**Sample Resolution 1 [Resolution Number \_\_\_\_\_\_\_]**

**Delegation of Approval Authority for Functional Classification and**

**Boundary Changes in Urban Areas**

**WHEREAS,** a comprehensive functional classification system and boundary review is conducted across the state of Wisconsin after the decennial census update; and

**WHEREAS,** the Wisconsin Department of Transportation (WisDOT), Bureau of Planning and Economic Development (BPED) and Division of Transportation Systems Development (DTSD) conducts the functional classification and boundary review with the cooperation of municipal (city/village) stakeholders; and

**WHEREAS,** the municipal stakeholder provides a qualified individual to review proposed functional classification and boundary changes; and

**WHEREAS,** in accordance with federal regulation set forth by the Federal Highway Administration (FHWA) under 23 CFR §§470.103 and 470.105, proposed changes to the functional classification system need to be approved by a city council/village board; and

**NOW, THEREFORE BE IT RESOLVED:** the [\_\_INSERT TITLE OF COUNCIL/BOARD\_\_\_] is responsible for approving proposed functional classification and boundary changes; and

**BE IT FURTHER RESOLVED:** the municipal council/board may delegate approval authority for functional classification and boundaries to a qualified individual(s) by position title(s); and

**BE IT FURTHER RESOLVED:** the municipal council/board delegates the functional classification and boundary approval authority to [\_\_\_qualified individual(s’) TITLE(S) or Committee\_\_\_]; and

**BE IT FURTHER RESOLVED:** the delegation of the functional classification and boundary approval authority to the individual(s) possessing the job title of [\_\_\_INSERT TITLE\_\_\_], must be adopted by the municipal council/board; and

**BE IT FURTHER RESOLVED:** after approval of a change to functional classification and boundary by delegate, the approver must notify the municipal council/board of the approved change, and the council’s/board’s acknowledgement of the change must be reflected in the meeting minutes; and

**BE IT FURTHER RESOLVED:** once the functional classification and boundary change proposal has been sent to the municipal stakeholder for review and discussion, the reviewer must abide by the Timeframes for Review of Functional Classification and Boundary Changes policy.

This resolution is hereby adopted by [local municipal board] this \_\_\_\_\_\_ day of \_\_\_\_\_\_,\_\_year\_\_

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