Capital Area Regional Planning Commission

2020 Work Program

and

Long-Term Work Planning

Adopted November 14, 2019

Prepared by the Staff of the
Capital Area Regional Planning Commission
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Contents

INTRODUCTION TO 2020 DRAFT WORK PROGRAM ........................................................... 4
   The Capital Area Regional Planning Commission ..................................................... 4
   Overview of the 2020 CARPC Work Program ......................................................... 4
REGIONAL PLAN COMMISSION VISION AND MISSION .............................................. 5
2019 WORK ACTIVITY HIGHLIGHTS ............................................................................. 6
WORK PROGRAM SUMMARY ....................................................................................... 7
   Regional Flood Resilience Planning Program ......................................................... 7
2020 WORK PROGRAM ............................................................................................... 9
   Regional Water Quality Planning Program ............................................................ 9
      Water Quality Plan Coordination ..................................................................... 9
      Water Quality Plan Amendment .................................................................... 11
      Water Quality Plan Consistency .................................................................... 13
   Regional Flood Resilience Planning Program ......................................................... 14
   USGS Cooperative Water Resources Monitoring Program .................................... 16
   Regional Land Use Planning Program ................................................................. 17
      A Greater Madison Vision ............................................................................. 17
      Regional Land Use Plan ................................................................................ 18
      Land Use Inventories and Mapping ................................................................ 21
      Planning Data Systems .................................................................................. 23
   Regional Transportation Planning Program ......................................................... 24
   Community Assistance Planning Program ............................................................ 27
ADMINISTRATION AND COMMISSION SUPPORT .................................................... 28
OVERALL DISTRIBUTION OF STAFF HOURS ........................................................... 32
INTRODUCTION TO 2020 DRAFT WORK PROGRAM

The Capital Area Regional Planning Commission (hereafter referred to as “Regional Planning Commission,” “CARPC,” or “agency”) 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.

The Capital Area Regional Planning Commission

The 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 first regional planning commission in the area, the Dane County Regional Planning Commission, was established in 1969, and dissolved in 2004.

The Regional Planning Commission assists local communities with planning services and regional planning to advance community and regional goals.

Regional Planning

The Regional Planning Commission serves 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.

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).

Community Assistance

The Regional Planning Commission provides planning services to assist local communities with a range of planning, data and mapping needs.

Overview of the 2020 CARPC Work Program

The 2020 CARPC Work Program is organized by major programs and their component projects and elements. Major programs are:

1. Regional Water Quality Planning
2. Regional Flood Resilience Planning
The Work Program describes each program and the projects and elements within them. For each project and grouping of elements, the Work Program explains:

- Objectives and relationship to mission
- Previous and current work
- Relationship to other activities
- Work description and methodologies
- Schedule
- Products
- Estimated hours
- Funding source
- Anticipated activities in 2021-2022

**Changes to the 2020 Work Program**

The CARPC work program has evolved over recent years. Until 2017 CARPC’s work program continued the organization and structure of predecessor organizations, the Capital Area Planning Division (a part of Dane County) and the Dane County Regional Planning Commission. Over time, however, agency activities and functions changed, and the historic organization of work activities became less and less relevant.

From 2017 through 2019 the agency revised its work program to align with strategic plan mission and strategies, and to integrate its land use and environmental resources planning activities. In 2019, staff determined that organizing work activities by major program areas and their components, was a more effective method of planning and tracking work activities.

**REGIONAL PLAN COMMISSION VISION AND MISSION**

In January 2017 the Commission adopted the following statements that emerged from a strategic visioning 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 the Fall of 2019 agency commissioners and staff conducted additional strategic planning to update its strategic plan for the next three years. The RPC will likely revise its strategic plan in early 2020.

2019 WORK ACTIVITY HIGHLIGHTS

1. A Greater Madison Vision – prepared and promoted key survey findings; prepared goals and key action items for Steering Committee endorsement

2. Integrating regional land use, transportation and environmental planning – co-located with staff of the Madison Area Transportation Planning Board (the MPO for the region); aligned regional land use and transportation plan update cycles

3. Collaborated with regional municipalities, agencies, and organizations to advance solutions to water quality issues

4. Initiated regional planning for flood resilience

5. Launched major update of the Regional Land Use Plan, prepared draft goals and objectives, and solicited community input

6. Developed the Dane County Water Quality Summary Plan into online website format

7. Expanded our online data portal of interactive maps, GIS data, and regional trends analysis

8. Continued supporting the Dane County Water Quality Plan through plan amendments and consistency reviews

9. Moved agency office to new location to collocate with staff of the Madison Area Transportation Planning Board
WORK PROGRAM SUMMARY

A summary of 2020 Work Program activities is below.

Regional Water Quality Planning Program

The Dane County Water Quality Management Plan is “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.” The plan is part of a continuing areawide water quality management planning program under state administrative code NR 121 and the federal Clean Water Act. A key component of the plan is to establish areas suitable for cost-effective and environmentally sound development on sanitary sewer, as well as, environmentally sensitive areas where development should not occur because it would have an adverse impact upon water quality. These plans also identify the best management practices needed to protect groundwater and surface water from the potential adverse impacts of urbanization, including nonpoint source pollution. The Regional Planning Commission works with communities to assist in the development and implementation of their local plans in a way that is consistent with the regional water quality plan, as the local agent of the Wisconsin Department of Natural Resources.

