



AGENDA FOR PUBLIC WORKS COMMISSION

A Public Works Commission meeting will be held on **Wednesday, January 24, 2024 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile

+13092053325,,2708608080#,,,,*206751# US

Call to Order - Roll Call

Approve Minutes

[December 2023 Minutes](#)

Discussion Items

1. Airport Update
2. [Asphalt Paving Charge-Out Rate Approval](#)
3. [2020 Census Defined Urban Area Boundary Adjustments](#)
4. Project Updates
5. [Building Code/Violation Report](#)
6. Payment of Monthly Water & Sewer Bills
7. Departmental Reports
8. Director's Report

Adjourn

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

AMENDED MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, December 27, 2023 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:30 PM by Lamont Kiefer

Call to Order - Roll Call

Quorum Present (YES)

John Glynn (P), Dean Peterson (P), Lamont Kiefer (P), Brian Rice (P), Kerwin Greeno (P),

Mayor Mike Murray (P), Nicole Hart (P)

Also present, Director Kirk Arity (P), Joe Kube (P), Mark Rezin (P), Brian Berquist (P)

Approve Minutes

November 2023 Minutes - Motion 1st by Murray, 2nd by Glynn. All ayes. Motioned carried.

Discussion Items

1. Airport Update

Street department will be doing tree and brush removal at the east end of the runway.

2. Approve Sourcewell Contract: 930-14 Wheel Loader

Brief overview of equipment. Motion to approve by Murray, second by Peterson. All ayes. Motion carried.

3. Maintenance Chip Seal Proposal Approval

Motion to approve chip seal proposal by Murray, second by Glynn. All ayes. Motion carried.

4. Approval of Land Donation

Motion to approve land donation by Murray, second by Peterson. All ayes. Motion carried.

5. 2020 Census Defined Urban Area Boundary Adjustments

Waiting for Map revision from DOT. Item postponed until January 2024 meeting.

6. Project Updates

Discussed West Veterans project plans. Engineer gave specifics on sidewalks for W. Veterans, entire north side and south side up to LaGrange and will end there. Southern portion pursuing grants. Pleuss property is at a low spot and will be working with them. Church property has a low spot, working with the Church for an easement.

7. Building Code/Violation Report

Reviewed by commission.

8. Payment of Monthly Water & Sewer Bills

Sewer- 1st by Rice, 2nd by Greeno to approve water bills as presented. All ayes. Motion carried.

Water- 1st by Rice, 2nd by Glynn to approve water bills as presented. All ayes. Motion carried.

9. Departmental Reports

a. **Sewer-** Operations of plant disruptions. Meeting with Toro & Arena. Smoke test came up negative at the PD, dry trap at daycare. Lift station repairs. Lowered manholes on Townline more on Mark Ave need to be lowered.

b. **Water-** 800,000 gallons a day. Lead line round 2 letters were sent out. Well 6 header pipe replacement.

- c. **Public Works-** Maintenance, tree trimming, signage inventory upgrades, new brush attachment, brush pile chipped.

10. Director's Report

Touched on manhole maintenance. Mark Rezin replacement is Jeff Marten.

11. Future Meeting Date: January 24, 2024

Adjourn1st by Peterson, 2nd by Greeno at 6:10 PM. All ayes. Motion approved.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Asphalt Paving Charge-out Rate Approval

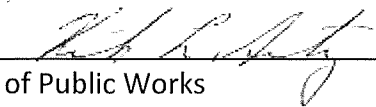
**Summary and background information:
(Appropriate documents attached)**

There are occasions when asphalt paving is requested to be done by the City of Tomah. Mathy Construction Co. distributes a yearly proposal. If the need arises for asphalt patching to be billed the Public Works policy should be to use the unit pricing as generated by Mathy Construction Co.

Fiscal Note:

Recommendation:

I recommend the use of the yearly Mathy Construction Co. patch proposal as needed. The continuation of intergovernmental procedures would continue, i.e. billing for materials only with the Tomah School District projects.



Director of Public Works
Kirk Arity

1/17/2024

Date

MATHY CONSTRUCTION COMPANY

GENERAL CONTRACTORS
 920 10TH AVENUE N. P.O. BOX 189
 ONALASKA, WI 54650
 PHONE (608) 783-6411 * FAX (608) 783-4311

Attachment #1

2023 Patch Proposal / Contract Unit Prices

<u>Area Range (S.F.)</u>		<u>Unit Price (\$/S.F.)</u>
0	30	>: Minimum Charge is \$600.00
31	60	\$32.00
61	100	\$26.50
101	140	\$24.00
141	180	\$19.60
181	220	\$16.05
221	260	\$13.75
261	300	\$12.15
301	340	\$10.95
341	380	\$10.00
381	420	\$9.25
421	450	\$8.65
>450 SFT AND/OR 30 MILES FROM LA CROSSE ASPHALT FACILITY PLEASE CALL FOR SPECIAL PRICING		

Note:

These Unit Prices are based upon a 3" HMA surface only.

