Corporation. Workforce development and higher education groups consulted include workforce development/investment boards and major technical colleges and universities.

Task Force on Transportation Systems Management

This task force involves consulting with transportation system operations professionals 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; and WisDOT engineering and traffic operations staff, including the director of the Statewide Traffic Operations Center.

Task Force on Women’s Land Use and Transportation Issues

This task force is focused on identifying land use and transportation issues for women and families in the Region, such as access to jobs, affordable housing and social services, as well as safety and security concerns. The task force primarily includes representatives from non-profit organizations such as Habitat for Humanity, Interfaith Caregivers, Sojourner Family Peace Center, United Way, Women’s Resource Center, and YWCA.

* * *

TITLE VI YEAR 2021 ACCOMPLISHMENTS AND YEAR 2023 GOALS APPENDIX D

YEAR 2021 ACCOMPLISHMENTS

- Outreach and involvement efforts have continued and 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, which was updated in 2016.
- Four editions of SEWRPC’s *Regional Planning News* were distributed in March, June, September, and December to the general public. They included updates on numerous Commission planning efforts, including the Chloride Impact Study, the Regional Food System Plan (RFSP), the Comprehensive Economic Development Strategy (CEDS), the North-South Transit Enhancement Study (NSTES), and workforce transportation initiatives.
- One personalized letter was distributed in February to each of the leaders of more than 75 community organizations representing low-income residents and residents of color across the Region. This letter provided updates on the RFSP, CEDS, NSTES, and Transportation Improvement Program (TIP). The letter also offered opportunities to meet individually with Commission staff.
- SEWRPC’s Environmental Justice Task Force (EJTF) met four times, in March, July, October and December. Highlights from the meetings were updates on the public involvement and outreach done each quarter and presentations about the NSTES; RFSP; CEDS; I-94 East-West project; Kenosha Innovation Neighborhood; and Equity, Planning, and Prioritization.
- SEWRPC staff met with regional elected officials to provide a better understanding of the NSTES and other SEWRPC-related projects.
- NSTES public meetings were held in February, June, and October. The following methods were used to inform and invite interested parties to the public meetings: regional postcard notifications, community partner meeting postcard notifications, one personal letter, Facebook and Twitter notifications, email invitations, personal phone calls, and articles in SEWRPC’s *Regional Planning News*.
- RFSP Virtual Kick-Off meetings were held in August. The following methods were used to inform and invite interested parties to the Kick-Off meetings: newspaper advertisements, regional postcard notifications, community partner notifications, Facebook and Twitter notifications, email notifications, and articles in SEWRPC’s *Regional Planning News*.
- A CEDS virtual stakeholder meeting was held in March. The following methods were used to inform and invite interested parties to the meeting: outreach through the Milwaukee 7 Economic Development Partnership, community partner notifications, Facebook and Twitter notifications, email notifications, and articles in SEWRPC’s *Regional Planning News*.
- SEWRPC recruitment efforts included participation in events like the 2021 Racine Unified School District (RUSD) Career Day for high schoolers and STEMForward programs reaching the middle schoolers.

YEAR 2023 GOALS

- Continue and expand our outreach and involvement efforts for communities of color and engage 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.
- Increase traffic to SEWRPC virtual platforms, to engage the community with SEWRPC related projects and the community engagement SEWRPC does on a consistent basis.

- Increase SEWRPC youth engagement by serving as mentors, participating in careers fairs and speaking to elementary, middle, and high school classes to develop a career pipeline to SEWRPC-related jobs.
- Continue and expand implementation of minority student engineering and planning research aide program and increase minority staff.
- Implement the Commission public involvement process, including recommendations for outreach to address Title VI and environmental justice, and the LEP language assistance plan.
- Conduct an agency-wide training program in LEP language assistance.
- 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.
- Actively engage and promote appointments of seniors, veterans, and people with disabilities to committees related to the planning process.
- Promote and encourage continued public participation and outreach during the upcoming year, including continuing and expanding collaborative relationships with nine Community Partners to better target and engage low-income neighborhoods, communities of color, people with disabilities, and seniors.
- With the Milwaukee Satellite Office operating at the offices of the Global Water Center, SEWRPC also looks to continue partnerships with environmentally focused organizations within the Global Water Center, as well as the commercial and neighborhood revitalization efforts.

These activities will be completed by the Commission's Public Involvement and Outreach staff and, at events, the Transportation, Land Use, Special Projects, and/or Environmental Division staff.

