

COPY

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

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May 4, 2021

Mayor Shawn Reilly
City of Waukesha
City Hall
201 Delafield Street
Waukesha, WI 53188

Re: SEWRPC File No. CA-737-280

Dear Mayor Reilly:

This letter is in response to the City's request made on January 14, 2021, for SEWRPC assistance in updating the City of Waukesha comprehensive plan. The Commission staff would be pleased to assist the City with the update.

Based on discussions with the City of Waukesha Department of Community Development staff, the focus of the plan update would be to update each of the nine plan chapters and incorporate: new plans adopted or endorsed by the City since the comprehensive plan was adopted by the Common Council on September 11, 2009; new and additional public outreach efforts; sustainability concepts woven throughout the plan; updated population, household and employment data and projections; updated land use and natural resource information; updated issues, opportunities, and standards (as necessary); updated strengths, concerns and weaknesses (as necessary); and an updated land use plan map.

The plan update will use a design year of 2050 (per the VISION 2050 regional land use and transportation system plan); will incorporate the goals, objectives, and policies, as well as the inventories, projections and recommendations, contained within the VISION 2050 plan as appropriate; and will recognize that an amendment may be made to the plan in 2022 to include 2020 census data through an addendum to the plan document.

The Commission would publish the update as a SEWRPC Community Assistance Planning Report. A display-size copy of the land use plan map at a scale of one-inch equals 1,000 feet (or similar) would be produced in addition to the page-size maps to be included in the report. Display materials for public outreach activities would also be produced. The cost for this update would be \$25,000, and an invoice would be submitted at the project's completion.

After receiving authorization from the City to proceed, drafts of the first two chapters (see attached Chapter Outline) would be prepared for review by the Plan Commission. These draft chapters would be available for review sometime during summer of 2021. We would then complete approximately one draft chapter per month through the remainder of the year (with two additional Plan Commission meetings anticipated during this timeframe), and with anticipated completion of a rough draft of the entire report (including an updated land use plan map), by the end of 2021 or early 2022. Final review by the Plan

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Commission, and consideration for adoption by the Common Council, would be anticipated for early 2022 (see attached Project Overview).

SEWRPC staff would assist City staff with preparing a public participation plan that can be used for this update and future plan amendments based on the SEWRPC model public participation plan for comprehensive plan amendments and updates. SEWRPC staff would assist City staff with preparing for the various public outreach efforts, and would attend the Plan Commission and Common Council meetings and/or hearings, if requested, to present the updated information.

If this proposal is acceptable, please return a signed copy of this letter to us. Please contact Joel Dietl at (262) 953-3266 or Joel.Dietl@sewrpc.org with any questions regarding this proposal.

Sincerely,

Kevin J. Muhs, P.E., AICP
Executive Director

KJM/BRM/JED/cp
#257493-v3

Enclosures

cc: Jennifer Andrews, Director, City of Waukesha Department of Community Development
Maria Pandazi, City of Waukesha Department of Community Development
Mr. Benjamin R. McKay, Southeastern Wisconsin Regional Planning Commission
Ms. Elizabeth A. Larsen, Southeastern Wisconsin Regional Planning Commission

PROPOSAL ACCEPTANCE:

Shawn Reilly, Mayor

Date