Add \$1.55 / S.F. to the Unit Prices above for each additional inch of HMA required.

Total Cost based upon final measure of the total area covered and the applicable Unit Price per this attachment.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: 2020 Census Defined Urban Area Boundary Adjustments

Summary and Background Information: Defined boundary adjustments determine eligibility for Federal Funding primarily the STP-Urban and STP-Rural programs.

Recommendation From: Public Works and Utilities Commission

Minutes Attached:

Yes No

Budget Account: N/A

Fiscal Impact: TBD

Staff Responsible for implementation: Director of Public Works and Utilities

Economic Impact: We have received substantial grant funding for these programs.

Zoning/Rezoning Issues: N/A

Supports Organizational Goals:

Yes No

Questions from SET:

Grants Pursued/Opportunity Pursued: ongoing

Recommendation: Public Works and Utilities Commission recommends approval of the adjusted census boundaries map attached.

RESOLUTION No:

Resolution Adopting Adjusted Urban Area Boundary

WHEREAS, the Wisconsin Department of Transportation every 10 years, following the release of decennial census data, leads a process to adjust Urban Area Boundaries (UABs) across the state of Wisconsin, in conjunction with the Federal Highway Administration of Wisconsin; and

WHEREAS, the Federal Highway Administration allows states to adjust the census-defined urban area boundaries for planning and funding purposes; and

WHEREAS, the Wisconsin Department of Transportation has submitted an adjusted urban area boundary for the City of Tomah urban area; and

WHEREAS, the adjustments proposed to the City of Tomah urban area boundary are summarized in the change table, as shown in Exhibit 1 to this Resolution; and

WHEREAS, after review by the Director of Public Works and Utilities, Public Works and Utilities Commission and staff, the proposed adjusted Urban Area Boundary has been found to be justified.

NOW, THEREFORE, BE IT RESOLVED by the City of Tomah, Monroe, Wisconsin that the City of Tomah informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as outlined in the change table, as shown in Exhibit 1, and reflected in the City of Tomah map, as shown in Exhibit 2 to this Resolution are approved and adopted on this 16th day of January, 2024.

By: _____
Michael Murray, Mayor

Attest: _____
Rebecca Weyer, City Clerk



2020 Census: Urban Area Boundary Adjustments

- Part 1: Background and Process – Page 1
- Part 2: Technical Considerations – Page 7
- Part 3: Key Process Steps – Page 9

Part 1: Background and Process

This section includes information explaining Census-defined urban areas, release of urban area boundary data, and the process WisDOT uses for adjusting those urban area boundaries.

Urban Areas are defined by the US Census as individual municipalities or groups of nearby municipalities with a total population of 5,000 or higher. In the past, *urbanized area* was the term for urban areas with populations of 50,000 or higher; all Metropolitan Planning Organizations (MPOs) were urbanized areas. With the 2020 Census, the *urbanized area* category has been discontinued. Large urban areas, with populations of 50,000 and higher, are **MPOs**. All other urban areas, with populations of 5,000 to 49,999, are just **urban areas**. MPOs with populations of 200,000 and higher are federally designated as Transportation Management Areas (TMAs).

A. Census-Defined Urban Boundaries and Adjusted Urban Area Boundaries

The Urban Area Boundary (UAB) is important because the location of the boundary affects roadway eligibility for federal Surface Transportation Block Grant (STBG) funding. WisDOT's funding program for federal STBG funding is the State Transportation Program (STP). It divides STBG funds into STP-Urban and STP-Rural. The UAB is also a factor for Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) reporting.

Areas *within* the UAB are considered to be **Urban**. All functionally classified, non-local roads within an urban area are eligible for STP-Urban funding. Areas *outside* the UAB are considered to be **Rural**. Functionally classified roads (Major Collectors and higher) outside the UAB are eligible for STP-Rural funding. When a rural county highway continues across the UAB into an urban area; that urban portion is eligible for STBG/STP-Urban rather than STBG/STP-Rural funding. See [WisDOT's Local Program website](#) for additional information.

Also, the approval process is different for urban and rural areas. Approval for changes in an urban area are carried out by the municipal board or elected official; approval in rural areas is under jurisdiction of the county board.

