

APPENDIX A  
HIGHWAY COORDINATING BOARD  
ORGANIZATIONAL BOOKLET

I. ADMINISTRATIVE COMMITTEE

This committee consists of the city and county officials, a representative from the state, and from the Bureau of Public Roads. Each member reflects the official position of his constituent agency. The membership consists of, but is not limited to, the following:

1. Mayor of the City of Fort Wayne
2. Mayor of the City of New Haven
3. Member of the Allen County Board of Commissioners
4. President of the Fort Wayne City Plan Commission
5. President of the Allen County Plan Commission
6. Planning Engineer, Indiana State Highway Commission
7. Chairman of the Fort Wayne Board of Public Safety
8. Chairman of the Fort Wayne Board of Public Works
9. Member of the Indiana State Highway Commission
10. Representative of the Bureau of Public Roads

The administrative committee has elected a chairman, appointed an executive director, a technical committee, and an advisory committee. It is the responsibility of the administrative committee to administer the preparation of an initial comprehensive transportation plan and to continue the planning process with assistance and advice from the technical and advisory committees, whose activities are coordinated by the executive director.

Minutes of all administrative committee meetings shall be kept and distributed to all interested agencies by the executive director.

Specific responsibilities of the Administrative Committee of the Fort Wayne-New Haven-Allen County Highway Coordinating Board will be:

1. To adopt a prospectus and work program for the comprehensive transportation plan and the continuing planning process, which, when approved by each participating governmental unit, will become a part of an agreement designating the assigned duties and responsibilities of each participating agency and giving further detail on the procedures to be performed.
2. To prepare an estimate of the cost of making the required studies and reports and to make recommendations for the proration of the local share of such cost among the participating agencies.

Such recommendation shall be in the form of a supplemental agreement to be adopted by each of the agencies which contribute financial assistance to the studies.

3. To periodically review its estimates of the cost of accomplishing the required work and to recommend such changes as are necessary.
4. To review each major phase of the study and to direct the technical committee as necessary.
5. To adopt the initial short- and long-range transportation plans, including priorities for improvement.
6. To meet as necessary after the preparation of the initial plan, but not less than annually prior to budget preparation, to review all materials pertaining to changing transportation needs in the area and to revise the plan as necessary.
7. To implement plans by taking steps to gain official acceptance of its proposals by the governing bodies of the several units of government involved and the people of the area.
8. To support and to cooperate with other planning agencies in the areas of mutual interest such as updating and implementing comprehensive plans, zoning, subdivision design and control, official maps, and capital improvement programs.
9. To exercise all other functions necessary to implement the continuing planning process.

## II. EXECUTIVE DIRECTOR

The executive director acts as coordinator for the entire structure of the highway coordinating board. He secures records and records the minutes of all meetings. He is responsible solely to the administrative committee which has granted him the authority to call on all agencies involved and to allocate work to these agencies in order to carry out the transportation planning program.

Examples of the work which is performed by the Executive Director of the Fort Wayne—New Haven—Allen County Highway Coordinating Board are:

1. Coordinating the operation of several work programs running concurrently.
2. Reviewing the reports prepared by the agencies and implementing remedial action where delinquencies or deficiencies occur.
3. Coordinating the preparation of alternative land use and transportation plans, guiding the updating of these plans, and working

with federal, county, city, and other agencies participating in this project.

4. Maintaining cooperation in the make-up of the study.
5. Organizing and writing work schedules for the sub-committees and the special meetings which are conducted relative to the study.

### III. STAFF

The staff of the highway coordinating board, under the direction of the executive director, is responsible for all records and data collected, and the maintenance thereof, with regards to the minutes of all meetings, details of the reports which have been assembled by the members of the board, driveway applications and their follow-up, and the maps and charts having to do with all phases of the study.

The staff also assists the Fort Wayne—New Haven—Allen County Highway Coordinating Board—its administrative and technical committees—whenever required and in any manner they are able.

### IV. TECHNICAL COMMITTEE

This committee is composed of technical representatives from each of the agencies represented on the administrative committee, and such other agencies represented which may provide technical assistance or data for the preparation of the comprehensive transportation plan and the continuing planning process.

Additional members may be added to the technical committee from other agencies in the planning area, if such may be required to provide subsequent technical data or assistance.

The technical committee acts as a working committee under the guidance of the executive director, who in turn works directly under the administrative committee and who has the authority to direct the study in their behalf. It is the executive director who reports the findings of the technical committee to the administrative committee in the form of a prospectus, work program, and cost estimate for the recommended studies.

The minutes of all technical committee meetings shall be kept and distributed to all interested agencies by the executive director.

Specific responsibilities of the technical committee for, and subject to approval by, the administrative committee are:

1. To inventory and analyze existing and future conditions relating to the following basic elements:
  - (a) Economic factors affecting development

- (b) Population
- (c) Land use
- (d) Transportation facilities
- (e) Travel patterns
- (f) Terminal facilities
- (g) Traffic control features
- (h) Zoning ordinances, subdivisions, regulations, building codes, etc.
- (i) Financial resources
- (j) Social and community value factors, such as preservation of open space, parks and recreational facilities, preservation of historic sites and buildings, environmental amenities, and aesthetics.