Regional Flood Resilience Planning Program

In response to the historic flooding in the fall of 2018, the Regional Planning Commission began exploring options for a coordinated, inter-municipal, approach to address flooding. The Commission’s initiatives for regional planning for flood resilience in 2020 are:

- Watershed based regional green infrastructure planning
- Identification of potential wetland restoration sites for flood mitigation

Regional Land Use Planning Program

A Greater Madison Vision - 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 as it adds an estimated 150,000 people in the next 25 years. In 2020, AGMV is expected to focus on promoting actions and strategies that advance key regional priorities identified from the 2018 scenario survey results.

Regional Land Use Plan - The regional land use plan is a component of the regional comprehensive plan as described in Wisconsin Statutes § 66.0309(9), which uses the term master plan for the region, and specifies that it shall contain “at least the elements described in s. 66.1001 [Wisconsin comprehensive planning statute]”. In 2020 CARPC will focus on developing a new regional land use plan by applying the land use plan goals developed by the Commission to prepare future land use map and implementation strategies for consideration by the Commission and local communities. The agency’s data portal will continue to be updated and expanded with new information related to land use planning.

Land Use Inventories and Mapping – The Dane County Regional Planning Commission, working with the Dane County Land Information Office (LIO) and Dane County Planning and Development (DCPD), conducted the first land use inventory in the region in 1970, and updated it every 10 years until the DCRPC was dissolved in 2004. The Capital Area Planning Division (interim regional planning body) and the Capital Area Regional Planning Commission continued the practice of inventorying land uses in partnership with LIO and DCPD, increasing the frequency to every five years starting in 2005. The
Regional Planning Commission maintains a geographic information system of digital maps and databases for planning purposes.

**Data Planning Systems** - CARPC staff access current and historical demographic and economic data as well as trend projections from several sources. Collation and maintenance of these data has historically been done on an as-needed basis.

**Regional Transportation Planning Program**
This is an ongoing program to increase integration between land use, transportation and environmental planning in partnership with the Madison Area Transportation Planning Board (federally designated Metropolitan Planning Organization, or MPO for the region). Activities anticipated for 2020 include: coordination of regional land use modeling to assist with MPO travel model update, transportation performance measures, and preparation of growth forecasts. MPO staff will continue to provide transportation reports for sewer service area amendments.

**Community Assistance Planning Program**
CARPC staff will continue to provide planning and data resources to meet the needs of local communities upon request.

Table 1 below shows the summary of staff hours for the projects and activities associated with agency strategies.

**Table 1: Work Program 2020 Summary Table: Staff Hours**

<table>
<thead>
<tr>
<th>Agency Programs</th>
<th>Total Staff Hours</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Regional Water Quality Planning</td>
<td>5,856</td>
<td>35%</td>
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<tr>
<td>Regional Flood Resilience Planning</td>
<td>1,096</td>
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<tr>
<td>Regional Land Use Planning</td>
<td>5,294</td>
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<tr>
<td>Regional Transportation Planning</td>
<td>373</td>
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</tr>
<tr>
<td>Community Assistance Planning</td>
<td>793</td>
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<tr>
<td>Administration and Commission Support</td>
<td>3,205</td>
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<td><strong>TOTAL</strong></td>
<td><strong>16,617</strong></td>
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</table>
2020 WORK PROGRAM

The Regional Planning Commission conducts and supports planning and collaborations that supports its mission to “facilitate the creation of a shared vision and regional plan with our communities and to support communities in making vital decisions that strengthen our region.” The agency carries out activities through programs focusing on water quality, flood resilience, land use, and community assistance. The sections below discuss the programs and program elements: their objectives, previous and current work, relationships to other activities, work descriptions and methodologies, schedules, products, hours and funding sources.

Regional Water Quality Planning Program

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.”

CARPC conducts a variety of water quality planning activities in collaboration with the DNR, local municipalities, and 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. The regional water quality planning program includes the following major program elements:

- Water Quality Plan Coordination
- Water Quality Plan Amendment
- Water Quality Plan Consistency

Water Quality Plan Coordination

Objectives and Relationship to Mission
Communicate and coordinate the policies and recommendations contained within the adopted regional water quality management plan with local and State organizations and agencies. Assist local and State-designated management agencies in conducting planning studies as needed to implement the point source and nonpoint source pollution abatement measures recommended in the adopted regional water quality management plan. Effect needed intergovernmental cooperation in plan implementation.

Previous and Current Work
Since the Commission’s creation in 2007, staff has worked with a variety of designated management (plan implementation) agencies and other related organizations to implement the regional water quality management plan.

