



Capital Area Regional Planning Commission

2018 Work Program

and

Long-Term Work Planning

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Prepared by the Staff of the
Capital Area Regional Planning Commission
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INTRODUCTION TO 2018 DRAFT WORK PROGRAM

The Capital Area Regional Planning Commission is an independent unit of government established by Executive Order of Governor Jim Doyle in 2007 at the request of units of local government in Dane County. The function of the Regional Planning Commission is to serve as the regional planning and the area-wide water quality management planning entity for the Dane County region, consistent with Wis. Stat. § 66.0309 and State Administrative Code NR 121. For more information about the Regional Planning Commission, go to www.CapitalAreaRPC.org.

Annual Work Program Planning. The Regional Planning Commission prepares and adopts an Annual Work Program to guide and monitor staff activities, and for budgeting purposes. The Work Program reflects the primary functions of the Regional Planning Commission as a regional land use and water quality management planning agency.

Regional land use planning work carries out “the function and duty of making and adopting a master plan for the physical development of the region” (§66.0309(10)). Under these statutes, the Regional Planning Commission also “makes plans for the physical, social, and economic development of the region, consistent with the elements specified in §66.1001 [Wisconsin Comprehensive Planning statutes].”

Water quality management planning is driven by the requirements of the federal Clean Water Act and various Wisconsin Administrative Code Chapters. State statutes outline the duties and responsibilities of area-wide water quality management planning agencies in areas of the state designated by the Governor as having “substantial water quality control problems,” as defined by the Clean Water Act. The Regional Planning Commission conducts water quality management planning, including the administration of water quality management plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources (DNR).

REGIONAL PLAN COMMISSION STRATEGIC PLAN

In January, 2017 the Commission adopted the following statements that emerged from a strategic planning process in 2016:

Vision

Communities work together to achieve a resilient and sustainable natural, built and social environment.

Mission

The Capital Area Regional Planning Commission facilitates the creation of a shared vision and regional plan with our communities. We support communities in making vital decisions that strengthen our region.

Values

- open government
- environmental equity
- everyone having a voice in the process
- process and results that reflect the values of the community

Key Stakeholders

- Locals are CARPC's primary stakeholders – local officials, their constituents, and local staff.
- CARPC's success depends upon the agency's relevance to local officials and their constituents.
- Regional planning is about offering resources and options and inspiration to locals to support them in making informed choices – early in the process, when they are gathering information.

Strategies

- Tell the story of what CARPC and regional planning bring to the party for municipalities – communicate the value and “what is” of regional planning – highlight successful communities.
- Strengthen CARPC's relevance for local officials and their constituents by focusing on regional planning and building bridges to locals.
- Leverage CARPC's region-wide activities, including supporting A Greater Madison Vision, the land use plan and the water quality plan.

In 2017 the Regional Planning Commission made progress on a number of fronts towards carrying out approved strategies and furthering the mission. At the same time, much work remains.

Achievements and Progress

- Conducted stakeholder outreach and public participation campaign, with Commissioner assistance, for A Greater Madison Vision that employed a range of tools and techniques
- Conducted Madison Metropolitan Sewerage District Collection System Evaluation (partially complete)
- Collaborated with the Dane County Lakes and Watershed Commission on a Stormwater Technical Advisory Committee that developed recommendations for reducing the increased risk of flooding
- Completed Groundwater Protection Planning Framework
- Completed Point Source Inventory and Analysis
- Completed 2015 Land Use Inventory
- Continued to Revise Process for Amending the boundaries of Sewer Service Areas and Environmental Corridors
- Processed applications for 7 Sewer Service Area/Environmental Corridor Amendments
- Reviewed 109 sanitary sewer extension requests, including associated stormwater management plans review, for consistency with conditions of approval
- Published Population and Housing Regional Trends Report
- Hired Executive Chairperson
- Created new agency website
- Established joint work group of Regional Planning Commission and the Madison Area Transportation Planning Board (the MPO for the region)
- Provided data and planning services including housing study for Village of Waunakee

- Provided an analysis of potential stormwater management retrofit projects for the Town of Pleasant Springs
- Employ operating agreements at Commission meetings

Remaining Work

- Conduct scenario planning and marketing campaign that polls members of the public about preferences for future growth options
- Greater number of direct engagement with local communities through meetings, presentations and workshops
- Better integration of regional and local comprehensive planning
- Continue building positive relations with appointing authorities and organizations in the region
- Continue improving quality and reach of publications and other communications
- Improve provision of regional trend data based on assessment of community needs

A few projects consumed most of staff resources in 2017. These were:

- A Greater Madison Vision/update of regional land use plan
- Applications for revising Sewer Service Area and Environmental Corridor boundaries in the Dane County Water Quality Plan
- Collection System Capacity Study for the Madison Metropolitan Sewerage District
- Stormwater Technical Advisory Committee

Other significant work efforts included developing a new agency website, preparing the Population and Housing Regional Trends Report, and review of sanitary sewer extension requests and associated stormwater management plans.