**FHWA-SUBRECIPIENT TITLE VI ASSURANCES AND
IMPLEMENTATION PLAN AGREEMENT FFY 2023
APPENDIX E**

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2022**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director, because the signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the *WisDOT Title VI Implementation Plan*.
- The second Section entitled **Part 2: Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s *submission of its implementation plan*.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2022**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and Southeastern Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Elizabeth Larsen Title: Director of Administration

ORGANIZATION: Southeastern Wisconsin Regional Planning Commission

MAILING ADDRESS: P.O. Box 1607, Waukesha, WI 53186-1607

EMAIL ADDRESS: elarsen@sewrpc.org

PHONE: 262-953-3201 Fax : 262-547-1103

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Kevin J. Muhs

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** (click on box to insert "X")? Yes No

If yes, provide date of expected Board or Commission approval: [*Click and type here to enter text*]

FHWA SUBRECIPIENT TITLE VI/NONDISCRIMINATION ASSURANCES FFY 2022

Title VI Policy Statement

The Southeastern Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) 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, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), 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 Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The (*Southeastern Wisconsin Regional Planning Commission*) (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (***Federal Highway Administration***).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted ***Continuing Land Use Transportation Study***:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all ***Continuing Land Use Transportation Study*** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The ***Southeastern Wisconsin Regional Planning Commission***, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form

of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, *the Southeastern Wisconsin Regional Planning Commission* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *Wisconsin Department of Transportation's* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Wisconsin Department of Transportation*. You must keep records, reports, and submit the material for review upon request to the *Wisconsin Department of Transportation*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The *Southeastern Wisconsin Regional Planning Commission* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Continuing Land Use Transportation Study*. This ASSURANCE is binding on the *Southeastern Wisconsin Regional Planning Commission*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Continuing Land Use Transportation Study*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Southeastern Wisconsin Regional Planning Commission

By



(Signature of Authorized Official)

DATED: 9/30/2021

Appendix A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration*, as they may be amended from time to time, 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, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *Federal Highway Administration* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *Federal Highway Administration*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *Federal Highway Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **(Title of Sub-Recipient)** will accept title to the lands and maintain the project constructed thereon in accordance with **(Name of Appropriate Legislative Authority)**, the Regulations for the Administration of **(Naming of Appropriate Program)**, and the policies and procedures prescribed by the **(Federal Highway Administration)** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **(Title of Sub-Recipient)** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto **(Title of Sub-Recipient)** 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 Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **(Title of Sub-Recipient)**, its successors and assigns.

The **(Title of Sub-Recipient)**, 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 will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the **(Title of Sub-Recipient)** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **(Title of Sub-Recipient)** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - I. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **(Title of Sub-Recipient)** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **(Title of Sub-Recipient)** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **(Title of Sub-Recipient)** and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2023**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance and committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2023** (hereinafter “**2023 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

September 30, 2022

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s submission of a Title VI **Implementation Plan**.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

September 30, 2022

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2023**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and Southeastern Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN PART 1: TITLE VI ASSURANCES, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: *[Click and type here to enter text]* **Title:** *[Click and type here to enter text]*

EMPLOYING ORGANIZATION: *[Click and type here to enter text]*

MAILING ADDRESS: *[Click and type here to enter text]*

EMAIL ADDRESS: *[Click and type here to enter text]*

PHONE:*[Click and type here to enter text]* **Fax :** *[Click and type here to enter text]*

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Kevin J. Muhs
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

Title VI Policy Statement

The Southeastern Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) 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, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), 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 Subrecipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (the recipient) are required to meet requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the Southeastern Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2023 the Southeastern Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2023 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2023 the Southeastern Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/ program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Subrecipient Title VI Review***).

C. Consultant Review Procedures

In FFY 2023 the Southeastern Wisconsin Regional Planning Commission **should**:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors and consultants to include, where applicable, policies, procedures and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance as your subrecipient.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2023 the Southeastern Wisconsin Regional Planning Commission **should**:

1. annually submit specific processes and procedures for collecting, analyzing, using and reporting data on Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, sex, and limited English proficiency.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2023 the Southeastern Wisconsin Regional Planning Commission **should:**

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

F. Dissemination of Title VI Information

The Southeastern Wisconsin Regional Planning Commission **should:**

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of outreach and public education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2023, the Southeastern Wisconsin Regional Planning Commission **should**:

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - a) American Community Survey data on Languages spoken at home and ability to speak English or
 - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

H. Review of Internal Policies and Directives

The Southeastern Wisconsin Regional Planning Commission **should**:

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Subrecipient Title VI Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the “Complaint Processing Procedures” section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2023, The Southeastern Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Southeastern Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2023 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin (including limited English proficiency) may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.*

*See contact information on Page No. 11

In FFY 2023, Southeastern Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization’s internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2023, the Southeastern Wisconsin Regional Planning Commission **shall** implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR **shall**:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR **shall** annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR **shall** advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
 - a) name, address and phone number of the complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, or national origin)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT and FHWA Division Offices do **not** investigate Title VI complaints

- b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The Southeastern Wisconsin Regional Planning Commission **should:**

- 1. annually complete and submit all information requested within the annual ***WisDOT Title VI Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2023 ASSURANCES AND AGREEMENT***.