Commission staff continue to serve on and provide support to several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County. In 2019 Commission collaborations included:

- Implementation of the Yahara CLEAN Strategic Action Plan for Reducing Phosphorus with the Clean Lakes Alliance Community Board and Strategic Implementation Committee
• Efforts to reduce salt pollution in our lakes, streams and drinking water with the WI Salt Wise Partnership
• Study of the Waubesa Wetlands with the U.W. Madison Water Resources Management Practicum
• Stormwater management and erosion control in the region with the Madison Area Municipal Stormwater Partnership and the Green Tier Clear Waters Initiative

Other major projects either completed or expected to be completed in in 2019 include:
• Development of a website (carpcwaterqualityplan.org) to make key information from the Water Quality Summary Plan available on-line
• 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 and help inform the future comprehensive and neighborhood plans of communities in the region.
• Expanded data sharing via web service with the creation of an open data portal. The portal currently includes sewer service area and environmental corridor data, groundwater nitrate data, historical urban service amendment information, and historical survey and aerial photos.
• Development of a green infrastructure guide for stormwater management

Relationship to Other Activities
While the primary purpose of this program is water quality, many of the projects implemented as result of planning efforts conducted under this program will also have stormwater runoff volume reduction (water quantity) benefits which are the objective of the Regional Flood Resilience Planning Program.

Work Description and Methodology
This program generally involves collaborating with various implementation partners on planning and information and education efforts that will lead to improved water quality in the region.

Commission staff will continue to serve on, and provide support to, several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County.

Commission staff continue to produce newsletter articles and other information and education materials related to implementation of the recommendations of the regional water quality management plan for Dane County.

Specific projects currently expected to be undertaken in 2020 include:

Yahara CLEAN Compact
The Yahara CLEAN Compact is the effort, led by the Clean Lakes Alliance, to reconvene the Yahara CLEAN partnership coalition for the purpose of evaluating, updating and adopting the Yahara CLEAN Strategic Action Plan for Phosphorus Reduction, in consideration of what has been accomplished, learned, and changed since 2012. The agency has signed a Letter of Intent to participate in this effort as a Collaborator.

Starkweather Creek Watershed Chloride Plan
Commission staff will collaborate with the WI Salt Wise Partnership on developing a watershed-based water quality plan, following the EPA 9 Key Element Plan framework, focused on chlorides in the
Starkweather Creek watershed. The Chloride Management Plan will include an assessment of chloride sources in the watershed, baseline monitoring, surveys of salt use in the watershed, and a framework for implementing best management practices.

**Schedule & Products**

**Yahara CLEAN Compact**
The schedule and products for this project are currently being developed by compact participants.

**Starkweather Creek Watershed Chloride Plan**

### Estimated Annual Hours

<table>
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<tr>
<th>Staff</th>
<th>Hours</th>
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<td>Environmental Resources Planner</td>
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<td>GIS Specialist</td>
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### Funding Source

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<td>$55,400</td>
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**Water Quality Plan Amendment**

**Objectives and Relationship to Mission**

To review, comment on, and help prepare proposals to amend the sanitary sewer service area boundaries and environmental corridors in the adopted regional water quality management plan. Staff provides comments and assistance in response to requests and applications submitted by local units of government. Commission staff reports and Commission recommendations are forwarded to the Wisconsin Departments of Natural Resources (DNR) for final administrative decision in accordance with State Statutes.

**Previous and Current Work**

This is an ongoing program element. CARPC has conducted sewer service amendment services for the DNR since its formation. A total of 38 individual sewer service areas (22 urban service areas and 16 limited service areas) are currently identified in the Dane County Water Quality Management Plan. During the year 2018, the Commission staff provided review comments attendant to four proposed sewer service area amendments and one proposed major change amendment to environmental corridors.
Relationship to Other Activities
The sanitary sewer area boundaries, environmental corridors, and associated conditions of approval established in plan amendments are checked when detailed development plans are submitted and reviewed under the Water Quality Plan Consistency program element.

Work Description and Methodology
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 sewered 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.

During 2020, it is expected that about six proposed sewer service area amendments and one proposed major change amendment to environmental corridors will be reviewed. This work activity requires meetings, phone calls, and/or electronic mail messages with representatives of local units of government, developers, and their consultants who propose expansions of sanitary sewer service areas or major changes to environmental corridors. Public hearings are held for each proposed amendment. The work involves the review of applications for consistency with the adopted policies and criteria for sewer service areas and environmental corridors. Environmental impact assessment data as well as an analysis of potential environmental impacts are summarized in a staff analysis report. The staff reports and water quality management letters approved by the Commission are forwarded to the Wisconsin Department of Natural Resources (WDNR) for administrative decision. Procedures for plan amendments will continue to be refined in conjunction with the WDNR staff, as necessary to meet the requirements of Chapter NR 121 of the Wisconsin Administrative Code.

Schedule
This program element is ongoing with sewer service area plan and/or environmental corridor amendments being conducted over the course of the year as requests are submitted by municipalities.

Products
Staff analysis reports and associated water quality management letters for an estimated six proposed sewer service area amendments and one proposed major change amendment to environmental corridors. Maintenance and refinement of sewer service area and environmental corridor GIS data in an open data portal on the CARPC website.