These priority activities left little time for more direct engagement with local communities, as envisioned in the Strategic Plan. Overall, the agency prioritized building a stronger foundation for successful community engagement by: developing a shared vision and plan for growth; improving the process for reviewing Sewer Service/Environmental Corridor amendment applications; improving messaging and communication; and strengthening partnerships with other regional agencies. In 2018 the Regional Planning Commission will continue to build this foundation while increasing engagement to local communities.

WORK PROGRAM SUMMARY

Table 1 below shows the summary of staff hours for the projects and activities associated with agency strategies. More than half of staff time will be devoted to carrying out strategy I that focuses on region-wide and regional planning activities – reflecting the importance of this strategy to the agency’s mission. It also reflects the current initiative, A Greater Madison Vision, which enters its third year. About 5.5 full-time equivalent (FTE) staff will be devoted to this category

Strategy II includes projects and activities to provide services to communities and stakeholders. In 2018, about 1.25 FTE staff will be devoted to this category. In future years, more time may be allocated to strategy II as the emphasis shifts from developing regional plans, to assisting local communities to incorporate regional goals into local plans.

About 0.7 FTE is allocated to Strategy III. However, it should be noted that 1.0 FTE staff time is allocated to outreach, information and education associated with A Greater Madison Vision. As with the second strategy, future work programs may allocate more time to the strategy of “telling our story.”

Table 1: Work Program 2018 Summary Table: Staff Hours

| Activities | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Totals | Percent |
|---|-----------|-----------|-----------|-----------|--------|---------|
| Strategy I | | | | | | |
| A. A Greater Madison Vision | 1,094 | 1,088 | 991 | 848 | 4,021 | 20% |
| B. Update Regional Land Use Plan | 90 | 104 | 128 | 282 | 604 | 3% |
| C. Water Quality Planning Activities | 230 | 588 | 1,022 | 1,173 | 3,013 | 15% |
| D. Water Quality Plan Amendments | 206 | 250 | 138 | 180 | 774 | 4% |
| E. Water Quality Plan Consistency | 256 | 355 | 394 | 277 | 1,282 | 6% |
| F. Other Regional Water Quality/Quantity Planning | 229 | 232 | 380 | 160 | 1,001 | 5% |
| G. Land Use Plan Amendments | 50 | 84 | 90 | 88 | 312 | 2% |
| H. Land Use and Transportation Plan Integration | 72 | 72 | 72 | 69 | 285 | 1% |
| <i>Subtotals</i> | 2,227 | 2,773 | 3,215 | 3,077 | 11,292 | 57% |
| Strategy II | | | | | | |
| A. MMSD Collection System Capacity Study | 972 | 280 | - | - | 1,252 | 6% |
| B. Planning and Data Services - Other | 202 | 502 | 284 | 451 | 1,439 | 7% |
| <i>Subtotals</i> | 1,174 | 782 | 284 | 451 | 2,691 | 13% |
| Strategy III | | | | | | |
| A. Education and Outreach | 305 | 364 | 305 | 455 | 1,429 | 7% |
| Administration | 634 | 637 | 606 | 593 | 2,470 | 12% |
| Paid Time Off | 460 | 348 | 624 | 648 | 2,080 | 10% |
| TOTALS | 4,800 | 4,904 | 5,034 | 5,224 | 19,962 | 100% |

2018 WORK PROGRAM

The Regional Planning Commission carries out projects and activities that support the strategies and mission of the agency.

Strategy I: Leverage CARPC’s region-wide activities, including supporting A Greater Madison Vision, the land use plan and the water quality plan.

Central to CARPC’s mission is development, adoption and implementation of plans for the physical development of the region and concurrent protection of water quality and other vital natural resources.

Like all regional planning commissions in Wisconsin, CARPC is charged under state statutes with “the function and duty of making and adopting a master plan for the physical development of the region.”

The Wisconsin Department of Natural Resources is required to have a continuing water quality management planning process, under Wis. Stat. 283.83. These Areawide Water Quality Management Plans are defined in NR 121 as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

Carrying out this strategy includes preparing, adopting, implementing and amending regional plans. CARPC adopted *Vision 2020: Dane County Land Use and Transportation Plan* in 2008. The Commission amended the plan in 2017 by adopting the Goals and Policies of the *Regional Transportation Plan 2050 for the Madison Area*. Currently, CARPC facilitates the initiative A Greater Madison Vision to develop a shared vision and plan for growth in the region, which will guide the Commission’s update of the regional land use plan. CARPC also implements and updates the Dane County Water Quality Plan, which consists of a Summary Plan and technical appendices.