Functional Classification is a way to define and categorize the various roles that streets and highways play in serving the state's varied transportation needs. Arterial, Collector, and Local classifications categorize roads based on the amount and types of traffic the roads carry, characteristics of the roadways, land uses in the vicinity of the roadways, and the development and population density of the surrounding area.



The criteria used by the US Census Bureau for defining urban areas do not align well with transportation planning needs. Census-defined urban areas often do not correspond to known geographic or municipal boundaries and can be irregularly shaped. For this reason, FHWA allows states to adjust the Census-defined urban boundaries in creating the official urban boundary for planning and funding purposes.

Adjustment of these boundaries allows states and MPOs to smooth out the irregularities, ensure administrative continuity, and encompass fringe areas with residential, commercial, industrial, recreational, and/or national defense significance. Adjusting Census-defined Urban boundaries facilitates planning and programming by creating urban boundaries more appropriate for these purposes. The Adjusted UAB becomes the official Urban Area Boundary after it has been approved by FHWA.

The Urban Area Boundary (UAB) should not be confused with the municipal or corporate boundary of a city, village, or town. These CVT boundaries are used for some transportation planning purposes but they do not affect eligibility for federal STBG funding.

WisDOT’s deadline for approval of adjusted Urban Area Boundaries is June 30, 2024. This provides a window of approximately 18 months to complete all review, adjustment, and approval of all UA boundaries, including bi-state MPOs. While FHWA has extended their deadline to April 2025, WisDOT will keep the June 2024 deadline. For any adjusted Urban Area Boundaries not approved by the 2025 deadline, the official urban area boundary will default to the Census-defined urban boundary. This outcome is not an acceptable option; WisDOT will review and work with local officials to adjust and approve every Urban Area Boundary in the state.

B. Initial Preparation

Prior to the release of Census 2020 Urban Area Boundary data in December 2022—WisDOT-BPED met with DTSD Region Planners to discuss the overall boundary update and approval process, including communication with local governments, and timeline for completion. Early in 2023, BPED and the Region staff will hold individual meetings with MPO staff and where appropriate, RPC staff, to discuss the boundary adjustment process and answer any questions before the process gets underway. This advance discussion will hopefully minimize numerous iterations of boundary adjustments and back-and-forth communication during the process.

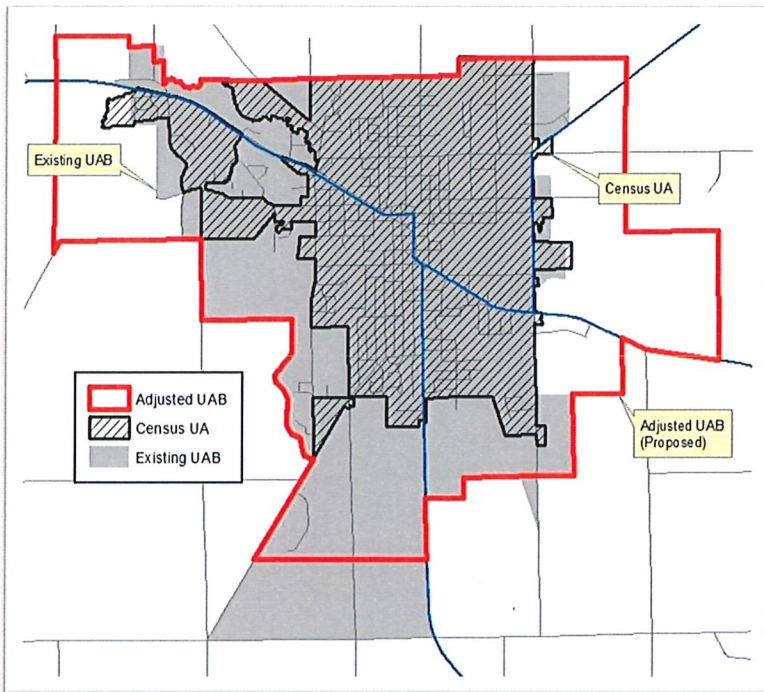
C. Current Urban Area Boundary and Census-Defined Boundary Overlay Map

BPED will begin the Urban Area Boundary review and adjustment process. Using Geographic Information Systems (GIS), BPED will overlay the 2020 Census-defined urban boundary on the existing UA boundary, with the changes highlighted. BPED will then coordinate with the MPOs, other Urban Areas, and respective WisDOT Region staff to create the initial proposed boundary adjustments for each Urban Area.

D. Proposed Urban Area Boundary Adjustments

For the MPOs, BPED will send the initial overlay map to the MPO contact(s), who will then draft the initial adjusted UA boundary map and send it to Region staff, BPED staff, and FHWA staff for review.