Estimated Annual Hours

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<td>Environmental Engineer</td>
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<td>Environmental Resources Planner</td>
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<td>GIS Specialist</td>
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Funding Source

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Water Quality Plan Consistency

Objectives and Relationship to Mission
Review, comment on, and aid in the preparation of proposals to construct public and private sanitary sewer extensions and stormwater management systems, relating such reviews to consistency with the adopted regional water quality management plan. Comments and assistance are provided in response to submittals by local units of government, consulting engineers, architects, plumbers, and others, and the resulting review letters are forwarded to the Wisconsin Departments of Natural Resources (DNR) and Safety and Professional Services (DSPS).

Previous and Current Work
This is an ongoing program element. In 2018, Commission staff provided review comments attendant to 87 proposed public sanitary sewer extensions and 26 proposed commercial building sanitary sewer extensions, as required under Sections NR 110.08(4) and SPS 382.20(4) of the Wisconsin Administrative Code. Commission staff also provided review comments on 18 related stormwater management plans and conducted 31 associated environmental corridor reviews.

Relationship to Other Activities
This program element is directly related to the Water Quality Plan Amendment program element, which establishes the boundaries of the planned sanitary sewer service areas, initial environmental corridors, and associated conditions of approval.

Work Description and Methodology
Most 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.

During 2020, it is expected that about 96 proposals for public sanitary sewer extensions, about 30 proposals for private commercial building sanitary sewers, about 20 stormwater management plans, and about 35 environmental corridor delineations will be reviewed. This work activity requires meetings, phone calls, and/or electronic mail messages with representatives of local units of government, developers, and their consultants who prepare plans for development receiving sanitary sewer service. The work involves the review of proposed plats, construction plans, and stormwater management plans for consistency with the approved sewer service areas, environmental corridor...
policies and criteria, and associated conditions of approval established by the adopted regional water quality management plan.

**Schedule**
This program element is ongoing with reviews being conducted over the course of the year as requests are submitted.

**Products**
Approximately 126 consistency review letters (208 letters) relating to the consistency of public and private sanitary sewer extensions, environmental corridors, and stormwater management plans with the adopted regional water quality management plan.

**Estimated Annual Hours**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
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</thead>
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<td>Director of Environmental Resources Planning</td>
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<td>Environmental Engineer</td>
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**Funding Source**

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<td>$84,200</td>
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</table>

**Regional Flood Resilience Planning Program**

**Objectives and Relationship to Mission**
Facilitate the development and implementation of regional flood resilience plans with our communities. Support communities in making decisions that strengthen the flood resilience of our region.

**Previous and Current Work**
In 2016 and 2017, the Commission collaborated with the Dane County Lakes & Watersheds Commission on a Joint Stormwater Technical Advisory Committee that developed recommendations for reducing the risk of flooding. Since then, the Commission has continued the collaboration in a Joint Stormwater Work Group with the Dane County Lakes & Watersheds Commission focused on discussing ways to implement the recommendations of the Joint Stormwater TAC.

Since the historic flooding in the fall of 2018, the Commission has also been exploring options for a coordinated, inter-municipal, approach to address regional flooding. The Commission’s current initiatives for regional planning for flood resilience are:
- Watershed based regional green infrastructure planning
- Identification of potential wetland restoration sites for flood mitigation
Relationship to Other Activities
While the primary purpose of this program is flood resilience, many of the projects implemented as result of planning efforts conducted under this program will also have water quality benefits which are the objective of the Water Quality Planning Program.

Work Description and Methodology
This program generally involves collaborating with various implementation partners on planning efforts that will lead to greater flood resilience in the region, with an emphasis on the implementation of various forms of green infrastructure.

Specific projects currently expected to be undertaken in 2020 include:

Green Infrastructure Plan for the Black Earth Creek Watershed
This project involves applying for FEMA grant funding to develop a green infrastructure plan for the Black Earth Creek Watershed. The work would be in collaboration with communities within the watershed, and other partners to oversee a consultant hired to develop the plan. The green infrastructure plan is envisioned to be modelled after the Milwaukee Metropolitan Sewerage District’s Regional Green Infrastructure Plan.

Wetland Restoration for Flood Mitigation
This project involves using the Wetlands by Design tool developed by the Nature Conservancy and the WDNR to identify potential wetland restoration sites within the region that have a high potential for providing flood mitigation. The agency will work with Groundswell Conservancy, Dane County, and other potential partners to identify interested landowners from the identified sites. The agency will work with WDNR and other potential implementation partners to restoration of the selected site(s).

Schedule and Products
Green Infrastructure Plan for the Black Earth Creek Watershed
The schedule and products for this project are contingent upon the receipt of a FEMA grant award.  
2020: Develop and issue an RFP for consulting services; 2020-2021: Develop Green Infrastructure Plan; 2022 and beyond: Plan Implementation

Wetland Restoration for Flood Mitigation
2020: The schedule and products for this project are currently being developed by project collaborators.