Projects and Activities

A. A Greater Madison Vision

1. Description

A Greater Madison Vision (AGMV) is an initiative started in late 2015 by CARPC to develop a shared vision and plan that guides public and private decisions about how the region grows. Members of its 46-member Steering Committee of business, government and community leaders seek a vision and plan that fosters a region with exceptional quality of life, economic opportunity and a healthy environment for all. The greater Madison region is poised to add 150,000 to 175,000 people in the region in the next 25 years, along with their homes, workplaces, shops, schools, roads, parks and more. How and where these are added matters to transportation, job access, housing choice and affordability, equity, agriculture, clean water, and the environment. Getting growth right requires a common vision, plan, strategies, and coordinated action among communities and leaders.

2. Previous Work

2018 will be the third year of AGMV. In 2016, CARPC established the Steering Committee, researched best practices, prepared a Regional Baseline Assessment of area trends, and developed a work plan and community engagement strategy. In 2017, AGMV focused on stakeholder outreach and public participation. CARPC staff, with the help of Steering Committee members made 38 presentations to a broad range of public and private groups. They led 19 workshops and participated in a number of events such as the Dane County Fair. Overall, AGMV outreach activities reached more than 1,000 people.

3. 2018 Objectives and Milestones

Objectives

- a. Conduct scenario planning process that generates 10,000 completed surveys
- b. Prepare a vision and plan for growth of the region

Milestones

Quarter 1:

- Draft alternative growth scenarios
- Scenario marketing plan complete
- Scenario website firm contract executed
- Stakeholder outreach conducted

Quarter 2:

- Scenario polling completed

Quarter 3:

- Scenario polling results analyzed

Quarter 4:

- Draft vision and plan completed

4. Staffing

A total of 4,021 staff hours is planned for carrying out A Greater Madison Vision. Steve Steinhoff is project lead.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 59 |
| Steve Steinhoff | 974 |
| Sean Higgins | 160 |
| Matt Covert | 1,326 |
| Malissa Dietsch | 1,328 |
| Linda Firestone | 56 |
| <i>Interns</i> | 118 |
| TOTALS | 4,021 |

Staff activities will break down in the following categories

| Activity | Code | Total Hours |
|---------------------------------|------|--------------|
| AGMV Regional Land Use Planning | 151 | 1,827 |
| AGMV Admin | 150 | 16 |
| AGMV Outreach | 152 | 1,244 |
| AGMV Information and Education | 153 | 854 |
| AGMV Fundraising | 156 | 40 |
| AGMV Events | 157 | 40 |
| TOTALS | | 4,021 |

5. 2019-2020 Activities

Following 2018, AGMV will focus on approving and promoting a regional plan for growth. The AGMV Steering Committee will decide whether and how to continue as a body. CARPC

Community and Regional Development Planning staff will shift from developing the AGMV plan to updating the regional land use plan, and assisting communities with local comprehensive planning and promoting consistency between regional and local land use plans.

B. Update Regional Land Use Plan

1. Description

A Greater Madison Vision will guide CARPC’s update of the regional land use plan. This activity involves developing a framework and process for translating the vision and plan that emerges from AGMV into a regional land use plan.

2. Previous Work

This is a new activity; CARPC has not previously updated its regional land use plan.

3. 2018 Objectives and Milestones

Objective

- a. Commission approval of framework for updating regional land use plan

4. Staffing

A total of 282 staff hours is planned for updating the regional land use plan. Sean Higgins is lead staff.

| Staff | Hours |
|--------------|-------|
| Sean Higgins | 282 |

This activity is classified as County Levy Land Use Planning, Code 132.

5. 2019-2020 Activities

CARPC anticipates adopting an update to the regional land use plan in 2019, and promoting alignment of regional and local land use plans through education and provision of assistance to local planning efforts.

C. Water Quality Planning Activities

1. Description

CARPC conducts a variety of water quality planning activities in collaboration with the DNR, local municipalities, and numerous other agencies and organizations in the region working to sustain our surface and groundwater resources. Much of this work is conducted as part of CARPC’s annual agreement with the DNR for water quality planning services.

2. Previous Work

Significant work has been completed on updating the technical appendices of the Dane County Water Quality Plan in recent years. With the completion of these updates, the focus is shifting from updating the regional water quality plan to implementing the plan and providing more water quality planning assistance to local units of government and other agencies.