2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.
3. 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 **2023 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2023 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a **Title VI Goals and Accomplishments Report** or within the **WisDOT Subrecipient Title VI Review**.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

b) Annual Goals

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

Sanctions

In the event the Southeastern Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2023**, 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 Subrecipient 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 Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the [Click and type name of Subrecipient agency/organization]'s responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that [Click and type name of Subrecipient agency/organization] is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Lea Collins-Worachek

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

10/14/22

Date

Subrecipient Executive Director or Responsible Official:

[Handwritten Signature]

Executive Director or Responsible Official Signature

Executive Director

Title

Southeastern Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

9/28/2022

Date

METROPOLITAN PLANNING FACTORS

APPENDIX F

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), the Fixing America's Surface Transportation Act (FAST-Act), and Bipartisan Infrastructure Law (BIL) made minor modifications to these factors. The ten metropolitan planning factors include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security 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, housing, 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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

The following table illustrates the 2023 OWP projects included in the SEWRPC 2023 continuing regional land use transportation study and the metropolitan planning factors to be considered in each project:

Project Number	Project Name	Metropolitan Planning Factors									
		1	2	3	4	5	6	7	8	9	10
100-1000	Land Use Inventory	X				X				X	
100-2000	Land Platting Inventory and Special Environmental Assessments					X				X	
110-1000	Land Use Plan Implementation and Community Assistance	X	X	X	X	X	X	X	X	X	X
110-3000	Preparation of Regional Zoning Guide					X				X	
120-1000	Year 2050 Land Use Plan	X				X				X	X
200-1000	Transportation Planning Support and Assistance	X	X	X	X	X	X	X	X	X	X
210-1000	Short-Range Transportation Planning and Programming	X	X	X	X	X	X	X	X	X	X
220-1000	Long-Range Transportation Planning and Programming	X	X	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				X	
420-1000	Regional Base Mapping and Survey Control	X				X				X	

MEETING SCHEDULE FOR 2023

APPENDIX G

Meeting	Responsible Agency	Tentative Dates (2023)
Director Meetings	WisDOT	January 24, April 25, July 25, October 24
Mid-Year Review	MPO/WisDOT/FHWA	May/June 2023
Work Program Meeting	WisDOT/MPO	October 2023
Plan and Program Advisory Committee Meetings	MPO	At Call of Committee Chairs
Commission Quarterly Meetings	MPO	March, June, September, and December 2023. Specific dates to be scheduled in December 2022.

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.

**SOUTHEASTERN WISCONSIN REGIONAL
PLANNING COMMISSION STAFF: 2023
APPENDIX H**

Executive Leadership

Benjamin R. McKay, AICP, *Interim Executive Director*

Administrative Services

Elizabeth A. Larsen, SPHR, SHRM-SCP,
Director of Administration

Alexa J. Carzoli, *Assistant Graphic Designer*
Megan I. Deau, *Senior Graphic Designer*
Robert J. Klatkiewicz, *Office Clerk*
Catherine M. Pozum, *Bookkeeper/HR Specialist*
Richard J. Wazny, *Print Shop/Building Supervisor*

Environmental Planning

Laura K. Herrick, PE, CFM, Chief Environmental Engineer
Dr. Thomas M. Slawski, Chief Specialist-Biologist

Michael A. Borst, *Research Analyst*
Dr. Joseph E. Boxhorn, *Principal Planner*
Dale Buser, *Principal Specialist*
Jennifer L. Dietl, *Principal Specialist*
Shane T. Heyel, *Senior Specialist*
Karin M. Hollister, PE, *Senior Engineer*
Christopher J. Jors, *Principal Specialist*
Zachary P. Kron, *Senior Specialist*
Zijia Li, PE *Engineer*
James M. Mahoney, PE, *Engineer*
Nicklaus J. Neureuther, *Specialist*
Zofia Noe, *Senior Specialist*
Julia C. Orlovski, PE *Engineer*
Aaron W. Owens, *Senior Planner*
Justin P. Poinatte, *Senior Specialist*
Megan A. Shedivy, *Planner*

Land Use Planning

Joel E. Dietl, Chief Land Use Planner

Rochelle M. Brien, AICP, *Senior Planner*
Frank G. Fierek, Jr., *Senior Specialist*
Barry A. Gore, *Principal Planner*
Joyce A. Gramz, *Senior GIS Specialist*
Richard R. Kania, AICP, RLA, *Principal Planner*
Kendall J. Johnson, *Research Analyst*
Katelyn M. Miner, *Planner*
Miranda L. Page, *Planner*
Robbie L. Robinson, *Senior Planner*
David A. Schilling, *Principal Planner*
James P. Siegler, *Planner*
Kathryn E. Sobottke, *Principal Specialist*

