

Sample Letter to Local Units of Government

<DATE>

Dear <NAME>:

The purpose of this letter is to ask your cooperation in a matter I believe to be mutually important to us: *The preservation of the safety and capacity of that portion of the state trunk highway system located within your jurisdiction.* These roadways not only provide mobility for through traffic, but also carry customers and goods to and from your commerce and industry. Our concern is that these highways may become choked with numerous driveways and turning movements, and therefore, we ask your assistance in managing access to these major highways to protect their functionality.

The Department of Transportation is an objecting authority for abutting land division plats via Chapter 236 of the statutes and Administrative Code Trans. 233 and we have the necessary tools to control access for this type of development. However, we do not have review authority for Planned Unit Developments (PUDs) or other major new development which may occur along our highways due to simple zoning change or building permit. We do issue access permits for new or revised access to state highways, but permits can only be denied if deemed unnecessary or "unsafe."

We currently have working agreements with some county planning agencies by which we are notified of PUDs, and zoning revisions and provide our comments and recommendations.

We also have worked with counties, villages, cities and towns on land use access plans where cooperative studies were completed that fixed future access based on local plans and wherein each agency is able to make changes to that plan by gaining the concurrence of all other parties.

I would like to extend that same offer to you, as well. This will enable our department to be informed of abutting development that may occur but more importantly, to assist you in making access and future right-of-way reservation decisions. These decisions are extremely important as they must provide for all future development in your area.

In making this request, I realize that we are limited with regard to controlling land use where we do not have existing access controls. We do not intend to force recommendations on any local unit of government; we wish only to assist you in preserving the most important arterial highways that serve your area.

If you have any questions, please contact (name)_____ at
(address)_____ or call (phone)_____. If you would like to meet and discuss this matter in more detail, I offer to visit with you at your office at any time.

Sincerely,

<NAME>