3. 2018 Objectives

a. Regional Water Quality Plan Integration

- i. Continue collaboration with the DNR on water quality planning.
- ii. Continue collaboration with the Clean Lakes Alliance associated with the implementation of the Yahara CLEAN Strategic Action Plan for Reducing Phosphorus.
- iii. Continue collaboration with the Madison Area Municipal Stormwater Partnership and Green Tier Clear Waters Initiative on stormwater management and erosion control in the region.
- iv. Expand collaboration with the WI Salt Wise partnership on efforts to reduce salt pollution in our lakes, streams and drinking water.

b. Water Quality Planning Services

- i. Mapping of Environmentally Sensitive Areas outside of current sewer service area and environmental corridor boundaries. This will aid the regional land use plan update work of A Greater Madison Vision, as well as, help inform the future comprehensive and neighborhood plans of communities in the region.
- ii. Continue to coordinate with the WDNR, U.W. Madison Water Resources Management Practicum, and other stakeholders on the development of a resource management plan for the Waubesa Wetlands Watershed.
- iii. Respond to requests for information and investigate issues related to wetland resources protection, water quality conditions, groundwater management, stormwater management, and environmental corridors.

c. Data Studies and Services

- i. Continue submittal of materials, reports, data, and correspondence to the DNR Surface Water Integrated Monitoring System (SWIMS).
- ii. Expand data sharing via web services.
- iii. Publishing on the CARPC and/or DNR website, as appropriate, information gathered for the update of the Water Quality Summary Plan.

4. Staffing

A total of 3,013 staff hours is planned for carrying out Water Quality Planning Activities. Mike Rupiper is project lead.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 654 |
| Tony Vandermuss | 398 |
| Sarah Fuller | 810 |
| GIS Specialist | 755 |
| <i>Interns</i> | 396 |
| TOTALS | 3,013 |

Staff activities will break down in the following categories

| Activity | Code | Total Hours |
|-------------------------------------|------|-------------|
| DNR Admin | 200 | 36 |
| DNR Water Quality Plan Integration | 201 | 568 |
| Waubesa Wetlands Study | 204 | 360 |
| DNR Water Quality Planning Services | 204 | 1,429 |
| DNR Data Studies & Services | 205 | 444 |
| DNR Conference & Training | 208 | 176 |
| TOTALS | | 3,013 |

5. 2019-2020 Activities

Water Quality Planning is an on-going activity for the agency. The specific focus areas change from year to year based on annual discussions with the DNR on their priorities for the water quality planning work program.

D. Water Quality Plan Amendments

1. Description

Amendments to the *Dane County Water Quality Plan* primarily result from applications to revise sewer service area boundaries (in Urban Service Areas and Limited Service Areas) and environmental corridor boundaries.

Sewer Service Area planning is one component of areawide water quality management planning. One purpose of this planning process is to help communities develop cost-effective and environmentally sound wastewater collection and treatment systems. Sewer Service Area planning identifies areas most suitable for sewer development as well as Environmental Corridors for the protection of environmentally sensitive areas. These plans also identify the best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

2. Previous Work

CARPC has conducted sewer service amendment services for the DNR since its formation. The amendment process changed in 2016 and 2017. In 2016, DNR and CARPC revised the process to be consistent with changes in State law that: established a 90-day process limit; limited decision-making criteria to legal water quality standards; and confirmed CARPC's role as advisory to DNR. In 2017, CARPC made further changes: to hold public hearings earlier in the process; and approve a "management letter" instead of taking action directly on amendment of the Water Quality Plan. Management letters recommend conditions of approval to ensure consistency with water quality standards, and provide recommendations.

3. 2018 Objectives

Carry out sewer service area amendment processes, as required by areawide water quality management planning, that is consistent with state statutes and CARPC's contract with the DNR.

4. Staffing

A total of 774 staff hours is planned for Water Quality Plan Amendments. Mike Rupiper is lead staff. Historically, CARPC has received an average of six applications for amendments to sewer service area and environmental corridor boundaries per year. The number of applications

typically increases when development levels are high, and decreases during construction downturns. The projected staffing is based on receiving six applications for amendments to sewer service area and environmental corridor boundaries, and two applications for environmental corridor variances in 2018.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 232 |
| Tony Vandermuss | 110 |
| Sarah Fuller | 224 |
| GIS Specialist | 80 |
| Sean Higgins | 48 |
| <i>Interns</i> | 80 |
| TOTALS | 774 |

Staff activities will break down in the following categories.

| Activity | Code | Total Hours |
|-------------------------------------|-------------|--------------------|
| DNR Water Quality Plan Amendments | 202 | 56 |
| Water Quality Plan (SSA) Amendments | 261 | 618 |
| Water Quality Plan (EC) Amendments | 262 | 100 |
| TOTALS | | 774 |

5. 2019-2020 Activities
This is an ongoing activity of the agency.