For all other urban areas, in addition to the overlay map, BPED will also develop the initial proposed boundary adjustments. and send that map to Region staff and FHWA before to reach concurrence on adjustments. BPED will then send the adjusted UA boundary map to local officials for review and approval. BPED and Region staff will concur on the final proposed adjusted boundary map. For additional information on this process, see WisDOT’s [Functional Classification and Boundary Approval Policy](#).



MPOs: The MPO Director or appropriate staff will coordinate review and approval by their Technical Advisory and/or Policy Board. BPED will coordinate with the WisDOT MPO Liaison, Region Planner, and FHWA throughout the boundary adjustment development and approval processes.

Other urban areas: WisDOT Region staff will coordinate communication with the urban areas in their respective region. They will initiate contact with the Municipal Clerk or other elected official (e.g., city planner, public works director, mayor, etc.) to explain the process and timeline for completion. This local official will coordinate the boundary map review and approval by the local board, transportation committee, or designated Urban Area committee.

Region staff will coordinate with BPED as needed during the local review and approval process to address any questions or concerns that arise.

Newly-Defined Urban Areas: If there are any “new” census-defined urban areas—populated places that did not meet the criteria for urban definition in 2010—they will switch from being rural places to urban places. Thus, their STBG/STP funding eligibility will change from rural to urban. As a result, the pool of potential funding recipients will change, and with it, the project prioritization factors used to consider and submit projects for STBG/STP funding.



For these newly defined Urban Areas, it is recommended that the Region staff meet with local official(s) (including BPED staff, if desired) to introduce them to the Urban Area concept and what it means for the community—primarily a change in federal funding source and consequent ramifications—as well as an overview of the process and timeline. WisDOT will use the same criteria and analysis for adjusting newly-designated urban area boundaries as are used for pre-existing urban areas. A pre-meeting may be beneficial for any other existing urban areas, too. Region staff will likely make this determination, but BPED also may come across a situation that might benefit from a pre-boundary adjustment meeting with the municipality.

Bi-state MPOs: WisDOT will propose adjustments for the Wisconsin portion of the MPO, through coordination with the DTSD Region Planner and MPO Director or delegated MPO staff person who, in turn, will coordinate closely with the neighboring state on the urban area boundary adjustments in that state. The bi-state MPOs in Wisconsin are:

- Duluth-Superior MPO (MN)
- La Crosse-La Crescent MPO (MN)
- Dubuque MPO (IA)
- Beloit-South Beloit MPO (IL)
- Round Lake Beach TMA (SEWRPC and CMAP (IL) MPOs)
- Metropolitan Council TMA (MN)

E. Review and Approval by MPO/UA Officials

For the MPOs, the MPO policy board reviews the proposed boundary adjustments, can ask questions and suggest changes to WisDOT, and upon concurrence with WisDOT, votes to approve the proposed UA boundary.

For the other urban areas, the municipal clerk—or other local elected official—receives the proposed UA Boundary map and presents it to the appropriate governing body (municipal board/committee) for review and approval. See WisDOT's [Functional Classification and Boundary Approval Policy](#).

If there are questions, or recommendations for changes to the proposed map, the local official should contact the Region Planner who then contacts BPED to discuss them and concur on any changes. BPED will send the revised map back to the Region Planner to send (or present to) the MPO/Local officials. This iterative process continues until all parties concur on the final proposed UA boundary map. The MPO/Local officials approve the proposed UA map and send documentation of approval to the Region Planner who forwards it to BPED.

BPED finalizes the proposed UA map and prepares documentation for internal approval.



F. Governor/WisDOT Secretary Approval

Federal Law (23 USC 101) states that State and local officials are responsible for approval of urban area boundaries. In Wisconsin, the Governor delegates state approval authority for adjusted Urban Area Boundaries to the State Transportation Secretary. WisDOT will send the proposed UA Boundary map to the WisDOT Secretary for approval/signature. Record of the approval is included with the proposed map.

First in the approval process, the MPOs and other urban areas will pass a resolution approving the adjusted UA boundary and send it to WisDOT-BPED. In the event that passage of a formal resolution is not possible in timely manner, passage of a motion to approve the changes and documented in the meeting minutes, is acceptable. Next, BPED will forward the adjusted boundary map to the WisDOT Secretary for written approval. Finally, BPED will send the map, along with both approval documents, in a submittal packet to FHWA-Wisconsin.

The Census-defined Urban Area—not the adjusted Urban Area—is used to determine the population of the Urban Area. This is a factor for urban areas just under the 50,000 population threshold for MPO designation or the 200,000 threshold for TMA designation.