Estimated Annual Hours

<table>
<thead>
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<th>Staff</th>
<th>Hours</th>
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</thead>
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<td><strong>Total</strong></td>
<td><strong>1,096</strong></td>
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</table>
Funding Source

| Tax Levy  | 100%   | $111,300 |

USGS Cooperative Water Resources Monitoring Program

Objectives and Relationship to Mission
To provide long-term records of stream flow, water quality, and lake level data in support of local, State, and Federal water resources management decisions. Facilitate the implementation of the regional water quality management plan with our communities. Support communities in making water quality decisions that strengthen our region.

Previous and Current Work
This is an ongoing program. Continuous streamflow data and water quality samples are collected and published by the U.S. Geological Survey (USGS) for a network of four sites (Spring Harbor Storm Sewer in Madison, Pheasant Branch at USH 12 in Middleton, Yahara River at Windsor, and Yahara River at STH 113 in Westport). Continuous streamflow data is also collected with gages at four additional sites (Yahara River at Madison, McFarland, and Stoughton; Black Earth Creek at Black Earth). Baseflow and water quality sampling is also conducted annually at four sites, which are rotated among 17 sites throughout the region (Black Earth Creek, W. Branch Sugar River, Mt. Vernon Creek, Yahara River, Token Creek, Sixmile Creek, Dorn Creek, Pheasant Branch, E. Branch Starkweather Creek, W. Branch Starkweather Creek, Nine Spring Creek, Door Creek, Badfish Creek, Koshkonong Creek, and the Maunesha River). Continuous lake level data is also collected with gages at Lakes Mendota, Monona, Kegonsa, and Waubesa.

Relationship to Other Activities
The streamflow, water quality, and lake level data collected through this program are essential monitoring component for the regional water quality planning and regional flood resilience planning programs.

Work Description and Methodology
This project involves the preparation of annual contracts with the U.S. Geological Survey (USGS) and the local funding partners (Dane County, City of Madison, City of Middleton, and Town of Westport). The USGS performs the gage maintenance and sampling work and collects and published the data.

Schedule
This is an ongoing program carried out over the course of the year on an annual basis.

Products
Data from most gages is available electronically on a real time basis from the USGS website. The data is also published in a report by the USGS. Much of the data is also used in the CARPC water quality plan website and associated agency reports.
Estimated Annual Hours
This is a pass-through project. No staff time is allocated to this project.

Funding Source

<table>
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<tr>
<th>Tax Levy</th>
<th>USGS</th>
<th>Service Agreements</th>
<th>Total</th>
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<td>$0</td>
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Regional Land Use Planning Program
The Regional Planning Commission is charged under state statutes with “the function and duty of making and adopting a master plan for the physical development of the region.” This involves facilitating processes that builds broad agreement on goals and objectives for how the region grows, preparing and updating a regional land use plan, and maintaining mapping and data systems. This program helps carry out the agency mission of facilitating a shared vision and regional plan with area communities.

A Greater Madison Vision

Objectives and Relationship to Mission
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 as it adds an estimated 150,000 people in the next 25 years. Members of its 40+-member Steering Committee of business, government and community leaders seek to advance regional priorities as identified by area residents.

Previous and Current Work
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 conducted stakeholder outreach and public participation that reached more than 1,100 people. In 2018, AGMV prepared and implemented a scenario planning process. A public, online survey was solicited public input about priorities and growth preferences. In 2019, staff analyzed survey results, developed key findings, and conducted outreach and education to communicate survey findings. The AGMV Steering Committee and Executive Committee continued to meet to prepare recommended goals and actions in 2020, AGMV will likely work to advance strategies and actions.

Relationship to Other Activities
AGMV provides a framework for the Regional Plan Commission’s rewrite of the regional land use plan and provides guidance for regional transportation planning. AGMV builds stakeholder and public knowledge of regional growth challenges, and agreement on strategies for addressing those challenges. These strategies inform the preparation of CARPC’s regional land use plan.

Work Description and Methodology
AGMV has been guided by a Steering Committee of approximately 45 leaders from business, government and non-profit organizations, which meets quarterly. A smaller Executive Committee coordinates activities and makes recommendations to the full commission. AGMV has formed other
committees as needed. Commission staff support various committees, conduct education and outreach, and prepare trend and scenario planning analyses.

In 2020, AGMV is expected to focus on promoting goals and actions that advance key regional priorities identified in the 2018 scenario survey. The initiative will likely continue with a reduced level of activity.

Schedule
AGMV Steering and Executive Committees are estimated to meet a total of approximately four times in 2020, spread throughout the year.

Products
The main products from AGMV are the survey results and Steering Committee actions/recommendations. The survey results are available through greatermadisonvision.com in an interactive format. Steering Committee actions/recommendations will be available on the website and through regular CARPC communication channels.

Estimated Annual Hours

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Environmental Resources Planning</td>
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<tr>
<td>Agency Director/Director of Community &amp; Regional Development Planning</td>
<td>368</td>
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<tr>
<td>Community Planner</td>
<td>183</td>
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<td>Administrative Services Manager</td>
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<tr>
<td>Interns</td>
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Funding Source

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<td></td>
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Regional Land Use Plan

Objectives and Relationship to Mission
The objective is to re-write CARPC’s regional land use plan such that it is used by local communities to guide local comprehensive and related planning. It aims to create a shared vision and plan with local communities, and to support them in making vital decisions that strengthen the region.