E. Water Quality Plan Consistency

1. Description
The majority of this work is reviewing urban development plans (sanitary sewer extension requests) for consistency with the Dane County Water Quality Plan and its conditions of approval. Review includes consistency with the adopted policies and criteria for environmental corridors (environmentally sensitive areas), the conditions of approval regarding stormwater management, and the approved sanitary sewer service areas in the adopted regional water quality management plan. This category also includes some work associated with reviewing wastewater facility plans and WPDES permits for consistency with the Dane County Water Quality Plan, as well as, reviewing plats and development plans for consistency with the environmental corridors adopted in the Dane County Water Quality Plan.
2. Previous Work
This is an ongoing activity of the agency. 109 sanitary sewer extension requests and associated stormwater management plans were reviewed in 2017.
3. 2018 Objectives
Complete sewer extension, stormwater management plan, and environmental corridor reviews on a timely basis to ensure consistency with the Dane County Water Quality Plan and its conditions of approval.

4. Staffing

A total of 1,282 staff hours is planned for water quality plan consistency. Tony Vandermuss is lead staff. Staffing for 2018 is based on reviewing a similar number of sanitary sewer extension requests as in 2017.

| Staff | Total |
|-----------------|--------------|
| Mike Rupiper | 112 |
| Tony Vandermuss | 900 |
| Sarah Fuller | 110 |
| GIS Specialist | 80 |
| <i>Interns</i> | 80 |
| TOTALS | 1,282 |

Staff activities will break down in the following categories.

| Activity | Code | Total Hours |
|------------------------------------|-------------|--------------------|
| DNR Water Quality Plan Consistency | 203 | 480 |
| Sewer Extensions / SWMP Reviews | 241 | 802 |
| TOTALS | | 1,282 |

5. 2019-2020 Activities

This is an ongoing activity for the agency

F. Other Environmental Resources Planning Activities

1. Description

CARPC conducts a variety of natural resource planning activities in collaboration with the local municipalities and other agencies and organizations in the region. This work category generally includes any work by the Environmental Resources Planning Division that is not conducted as part of CARPC’s water quality planning work for the DNR. It typically includes regional water quantity issues (i.e. flooding or high water level concerns) rather than water quality.

2. Previous Work

In 2016-2017, CARPC collaborated with the Dane County Lakes and Watersheds Commission to form a joint Stormwater Technical Advisory Committee (TAC) that made recommendations for reducing the increased risk of flooding from new urban development.

3. 2018 Objectives

a. Internally Drained Area Mapping

One of the recommendations of the Stormwater TAC was to map internally drained areas. This work was initiated in 2017 as part of the Stormwater TAC, and is to be completed in 2018.

b. Stormwater Work Group

CARPC and the Dane County Lakes and Watersheds Commission have formed a joint work group to continue to evaluate options for the stormwater volume trading recommendations of the joint Stormwater TAC. This work was initiated in 2017 and is to be completed in 2018.

c. Regional Water Quantity Issues

The Town of Verona has requested that the agency assist with facilitating a watershed-wide effort to examine and address a concern of higher water levels in Badger Mill Creek.

4. Staffing

A total of 1,001 staff hours is planned for these activities. Mike Rupiper is lead staff.

| Staff | Total |
|-----------------|--------------|
| Mike Rupiper | 229 |
| Tony Vandermuss | 40 |
| Sarah Fuller | 160 |
| GIS Specialist | 300 |
| <i>Interns</i> | 272 |
| TOTALS | 1,001 |

Staff activities will break down in the following categories.

| Activity | Code | Total Hours |
|---------------------------------|------|--------------|
| Regional Water Quantity Issues | 133 | 300 |
| Stormwater Work Group | 133 | 104 |
| Internally Drained Area Mapping | 133 | 597 |
| TOTALS | | 1,001 |

5. 2019-2020 Activities

This is an ongoing activity for the agency. Specific activities vary from year to year depending on the requests for assistance and the needs of collaborating municipalities or organizations.

G. Land Use Plan Amendments

1. Description

Amendments to the *Dane County Land Use & Transportation Plan* primarily result from applications to revise sewer service area boundaries (including Urban Service Areas and Limited Service Areas) and environmental corridor boundaries and plans.

2. Previous Work

CARPC has amended the boundaries of sewer service area (specifically urban service area) boundaries in the *Dane County Land Use & Transportation Plan* since its formation. The process changed in 2016 and 2017. In 2016, CARPC revised the process to separate amendments to the *Dane County Land Use & Transportation Plan* from amendments to the *Dane County Water Quality Plan*. The Commission chose to amend urban service area boundaries in the *Dane County Land Use & Transportation Plan* once or twice a year, instead of during review of every amendment application. In 2017 the Commission decided to take action on “management

letters” on urban service area amendment applications. Management letters provide recommendations regarding consistency between the *Dane County Land Use & Transportation*.

3. 2018 Objectives and Milestones

Objective

Carry out sewer service area amendment processes as required by areawide water quality management planning consistent with legal standards.

Milestones

CARPC experiences an average of six applications per year for amendments to sewer service area and environmental corridor boundaries, and environmental corridor variances. The volume of applications typically increases when development levels are high, and decreases during construction downturns. CARPC expects to receive average levels of applications in 2018.