G. FHWA Approval

Upon receipt of the adjusted UA Boundary map and approval documentation from BPED, FHWA will send a letter to WisDOT approving the adjusted boundary map.

H. Final UA Boundary Maps

Once FHWA has approved the adjusted UA boundary, it becomes official, Urban Area Boundary. Upon receipt of the final approval from FHWA-Wisconsin, BPED will add the approval dates to the final UAB maps and post them on its [website](#). The description of urban areas and UA boundaries on the website will be updated to align with the new urban definitions created from the 2020 Census. Finally, WisDOT will send a copy of the approved UAB map to FHWA and to the respective MPO.

Transportation projects that fall within the MPA boundary are included in the MPO's Transportation Improvement Program (TIP).
The area between the approved Urban Area (UA) boundary and the Metropolitan Planning Area (MPA) boundary is considered **rural** for functional classification and funding purposes.
The MPA boundary is used by the federal government as the delineation between jurisdictions of adjoining MPOs.

An **outline** of key steps in the UA boundary adjustment process is included at the end of this document.

I. Metropolitan Planning Area (MPA) Boundaries

Federal Regulations governing Metropolitan Planning Area Boundaries are found in 23 CFR 450.312. Whereas the UA boundary typically defines the area of potential growth of the community over 10 years, the MPA boundary typically extends beyond that to encompass the area of expected urbanization of the metropolitan planning area 20 years into the future.

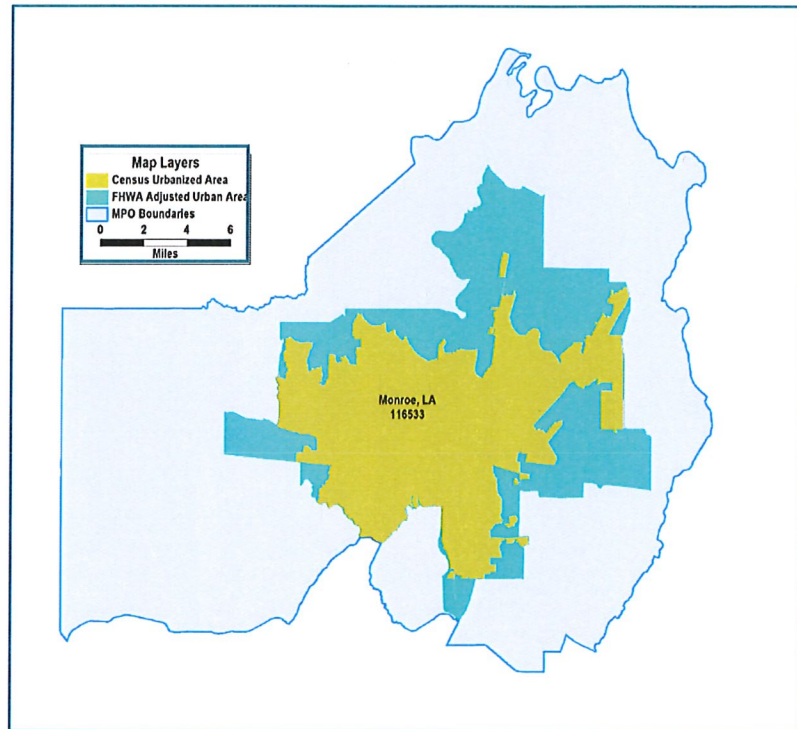


GUIDANCE DOCUMENT

The MPA boundary must include the entire area encompassed by the adjusted UAB. The MPA boundary usually extends beyond the UAB but can coincide with it, depending on the land use, transportation network, and anticipated growth and development in the areas adjacent to or very near the UA (as shown in the example to the right).

MPOs typically update and finalize their MPA boundaries after the adjusted UA boundary has been approved, although review and consideration of the MPA boundary may occur simultaneously with the urban area boundary adjustment process described above.

The final MPA boundary decisions belong to the MPO; WisDOT has more of an advisory role with regard to the location of the MPA boundary. However, as with WisDOT approval of the Adjusted Urban Area



Boundary, the MPA boundary/map has to be signed off by Department Secretary (as the designee of the Governor) and submitted to FHWA. FHWA acknowledges receipt of the MPA boundary but does not have approval responsibility and therefore does not sign off on the MPA boundary/map.

This guidance will be reviewed and may be revised after the US Census Bureau has released the urban area data, or after the urban boundary review and adjustment process has begun, to make sure it appropriately addresses any previously unanticipated situations. BPED will clarify the current information and provide additional guidance that may be helpful.



Part 2: Technical Considerations

This section comprises the various technical considerations and recommendations—the “rules”—for making adjustments to the Census-defined Urban Area Boundary (UAB).