Previous and Current Work
The previous RPC, the Dane County Regional Planning Commission adopted a countywide Land Use Plan in 1973, a Regional Development Guide in 1985, and the Dane County Land Use and Transportation Plan (Vision 2020) in 1997. CARPC updated the goals of Vision 2020 in 2008 and adopted the goals of the Madison Area Transportation Planning Board’s Regional Transportation Plan in 2017. CARPC kicked off
the process to rewrite its regional land use plan in 2019 by preparing draft goals and soliciting input from local community officials. Amendments to Vision 2020 have resulted from applications to revise Sewer Service Area boundaries (including Urban Service Areas and Limited Service Areas) and Environmental Corridor boundaries and plans.

In 2019 the Commission prepared draft land use goals and objectives based on key findings from the Greater Madison Vision scenario survey. With Commission guidance, staff prepared and distributed a survey to obtain input on the draft goals and objectives.

The Regional Land Use Plan program also involves providing education and information to constituents and conducting outreach to stakeholders and partners via the agency’s website, newsletter, reports and presentations. Historically, CARPC published annual Regional Trends reports that presented demographic, land use, development, economic, environmental and other trend data in bound paper documents. Over time, the agency also made these available electronically in PDF form. However, in recent years, people increasingly expect information to be available faster and in more accessible format online. In 2018, the agency began to make data more readily available online through interactive and “story” formats. An example is a data story about housing permits.

Historically the DCRPC and CARPC held conferences about once a year to share information, gather input and facilitate communication and networking among constituents and the public about regional planning issues. The last conference was held in 2014. In recent years, the agency has focused on events, outreach and engagement to support A Greater Madison Vision instead of regional planning conferences.

**Relationship to Other Activities**

The regional land use plan is a component of the regional comprehensive plan as described in Wisconsin Statutes § 66.0309(9), which uses the term master plan for the region, and specifies that it shall contain “at least the elements described in s. 66.1001” [Wisconsin comprehensive planning statute]. Statute § 66.0309(10) states that “the regional planning commission may adopt the master plan as a whole by a single resolution, or, as the work of making the whole master plan progresses, may by resolution adopt a part or parts of the master plan, any part to correspond with one or more of the elements specified in s. 66.1001.”

Consistent with that statutory language, CARPC adopts the land use portion of the regional comprehensive/master plan and prepares the Dane County Water Quality Plan for Wisconsin DNR adoption. Other entities adopt other plans. For example, the Madison Area Transportation Planning Board (MPO) prepares the regional transportation plan. Dane County prepares parks and open space, and farmland preservation plans. A private not-for-profit organization, the Madison Region Economic Partnership (MadREP) prepares a regional economic development plan.

The regional land use plan is intended to guide local planning, especially the land use elements of local comprehensive plans. Historically, the regional planning framework developed by the Dane County Regional Planning Commission became institutionalized into planning throughout the region. This framework consists of directing most growth to urban areas served by a full complement of urban services, establishing a protected network of open space and environmental corridor, and identifying and preserving farmland preservation areas. Local and regional planning throughout the region continue to follow this framework.
The regional land use plan also influences the regional transportation plan, and by association, transportation elements of local comprehensive plans, and pedestrian and bicycle plans. CARPC and the MPO formed a Joint Work Group in 2017 to identify opportunities and make recommendations for better integration of regional land use, transportation and environmental planning. The recommendations were accepted by both agencies. One of the recommendations was to align planning cycles of the regional land use and regional transportation plan updates. CARPC and the MPO are implementing this recommendation by scheduling the rewrite of the regional land use plan to immediately precede and inform the update of the regional transportation plan.

**Work Description and Methodology**

In 2020, CARPC will focus on developing a new regional land use plan. The State of Wisconsin, Department of Administration, is expected to update regional and local population projections in early 2020. CARPC will use the projections, and other data, to update household, housing, land demand and employment projections at the county and local level. Staff will compile and analyze information from other regional and local plans for land use implications. Staff will use these projections, land use goals approved by the Commission, and other data to prepare future land use map options and implementation strategies. Where feasible, the UrbanFootprint model will be used to estimate impacts of the map options and strategies.

Engagement with and input from local officials, stakeholders and the public will be important to the success of the update because implementation of the plan will depend on support and buy-in from local decision makers and influencers. Such support comes from participation that is then reflected in plan strategies and objectives. In 2020 CARPC will use survey input on the draft land use goals and objectives to guide the update process. Additional engagement will consist of regular communications and attending local meetings.

In addition to developing a new regional land use plan, CARPC will continue to consider amendments to the existing Vision 2020 plan. Amendments come in the form of boundary changes to Urban Service Areas (USAs) within Vision 2020. When sewer service area boundaries are officially revised (see Water Quality Amendment section above), consideration is given to also revising the USA boundaries to maintain consistency with sewer service area boundaries. [Note: USAs is the term used in Vision 2020 to denote areas served by a broad range of urban services including, in addition to sewer and water, police, fire, and accommodating a broader range of housing types and land uses]. Starting in 2017, the Commission considered amendments to USA boundaries in Vision 2020 once or twice a year, which it is expected to continue in 2020.