4. Staffing

A total of 312 staff hours is planned for land use plan amendments. Sean Higgins is lead staff.

| Staff | Total |
|-----------------|--------------|
| Steve Steinhoff | 40 |
| Sean Higgins | 272 |
| TOTALS | 312 |

This activity is classified as Sewer Service Land Use Plan Amendment, Code 263.

5. 2019-2020 Activities

Land Use Plan amendments are an on-going activity for CARPC.

H. Land Use and Transportation Planning Integration

1. Description

CARPC works under contract with the Wisconsin Department of Transportation to coordinate and integrate land use and transportation with the Madison Area Transportation Planning Board (the federally designated Metropolitan Planning Organization, or MPO, for the region).

2. Previous Work

Integration of transportation and land use planning between the MPO and CARPC has been an ongoing activity for many years. Periodically, CARPC updates projections of population and demand for urban land development at the urban service area level, which the MPO uses for updates of the regional transportation plan. CARPC last updated urban service area population and land demand in 2015. In 2017, CARPC and the MPO held a joint policy board meeting. A result of that meeting was establishment by both agencies of a Joint MPO-CARPC Work Group to investigate options, and make recommendations, for increased regional land use and transportation planning integration, including potential merger of the two agencies.

3. 2018 Objectives

- a. Integration of transportation-related analysis of sewer service area amendments – ongoing
- b. Coordination between the travel demand model and the scenarios planning model for the update of the regional land use plan (A Greater Madison Vision) – quarters 1 and 2.

CARPC is working with the City of Madison to model alternative growth scenarios using the UrbanFootprint tool. The MPO worked with the City to integrate their travel demand model with initial countywide scenarios created by the City in 2016-17. As CARPC models new countywide scenarios, it will coordinate with the MPO to ensure consistency with the travel demand model.

- c. Coordination and cooperation on demographic data and analysis tools.

CARPC will provide input on land use/transportation interaction to MPO work, to improve its travel model and other analysis tools. The MPO plans to hire a consultant to help it develop a multi-year plan to improve these tools. Led by MPO, CARPC work on this project would involve reviewing documents (e.g. consultant scope of services, consultant reports, background information); attending meetings; and addressing the transportation-related portion of region-wide chloride management plan. The scope of the plan paid for by DOT under this work item is limited to transportation related chloride sources, including looking at deicers from county, state, and interstate highways, local roads, parking lots, and sidewalk areas. The larger management plan, paid by other funding sources, will examine non-transportation related sources of chloride in the region. Led by CARPC, work on a chloride management plan would involve monthly meetings with a stakeholder group, research and review of current practices in the region, identification and discussion of best practices, and preparation of a written plan.

- d. Preparation of recommendations by the MPO-CARPC Joint Work Group .

The Joint Work Group will explore a range of options for closer land use and transportation integration, and prepare recommendations for consideration by each policy board.

4. Staffing

A total of 285 staff hours is planned land use and transportation plan integration. Steve Steinhoff is lead staff.

| Staff | Hours |
|-----------------|--------------|
| Steve Steinhoff | 190 |
| Sean Higgins | 8 |
| Matt Covert | 80 |
| Linda Firestone | 7 |
| TOTALS | 285 |

Staff activities will break down in the following categories

| Activity | Code | Total Hours |
|--|-------------|--------------------|
| DOT Regional Land Use Plan Integration | 221 | 230 |
| DOT Regional Land Use Plan Amendments | 222 | 8 |
| DOT Admin | 220 | 47 |
| TOTALS | | 285 |

5. 2019-2020 Activities

One option being explored by the MPO-CARPC Joint Work Group is co-location. CARPC and MPO staff will investigate options, costs and benefits of colocation in 2019 or 2020. In 2020, CARPC anticipates revising population and land demand projections for urban service areas, following the scheduled release in 2018, by the Wisconsin Department of Administration, of municipal population estimates and projections.

Strategy II: Strengthen CARPC’s relevance for local officials and their constituents by focusing on regional planning and building bridges to locals.

Projects and Activities

A. MMSD Collection System Capacity Study

1. Description

The Madison Metropolitan Sewerage District’s Collection System Capacity Evaluation is a planning study that assesses and forecasts population, land use, and wastewater flow throughout MMSD’s service area. CARPC uses the results of the latest U.S. census, community development plans, and knowledge of District’s collection system to make population and flow forecasts for 5-year time increments through the year 2040. These flow forecasts are used to determine existing and future capacity requirements throughout the collection system. The 2017-18 Collection System Evaluation will be used to inform the District’s 2018 Collection System Facilities Plan and their annual Capital Improvements Planning process.

2. Previous Work

CARPC began work on this project in 2017, completing 1,669 staff hours, or approximately 55% of the project.