- 1. The adjusted boundary must include all of the Census-defined boundary.** The adjusted UAB can be concurrent with, or outside of, the Census-defined boundary but *cannot be inside it*.
- 2. The adjusted boundary must include only one Census-defined Urban Area.** This is a one-to-one relationship. The adjusted UAB cannot include two or more Census-defined Urban Areas.
- 3. The adjusted boundary should encompass one contiguous area.** If the Census-defined boundary has resulted in a non-contiguous, disconnected portion of the urban area, the adjusted boundary can be expanded to include this area, creating a contiguous urban area.
- 4. Include within the adjusted boundary areas expected to be developed in the next 10 years.** Because the urban boundary adjustment process occurs only once every ten years, include areas that are likely to experience growth and development during the upcoming ten year window—areas which might be included in the next census boundary definition.
- 5. Eliminate inaccurate, unreasonable, or vaguely apparent boundaries.** Use physical features (e.g., roads, rivers, parcel/property lines, water bodies/shorelines) to define the urban area. The availability of maps and satellite imagery through Google, Bing, USGS (US Geological Survey), and NAIP (National Agriculture Imagery Program) has made it relatively easy to see physical features, roads, residential and commercial developments, and other land uses in considering prudent boundary adjustments.
- 6. Adjust portions of the Census-defined boundary that do not follow a recognizable feature.** When the Census-defined boundary results in an irregular dip or bump-out that does not follow a physical, land use, or roadway feature, and has no apparent relationship to the urban area, smooth out this portion of the boundary using a clearly-definable feature as previously discussed.
- 7. Include all of an incorporated city or village.** If the Census boundary includes part of an incorporated community, include all of the community to avoid the situation where a city or village has both urban and rural portions. Funding eligibility is a key consideration here; it is recommended to have all roads within an urban community be eligible for STP-Urban funding, rather having some roads eligible for STP-Urban funds and others eligible for STP-Rural funds. However, these decisions should take into account recent annexations and extraterritorial zoning areas, as well as potential rural versus urban funding implications. In some cases, a rural portion could stay separate from the adjusted urban area (remain outside the adjusted boundary), but only with compelling justification.



This rule also applies to unincorporated developed areas—commercial, industrial, residential, institutional, etc.—*near* an urban area. If the Census-defined boundary cuts through one of these developments, it is recommended to adjust the boundary to include the entire developed area.

8. **Include typically urban land uses within the urban area boundary.** These are generators *other than* commercial, industrial, and residential uses. These include transit service routes such as bus lines and passenger terminals, as well as golf courses, airports, athletic fields, and ferry terminals, for example, even though these types of land uses can be located in rural locations, too.
9. **Ensure that the adjusted boundary includes or excludes all roads that run concurrent with the boundary.** Do not create or perpetuate a situation where some 'border roads' are within the urban area and others are outside the urban area, or where a single roadway has one or more segments inside and one or more segments outside the boundary. The UAB should be adjusted to include all border roads. Again, funding eligibility is a consideration. Note: Adjusting the boundary to *exclude* all 'border roads' is only possible in cases where the *Census-defined boundary does not include any portions of those border roads*. As mentioned at the beginning of this section, adjusting the urban area boundary *inside* of the Census-defined boundary is not permitted. Thus, in such cases, the only option is to adjust the UAB outward to include all border roads.
10. **Include an entire interchange either inside or outside the urban area boundary.** Often, interchanges exist on 'border roads' as described above. In such cases, make sure that the UAB is adjusted to include the entire interchange within the boundary, not just some of the ramps or auxiliary lanes. As is the case with roads, it might not be possible to adjust the boundary to *exclude* the entire interchange because the Census-defined urban boundary cannot be adjusted inward. Thus, if the Census-defined boundary cuts through the interchange, the only option is to adjust the boundary outward to include all interchange roads and ramps.
11. **Consider the functional classification of roads near the urban boundary.** Roadway Functional Classification and urban boundary placement are closely related. See WisDOT's [Functional Classification Criteria and Procedures](#) for detailed information. Functional classification review begins after the boundary adjustment process concludes; therefore, it is important to consider existing classified and unclassified roads, as well as planned roadways near the UAB when considering boundary adjustments, especially within the context of land use, spacing, and continuity. Functional classification issues should not be the primary factor in determining if and where to adjust an urban boundary, but rather, considered alongside the boundary adjustment criteria above.



