

January 29, 2016

Proposal to Wisconsin Department of Natural Resources for a Policy and Procedural Update of the Chippewa/Eau Claire Sewer Service Area Plan

Project Objective and Scope

Update the policies and procedures of the *Chippewa Falls/Eau Claire Urban Sewer Service Area Plan for 2025* (SSA Plan) and increase related administrative efficiency and effectiveness by:

- (a) Clarifying plan definitions and policies related to environmental constraints and sensitive areas, as well as those specific circumstance for which a WQM 208 review or amendment are required (or exempt).
- (b) Updating the environmental constraints/environmental sensitive maps included in the SSA Plan based to reflect the best available current data and updated definitions.
- (c) Updating plan references and policies to reflect statutory and organizational changes, as well as local ordinances, since 2006.
- (e) Discussing and clarifying plan policies related to the timing of WQM 208 review requests in relation to the subdivision platting and development process.
- (f) Reviewing, clarifying, and updating the roles of WCWRPC, WDNR, MPO, local governments, and other stakeholders during plan implementation, reviews, and amendments, as well as methods of communication with WDNR (e.g., SWIMS).
- (g) Developing a glossary of key definitions for the plan.
- (h) Developing standard/basic application forms for WQM 208 review and amendment requests and consider the establishment of a related fee schedule, as well as summary instructions suitable for public consumption.
- (i) Working with local communities to establish a GIS-based tracking system to better monitor and track requests and amendments, as well as the SSA Plan acreage totals.
- (j) Establishing a webpage at the WCWRPC website with information, forms, and other guidance related to the SSA Plan.

The project scope would not include data, maps, and sections related to the sewer service area boundary, such as:

- updating demographics, economic, and land use data and maps
- incorporating community plans, facility plans, and wastewater treatment alternatives
- forecasting urban growth, updating the growth factors, and modifying the SSA boundary

Project Approach

During its administration of the SSA Plan, WCWRPC staff has accumulated a list of challenges and policy deficiencies. This list has now grown to over 30 items ranging from a better definition of steep slopes to confusion over the difference between a sewer hook-up and a sewer extension. These deficiencies have resulted in frustration by all parties involved.

In late 2012, a work group of community representatives, WCWRPC staff, and a local developer met to discuss how to address these challenges. In early 2013, an initial proposed approach was provided to WDNR with a significantly different SSA review process that would eliminate some redundancies in such reviews. A clear response was not received, so we have accepted that the proposed approach was likely not feasible.

However, we propose to re-establish and expand this work group as a technical team to meet 4-5 times during a six-month project period to update the SSA Plan and address those components of the previous project scope. We would invite a WDNR regional contact to be part of this endeavor. As part of the update, WCWRPC and the technical team will consider approaches and policies used by other Wisconsin communities.

All project work would be facilitate or performed by WCWRPC staff. WCWRPC will work with WDNR Water Quality Staff for review and comment on the proposed update. The technical team will make a recommendation the MPO's full policy committee for adoption of the final, updated SSA Plan following a noticed public hearing.

Project Costs

Activity	Budget Justification	Cost
Facilitate the Plan Update Meetings, Research, Writing, etc.	128 hours x \$85	\$10,880
Facilitate Plan Review and Adoption	20 hours x \$85 + \$1,000 public noticing allowance	\$2,700
Develop and Populate GIS-Based Tracking System; Coordinate with Local Government GIS offices	50 hours x \$60	\$3,000
Develop Administrative Forms, Instructions, and Web Page	16 hours x \$85 (\$1,360); 32 hours x \$60 (\$1,920)	\$3,280
Total		\$19,860

The above hourly rates includes wages, taxes, benefits, and typical support and overhead costs (e.g., space, equipment, mileage, utilities, office supplies, standard copying).

Submitted by,



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