3. 2018 Objectives and Milestones

Complete the MMSD Collection System Capacity Study early in the 2nd quarter of 2018.

4. Staffing

A total of 1,252 staff hours is planned to complete the MMSD Collection System Capacity Study in 2018. Mike Rupiper is project lead.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 330 |
| Tony Vandermuss | 360 |
| Sarah Fuller | 30 |
| GIS Specialist | 80 |
| Sean Higgins | 200 |
| <i>Interns</i> | 252 |
| TOTALS | 1,252 |

This activity is classified as MMSD Collection System Evaluation, Code 281.

5. 2019-2020 Activities

None. The MMSD Collection System Evaluation has historically been conducted on a 10-year cycle.

B. Planning and Data Services - Other

1. Description

CARPC staff provide a range of planning and data services to partners, local communities and the public. Larger projects are often carried out for a fee based on actual costs incurred. Other services are provided to support agency planning activities and as basic services to regional constituents.

2. Previous Work

CARPC provides ongoing data services through its function as a federal data clearinghouse. Data work includes compiling and analyzing a variety of land use, demographic, environmental, economic and other data. The agency also accesses county geographic information system (GIS) datasets to prepare maps that support agency and outside planning efforts.

3. 2018 Objectives

Objectives – Fee for Service

- a. Complete a collection system study for the Pleasant Springs Sanitary District (PSSD) (Rupiper).

The PSSD has requested CARPC to provide services for a capacity evaluation of their collection system. This study will assist the sanitary district and Town of Pleasant Springs in determining if their collection system has sufficient capacity, existing and available, to support additional new development.

- b. Conduct a ModelBlock workshop (Higgins) – quarters 1 and 2

As the Town of Verona considers whether and how to add development within its boundaries, a range of differing viewpoints have emerged. The Town has identified the need to enhance current public involvement processes to better reconcile these differing perspectives. CARPC staff have proposed conducting one or two Model Block workshops. This will provide an opportunity for Town of Verona officials, developers,

land owners, farm operators, neighbors and other members of the public to collaborate during the early stages of design development. Participants will develop neighborhood designs that reflect Town goals and objectives and develop a preferred design strategy through a consensus-building process. The workshop(s) will result in preferred design strategies that can be used as a model for future development.

c. Provide mapping and data services to six Towns (Higgins) - 2018

Six townships in Dane County have withdrawn from Dane County zoning administration. As a result, those communities without access to the mapping services previously provided by Dane County. Upon request of the towns, CARPC will host and maintain an official zoning map for these six communities. Services include mapping and providing data for zoning and related attributes, environmentally sensitive areas, agricultural lands, and other mapping and analysis upon request.

Objectives – General Services

a. Coordinate the Cooperative Water Resources Monitoring Program (Rupiper) - ongoing

For many years, CARPC has coordinated an annual cooperative water resources monitoring program among the United States Geological Survey (USGS) and local units of government. The USGS prefers to contract with a single regional coordinating partner rather than many separate individual agreements. CARPC serves as the program facilitator, to coordinate the pass through contracts, which requires a small amount of staff time.

b. Develop and provide online regional trend data (Higgins) - ongoing

In order to make a meaningful contribution to the data resources already available to CARPC constituents, senior planning staff will aim to craft unique and informative data narratives. These narratives will be interactive and online, provided through the Tableau data visualization platform. Work will focus around key topics taken from the previous incarnation of the CARPC “Regional Trends Reports,” such as building permit data, land use trends, and trends affecting water quality in the region.

c. Conduct mapping of adopted local future land use plans (Higgins) - ongoing

Future Land Use maps are snapshots of each community’s vision for their future. By tracking the sum total of proposed future land uses in the region, CARPC is able to show one of many possible future development scenarios. Combining these data with monitoring of recent and proposed construction and infill will help plot the current trajectory of regional development: where we are, where we are headed, and where we said we would like to be.

d. Provide data, maps and other information upon requests (various) - ongoing

4. Staffing

A total of 1,439 staff hours is planned for planning and data services.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 98 |
| Sarah Fuller | 40 |
| GIS Specialist | 285 |
| Steve Steinhoff | 74 |
| Sean Higgins | 474 |
| Matt Covert | 218 |
| Malissa Dietsch | 16 |
| <i>Interns</i> | 234 |
| TOTALS | 1,439 |

Staff activities will break down in the following categories

| Activity | Code | Total Hours |
|---|-------------|--------------------|
| USGS Monitoring | 301 | 8 |
| PSSD Collection System Study | 321 | 130 |
| Future Land Use Mapping | 132 | 365 |
| Fair Housing Assessment | 134 | 32 |
| ModelBlock workshop | 322 | 80 |
| Other Fee for Service Land Use Planning | 322 | 30 |
| Other Fee for Service Data Studies | 323 | 40 |
| Fee for Service Admin | 320 | 38 |
| County Levy Planning Services | 134 | 142 |
| County Levy Data Studies | 136 | 574 |
| TOTALS | | 1,439 |

5. 2019-2020 Activities

This is an ongoing activity for the agency. Specific activities vary from year to year depending on the requests for assistance and the needs of collaborating municipalities or organizations.