Part 3: Overview of Process Steps*

1. US Census releases Urban Area (UA) Boundary data (shape files)
2. BPED creates initial UA maps showing:
 - Previous adjusted UA boundary
 - Current Census-defined UA boundary
 - Differences between the two boundaries highlighted
- 3a. BPED sends initial individual overlay map to each **MPO** (UA w/population = 50,000+)
 - Coordinate initial proposed boundary adjustments with MPO, Region, and FHWA via virtual meeting(s), as often as needed
 - Inform (cc: on communication) Planning Section MPO Liaisons
 - BPED reaches concurrence with MPO and respective Region and create final proposed adjusted UA boundary map
 - MPO (Transportation Advisory Committee and/or Policy Board) reviews proposed adjusted UA boundaries
 - MPO Policy Board approves adjusted UA boundary map
- 3b. BPED sends draft individual adjusted UA map to the other **UAs** (population = 5,000 to 49,999)
 - Coordinate with Region staff and FHWA on initial proposed boundary adjustments
 - Region sends initial communication to Municipal Clerk (or other official) for UAs in their region
 - For new UAs, Region schedules (virtual) meetings to explain the concept/process
 - Affected City/Village boards, designated Urban Area committee, or elected official(s) review proposed adjusted UA boundaries
 - BPED discusses comments/suggestions from municipality with Region (and respective local officials if warranted) and makes any revisions to draft UA map.
 - Affected City/Village boards or designated Urban Area committee reviews and approves proposed adjusted UA boundaries
4. Upon receipt of approval/concurrence from MPOs and other UAs, BPED sends maps to WisDOT SO (as Governor's designee) for approval
5. Upon receipt of approved maps from WisDOT SO, BPED sends approval packet to FHWA for approval
6. Upon receipt of approval letter from FHWA, BPED creates final UAB maps and posts on WisDOT's internet site
7. Deadline for approval of all adjusted UA Boundary maps is June 30, 2024

* Steps 3a and 3b can occur simultaneously.



Information for Local Communities on Urban Area Boundary Adjustment

What is an Urban Area?

An Urban Area is defined by the US Census Bureau as a city or village that has at 5,000 or more residents. Urban Areas can also consist of two or more smaller municipalities nearby one another that, together, have a population of 5,000 or more. An Urban Area encompasses the traditional downtown area as well as outer residential neighborhoods, shopping areas, industrial parks, commercial sites, and recreational facilities.

Definitions

Urban Areas are *not the same* as the area defined by the **city** or **village** corporate boundaries, the familiar "city limits". Urban Areas typically include the area within the corporate boundary and can also include portions of the **rural area**, or **town**, surrounding the city or village.

- **Rural Areas** are defined as all areas *not within* an Urban Area Boundary (UAB). Therefore, small villages and long-established communities with residential or commercial areas are designated as Rural if they have fewer than 5,000 residents, unless they are close enough to be included with a neighboring community as part of an Urban Area.
- **Towns** are the municipal unit for all areas *not within* the corporate limits of a city or village. Many towns are rural places, but larger towns usually have some urban characteristics which might include stores, offices, schools, clinics, municipal buildings, etc. It is possible that a developed portion of a town near a city or village could be included as part of a designated Urban Area during the urban boundary review and update process.
- **Counties** are the governmental unit that reviews and approves funding for roads outside a designated Urban Area. This includes highway projects on county highways and town roads.

Adjustments to Census-Defined Urban Area Boundaries

For transportation planning purposes, the Wisconsin Department of Transportation (WisDOT) adjusts the Census-defined urban boundaries to better serve transportation needs. (Census boundary lines can cut across buildings, roadways, parking lots, parks, etc.)



GUIDANCE DOCUMENT

Approval of the adjusted Urban Area Boundary

Your city or village board must approve the adjusted Urban Area Boundary via a passed resolution and submit that documentation. In certain cases, a passed motion to approve the adjusted UAB may be acceptable. If multiple municipalities are included within the Census-defined urban area, each municipality should approve the adjusted boundary.

The timeframe for completing the map review, and approval of the Urban Area Boundary is 90 days from the date of the notice.

Where are these Urban Area Boundary maps kept?

After approval by your local board, WisDOT, and the Federal Highway Administration (FHWA), the new final Urban Area Boundary map will be posted on WisDOT's website.

Who do I contact with questions?

WisDOT's regional office is your primary contact for information about this effort.