CARPC will continue to develop and provide land use and related information through its online data portal. The portal allows presentation of interactive charts, graphs, and interactive storylines. In addition to the standard housing, demographic, and economic available in the past, staff will begin including data related to measuring and achieving the draft goals and objectives developed during the update of the Regional Land Use Plan. Total energy use, renewable energy use, tree canopy, stormwater run-off, transportation costs, acreages of protected farmland, and acreages of cropland using key best management practices are some examples of the new data that will be compiled and reported. Staff will also report on current issues related to land use and environmental resource planning using interactive charts, graphs, and storylines.

**Schedule**
Staff anticipate preparing household, housing, land demand and employment projections in the Spring of 2020, generating map and strategy options in the Summer, soliciting community and stakeholder input during the Fall and preparing a draft regional land use plan in the Fall and Winter of 2020-21. Final adoption of the regional land use plan is anticipated for Summer 2021. Following adoption, CARPC anticipates maintaining a five-year update cycle in conjunction with the MPO’s regional transportation planning process. CARPC anticipates working with local communities during their comprehensive plan updates to integrate regional land use plan goals and objectives. Staff will continue to report on development trends and issues throughout the year through the newsletter and website data portal.

**Products**

Products anticipated for 2020 are regional and local household, housing, land demand and employment projections, future land use maps, and implementation strategies. Other products may include amendments to the Vision 2020 plan. Information and education products will include trend updates and reports in the agency newsletter and website.

**Estimated Annual Hours**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Agency Director/Director of Community &amp; Regional Development Planning</td>
<td>516</td>
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<tr>
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<td>540</td>
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<tr>
<td>Community Planner</td>
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<td>Interns</td>
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<td>Executive Chair</td>
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<td>Administrative Services Manager</td>
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**Funding Source**

| Tax Levy | 100% | $203,221 |
has been repeated every five years since. (RPC staff went back after the 2000 inventory and completed an inventory for 1990.) The comprehensive, county-wide mapping effort as it is currently carried out began in 2000. The process has been repeated every five years since.

CARPC also prepares and updates a map of planned future land uses. Future Land Use maps are snapshots of each community’s vision for their future. In 2018, CARPC updated future land use maps in Dane County as part of its capacity study completed for the Madison Metropolitan Sewerage District. By tracking the sum 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.

Relationship to Other Activities
Land Use Inventories and mapping are essential tools for carrying out planning activities.

Work Description and Methodology
The agency accesses county geographic information system (GIS) datasets to prepare maps that support agency and outside planning efforts.

Work on the 2020 Land Use Inventory will be divided between CARPC and County staff. County staff will survey areas outside, and RPC staff will survey areas inside of municipal boundaries respectively. Work will consist of a combination of virtual and field documentation and verification of land uses.

Future Land Use maps will be maintained by CARPC staff on an ongoing basis in 2020 with monitoring of recent, proposed, infill, and planned future development. The data will come from a variety of sources such as permit records, sewer extension letters, Sewer Service Area amendments, news stories, public hearing/meeting notices from local government, and comprehensive plan changes.

Schedule
In 2020, CARPC will coordinate with Dane County to prepare for the field and computer work to prepare, in 2021, the 2020 land use information for every parcel in the region. Preliminary work will begin in 2020 as soon as aerial imagery data are available for 2020, likely in the Fall.

Products
2020 Land Use Inventory in the form of a GIS dataset, expected completion in early 2022.

Estimated Annual Hours

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<th>Hours</th>
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Funding Source

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Planning Data Systems

Objectives and Relationship to Mission
CARPC staff access current and historical demographic and economic data as well as trend projections from a number of sources. However, the data are in a variety of formats, updated on differing timelines, and require varying degrees of analysis to determine their usefulness for any given application. Collation and maintenance of these data has historically been done on an as-needed basis.

Previous and Current Work
Work in 2019 included:
- Establishing a comprehensive accounting of structures containing housing units, counts of units, and other attributes for all of Dane County,
- Collating and formatting American Community Survey data for use in the data analysis, AND
- Compiling statistics on groundwater contamination risk factors, farming, vacancy rates, etc. used to generate newsletter content.

Relationship to Other Activities
Data are essential to the Agency’s role in estimating future population, housing, and land demand as part of the Sewer Service Area amendment process and for the Regional Land Use Plan. Data are also an essential resource to Community Assistance Planning work.

Work Description and Methodology
Data work includes compiling and analyzing a variety of land use, demographic, environmental, economic and other data. In 2020 and beyond, staff will work in a more systematic fashion to compile and analyze these data. Staff will work to establish and maintain official versions of data that can be easily accessed and used by all CARPC and MPO staff. The principal project staff member will also conduct on-going analysis of these data and maintain information about shifts in trends over time, changes to methodologies in how the data are collected or reported and keep records of the recommended best uses for the data.

Schedule
Collation of data in support of the Sewer Service Area amendment process, the Regional Land Use Plan update, Water Quality Plan, Community Assistance Planning, and Agency publications will be ongoing in 2020.