Strategy III: Tell the story of what CARPC and regional planning bring to the party for municipalities –communicate the value and “what is” of regional planning – highlight successful communities.

Projects and Activities

A. Education and Outreach

1. Description

Work in this category includes website, newsletters, publishing of annual report, conducting public participation, representing Regional Planning Commission at events and meetings, and other promotional activities.

2. Previous Work

In 2017 staff increased the frequency of the agency newsletter from monthly to bi-weekly, and added an interactive map to communicate news stories from around the region.

3. 2018 Objectives

- a. Reach out to stakeholders and constituents to strengthen relationships about agency planning (Steinhoff and Higgins)

Staff will conduct outreach to municipalities including visiting communities and attending local meetings to demonstrate available tools and offer services. Staff will attend Plan Commission and Board meetings in communities throughout the county selected based on agenda items that deal with development and other regionally significant challenges like connecting workers to jobs, preserving adequate farmland, etc. This will ensure that CARPC is present as a resource to the community. Staff may give short presentations on trend data relevant to individual communities or simply be present to listen and take notes on what challenges the communities are facing and to suggest any assistance we may be able to offer. Time may also be used for meeting directly with municipal staff. This objective prioritizes in-person contact with CARPC constituents in order to give the agency a face and to develop strong working relationships between professionals.

- b. Produce bi-weekly newspapers that generate increasing levels of readership and positive responses (Dietsch)
- c. Produce Annual Report (Covert) – quarter 3
- d. Maintain agency website with easily accessible, up-to-date information (Firestone)

4. Staffing

A total of 1,489 staff hours is planned for providing education and information.

| Staff | Total |
|-----------------|--------------|
| Mike Rupiper | 24 |
| Tony Vandermuss | 4 |
| Sarah Fuller | 52 |
| Steve Steinhoff | 194 |
| Sean Higgins | 340 |
| Matt Covert | 168 |
| Malissa Dietsch | 408 |
| Linda Firestone | 59 |
| <i>Interns</i> | 240 |
| TOTALS | 1,489 |

Staff activities will break down in the following categories:

| Activity | Code | Total Hours |
|---------------------------------------|-------------|--------------------|
| County Levy Education and Information | 137 | 1,193 |
| County Levy Outreach | 138 | 216 |
| DNR Education & Information | 206 | 80 |
| TOTALS | | 1,489 |

5. 2019-2020 Activities
These are ongoing activities

Administration

1. Description

Administration includes budgeting, personnel and human resources, finance and general administration (e.g. ordering and stocking supplies, staff meetings). Staff also provide support to the Commission including meeting agendas, reporting and minutes. 2018 is estimated at 12% of staff time, a reduction from 17% in 2017 due in part to reduced administrative personnel and more automation of functions.

2. Previous Work

In 2017 the Administrative Services Manager coordinated the switch to an online program for agendas and minutes, and developed a new cost allocation program which was approved by the Wisconsin Department of Transportation.

3. 2018 Objectives

- a. Complete revision of Personnel Manual
- b. Document archive and recycling
- c. Prepare for potential move
- d. Office clean up

4. Staffing

A total of 2,470 staff hours is planned for Administration. Linda Firestone is lead.

| Staff | Hours |
|-----------------|--------------|
| Mike Rupiper | 94 |
| Tony Vandermuss | 28 |
| Sarah Fuller | 30 |
| GIS Specialist | 32 |
| Steve Steinhoff | 368 |
| Sean Higgins | 56 |
| Matt Covert | 48 |
| Malissa Dietsch | 48 |
| Linda Firestone | 1718 |
| <i>Interns</i> | 48 |
| TOTALS | 2,470 |

Staff activities will break down in the following categories:

| Activity | Code | Total Hours |
|-----------------------------------|-------------|--------------------|
| Admin | 110 | 576 |
| Work Program / Budget | 111 | 204 |
| Commission Meetings and Support | 112 | 570 |
| Admin Finance | 113 | 496 |
| Admin Personnel / HR | 114 | 212 |
| Staff / Div. Dir. Meetings | 119 | 292 |
| County Levy Conference & Training | 139 | 120 |
| TOTALS | | 2,470 |

- 5. 2019-2020 Activities
These are ongoing activities

Paid Time Off

Paid time off includes vacation, sick time, personal days and wellness days. Estimates below are based on CARPC personnel policies and staff input.

| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|---------------|------------------|------------------|------------------|------------------|--------------|
| TOTALS | 460 | 348 | 624 | 648 | 2,080 |