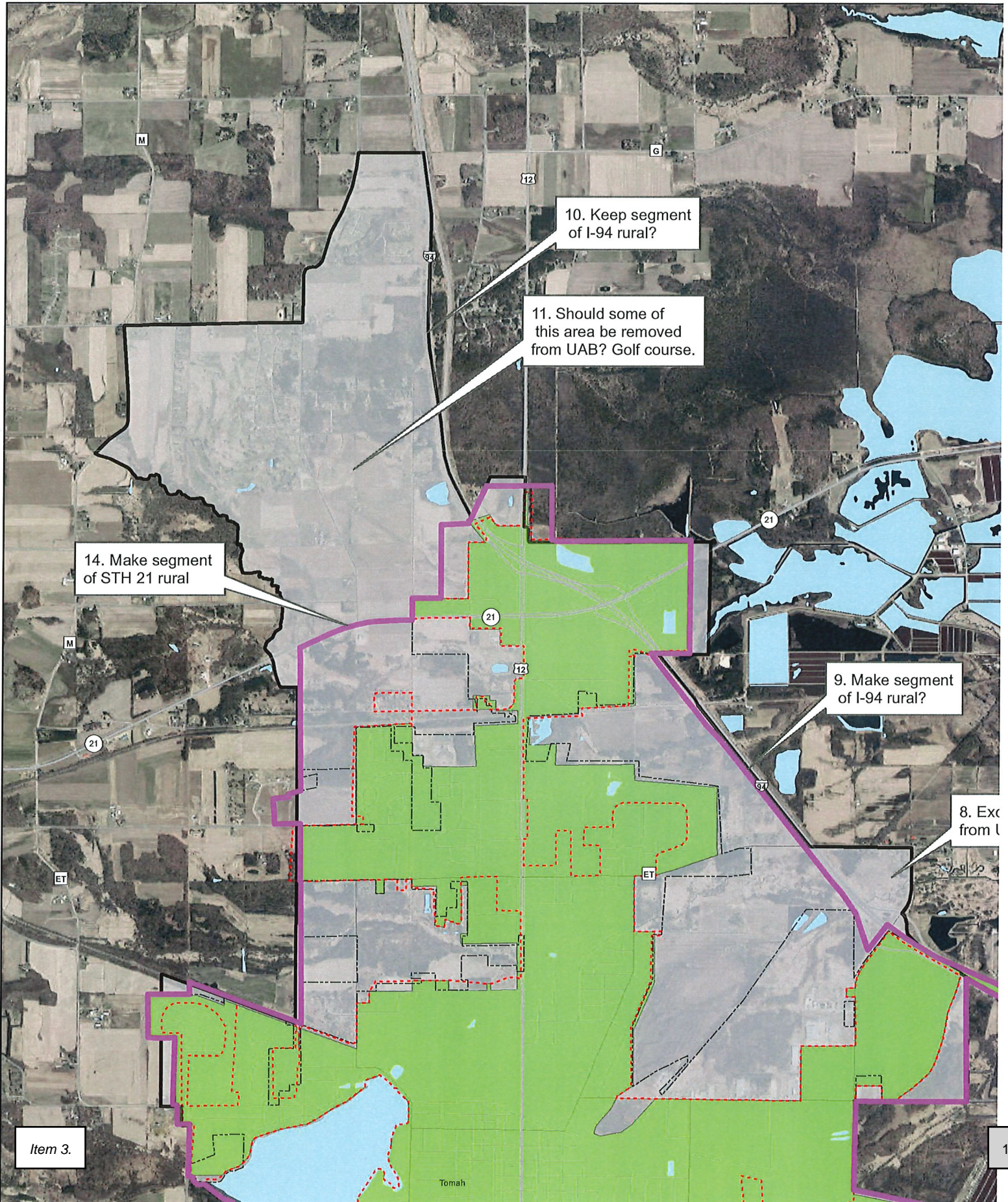
WisDOT REGION

Region Contact NAME

Contact EMAIL & PHONE NUMBER

Tomah Urban Area

(Adjusted Urban Area Boundary)



Annual Permit Totals

2022 Totals

- 2 New Single-Family Homes
- 5 New Two-Family Homes
- 4 New Commercial Buildings
- 13 Additions/Alterations to Commercial Buildings
- 21 Additions/Alterations to Single Family Homes
- 11 Residential Accessory Structures
- 10 Deck permits
- 8 HVAC permits
- 63 Electrical permits
- 16 Plumbing permits
- 4 Township permits.

253 Total permits issued.

Permit Fees: \$71,279

Total Project Value \$15,577,683

2023 Totals

- 3 New Single-Family Homes
- 5 New Two-Family Homes
- 4 New Commercial Buildings
- 22 Additions/Alterations to Commercial Buildings
- 43 Additions/Alterations to Single Family Homes
- 11 Residential Accessory Structures
- 15 Deck permits
- 16 HVAC permits
- 72 Electrical permits
- 22 Plumbing permits
- 8 Township permits.

292 Total permits issued.

Permit Fees: \$154,018.00

Total Project Value \$31,802,713