Public Involvement and Outreach

Nakeisha N. Payne,
Public Involvement and Outreach Manager

Montre J. Moore, *Public Involvement and Outreach Specialist*

Special Projects

Eric D. Lynde, Chief Special Projects Planner

Kaleb W. Kutz, *Planner*
Christopher D. Parisey, *Senior Planner*

Surveying and GIS

Robert W. Merry, PLS, Chief Surveyor
Michael G. Gosetti, GIS Manager

Patricia L. Bouchard, *GIS Specialist*
Timothy R. Gorsegner, *GIS Specialist*
Benjamin O. Johnson, *Land Survey Assistant*
Justin D. Kendall, *Systems Analyst*
Bradley T. Subotnik, *Senior GIS Specialist*
Andrew J. Traeger, *Certified Survey Technician*
Megan V. Tornoe, *Land Survey Assistant*

Transportation Planning

Christopher T. Hiebert, PE, Chief Transportation Engineer
Ryan W. Hoel, PE, Deputy Chief Transportation Engineer

Dr. Gom B. Ale, *Principal Planner*
Elizabeth T. Callin, *Senior Planner*
Carrie L. Cooper, *Principal Planner*
Joseph M. Delmagori, *Senior Planner*
Victor T. Helin, *Senior Planner*
Ethan S. Johnson, *Senior Planner*
Reginald L. Mason, *Research Analyst*
Gabriel A. Rosenwald, *Engineer*
Xylia N. Rueda, *Senior Planner*
Jennifer B. Sarnecki, *Principal Planner*
Dana M. Shinnors, *Lead Commute Program Coordinator*

MEMBERSHIP OF THE COMMISSION AND TRANSPORTATION ADVISORY COMMITTEES APPENDIX I

Since the Southeastern Wisconsin Regional Planning Commission (SEWRPC) was created in 1960, its governing structure has been mandated by State law and remains 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 55 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) that reviews regional transportation plans, programs, and public outreach with respect to civil rights and environmental justice concerns. Links to the current rosters of these transportation advisory committees and EJTF are provided below.

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

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/TSPPKenoshaUrbanizedArea.htm

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

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/TSPPMilwaukeeUrbanizedArea.htm

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

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/TSPPRacineUrbanizedArea.htm

Advisory Committee on Transportation System Planning and Programming for the Round Lake Beach-McHenry-Grayslake, IL-WI Urbanized Area (Wisconsin Portion)

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/IC-ACTranSystemPlanningRound-M.htm

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

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/TSPWestBendUrbanizedArea.htm

- **Advisory Committee on Regional Transportation Planning**

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/TC-AConRegionalTransPlanning.htm

- **Environmental Justice Task Force**

www.sewrpc.org/SEWRPC/DataResources/CommissionAdvisoryCommittees/EnvironmentalJusticeTaskForce.htm

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 \$31 million of Federal Highway Administration Surface Transportation Program – Milwaukee Urbanized Area funds, about \$27 million annually of Federal Transit Administration Section 5307 – Milwaukee Urbanized Area funds, and about \$4 million annually of Federal Highway Administration Transportation Alternatives Program funds).

The Commission's Advisory Committee on Regional Transportation 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 32 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. The structure of the county/community members of the Committee reflects the population proportionality of each county and municipality within Southeastern Wisconsin. The Committee includes four members representing Milwaukee County (with three members appointed by the County Executive and one member appointed by the County Board Chairman) and five members representing the City of Milwaukee (with four members appointed by the Mayor and one member appointed by the Common Council President). In addition to the 32 Committee members, there are four liaisons to the Committee. As small portions of the Milwaukee and West Bend urbanized areas are located in counties outside of the seven-county Region (Jefferson County and Dodge County, respectively), the Committee includes a liaison from Jefferson County to represent the portion of that county in the Milwaukee urbanized area and a liaison from Dodge County to represent the portion of that county in the West Bend urbanized area. The other two liaisons include a member of the Commission's Environmental Justice Task Force and a representative from the Chicago Metropolitan Agency for Planning.

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 six 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 Chairman) 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. As a small portion of the Milwaukee Urbanized Area is located outside of the seven County Region in Jefferson County, the Committee includes a liaison from Jefferson County to represent the portion of the Milwaukee Urbanized Area in that 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 that 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 groups and low-income groups, and the representation of such groups, throughout the regional planning and programming process. The Task Force is made up of 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 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 Planning.