The responsibility for the studies concerning the ten planning elements ('a' thru 'j') and the updating of these elements was agreed upon at the time of the preparation of the inventory and work programs. Every effort will be made to utilize existing plans and data, and additional studies will be undertaken co-operatively by the staffs of the participating agencies, unless there is a need for specialized assistance from outside agencies.

2. To develop and evaluate an initial comprehensive transportation plan compatible with the continuing planning process.
3. To prepare and disseminate pertinent information needed by governing bodies in their consideration of planning proposals and improvement programs and for the encouragement of public understanding and support.
4. To prepare recommendations concerning the scheduling and financing of highway improvements, coordination with other development programs, revisions of ordinances and regulations, and additional legislation, if necessary.
5. To continue collecting and analyzing data on land use, travel and transportation, and related facilities, utilizing appropriate staffs at state and local levels, in order to keep abreast of all conditions.
6. To meet as necessary, but not less than semi-monthly, to review the data collected (Item 5), and to advise the administrative committee on the status of the comprehensive transportation plan and the continuing planning process.
7. To perform all other functions as designated by the administrative committee.

### V. ADVISORY COMMITTEE

An advisory committee was appointed by the Mayor of Fort Wayne and the Commissioners of Allen County. This advisory committee shall meet upon notification from the administrative committee.

The advisory committee consists of representatives from each of the governing bodies within Allen County, and representatives from public and private commissions and agencies, such as the school board, the port, railroad, transit, and airport authorities, utilities, financial institutions and any others as may be determined beneficial to the study by the administrative committee.

The advisory committee may be invited to appropriate meetings of the administrative committee; it may be solicited for comments during each phase of the study, and it may also be sent pertinent reports and informational data.

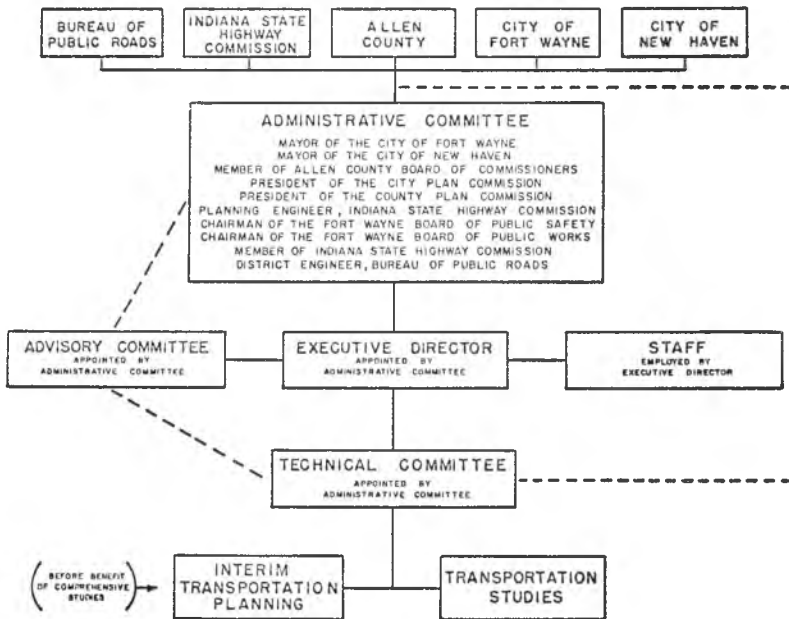


Fig. 1. Fort Wayne—New Haven—Allen County Highway Coordinating Board transportation planning program.

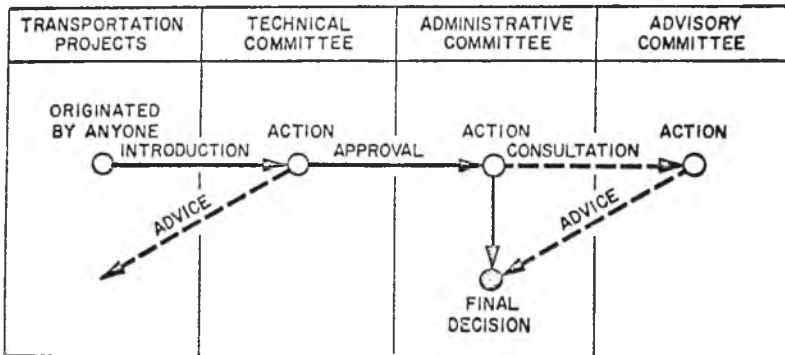


Fig. 2. Fort Wayne—New Haven—Allen County Highway Coordinating Board procedure for making decisions:

1. Plans or projects concerning transportation may be originated by anyone.
2. Project must then be reviewed by each member of the technical committee, listing comments for discussion at the committee's regular meeting date.
3. Project must then be submitted to the administrative committee along with the technical committee's recommendations. Note: Only when these projects require the administrative committee's review.
4. The administrative committee, after reviewing the project and the technical committee's recommendations, may then submit the project to the advisory committee requesting advice.
5. Project should then be reviewed and comments recorded by the advisory committee.
6. Project and the advisory committee's comments must then be returned to the administrative committee.
7. The administrative committee will review all recommendations and comments, recording final decision.
8. The project and final decision must then be forwarded to the original submitter of the project.
9. Copies of all projects, recommendations, comments, and final decision must be secured on file in the office of the executive director.