Products
Demographic, economic, land use, and other data will take the form of comma separated value (csv) files, tables, graphs, maps, as well as FAQ and metadata documents. Work in this program element is largely a “back of house” function and is intended to reduce lost staff time searching for, analyzing, updating, or otherwise interacting with data that may have already been accomplished by another staff person. The program element is also intended to reduce redundant—often conflicting or incomplete—data records in the Agency’s file systems.
Data from this program element will be officially represented in documents like the annual report, trends reports, staff analyses, newsletter posts, website hosted materials, etc. which fall under other areas of the work program.

<table>
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<tr>
<th>Staff</th>
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<tr>
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<td>Interns</td>
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**Funding Source**

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<td>$33,778</td>
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**Regional Transportation Planning Program**

**Objectives and Relationship to Mission**
The objective is to increase the integration of regional land use, transportation and environmental planning. Different elements of regional planning in the Capital area is dispersed across multiple entities. On the one hand, specialization enables planners to apply specific expertise to topics. On the other hand, a silo approach diminishes the region’s capacity to plan for and address the inter-connected nature of land use, transportation, environment, economic development, housing, and working lands. Building a closer working relationship across various planning entities helps break down barriers to integrated planning. Other methods of collaboration, such as joint projects and contractual agreements, can further strengthen the regions capacity for integrated planning across systems.

**Previous and Current 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. MPO staff have historically prepared transportation analyses of applications to amend sewer service area boundaries, which are provided as recommendations to applicant municipalities.
In 2017, CARPC and the Madison Area Transportation Planning Board (the federally designated Metropolitan Planning Organization, or MPO, for the region) established a Joint MPO-CARPC Work Group to prepare recommendations for increased regional land use, environmental and transportation planning integration. In 2018, both agencies accepted Work Group recommendations including colocation of CARPC and MPO staff, joint review of work programs, and alignment of schedules for regional land use and transportation planning.

In 2019, CARPC and MPO staff co-located at 100 State Street in Madison. They also aligned their land use and transportation planning schedules. In 2020 CARPC staff will work with MPO staff to use datasets and the UrbanFootprint land use model to assist with transportation performance measures, growth forecasts for the transportation plan, and improving the MPO travel model.

**Relationship to Other Activities**

Because transportation and land use are highly inter-related, planning for these functions should be coordinated. This coordination relates to sewer service area amendments, which are analyzed for land use, transportation and environmental impacts and provision of staff recommendations. It also relates to preparation of future land use maps that show where anticipated development will likely occur, which in turn influence travel and transportation planning.

**Work Description and Methodology**

CARPC works under contract with the Wisconsin Department of Transportation to coordinate and integrate land use and transportation with the MPO. CARPC and MPO staff work together on joint and related projects. Activities anticipated for 2020 include:

a. Continued coordination on use of UrbanFootprint land use model to assist in developing inputs to the MPO travel model (household and employment forecasts), development of growth forecasts for both the land use and transportation plan updates, and measurement of transportation performance. CARPC entered into a 2-year agreement with UrbanFootprint in August 2019 that gives agency staff access to data and technical support needed for modeling land use changes. The MPO and CARPC intend to use the same employment and household forecasts for land use and transportation planning.

b. CARPC staff preparation of updated traffic analysis zone (TAZ) level household and employment forecasts for the regional transportation plan update. CARPC staff will use Wisconsin Department of Administration updated population forecasts, scheduled to be released early 2020, and other data to prepare countywide and community level (sewer service areas) population, household and employment projections to 2050. Staff will consult with local community planners regarding community level projections. Then staff will allocate projections to TAZs outside of the City of Madison (City staff will allocate projections within the city). CARPC will provide the countywide employment forecasts and TAZ level household and employment forecasts under a fee-for-service agreement with the MPO. Forecasts will be provided for 2050 and 2035 interim plan horizon.

c. Continued coordination of activities related to colocation. This could involve regular joint meetings and development of systems for sharing equipment, supplies, data and administrative functions. CARPC and MPO staff will move into a shared office space at 100 State Street, Madison in late 2019. It is the intent that greater proximity and frequency of contact will
increase information sharing, joint projects and lead to greater integration of regional land use and transportation planning.

d. MPO staff preparation of transportation analyses and recommendations related to sewer service area amendments. For every application that CARPC receives for amendment to sewer service area (SSA) boundaries, MPO staff review the applications and make recommendations where appropriate for revisions to improve transportation system function and achieve greater consistency with Regional Transportation Plan goals and policies.

e. CARPC staff will monitor and participate in MPO transportation planning activities by attending MPO meetings, where appropriate, and reading meeting packets and reports.

f. Assist WisDOT with grant applications if needed.

Schedule
Coordination of UrbanFootprint datasets will occur mostly during the first half of the year, with adjustments and monitoring throughout. Preparation of TAZ level projections will occur mostly during the second and third quarter. Coordination of colocation activities, and MPO review of SSA amendment applications is ongoing throughout the year.

Products
UrbanFootprint outputs for transportation planning, TAZ level household and employment forecasts, transportation analyses and recommendations for sewer service area amendments.

Estimated Annual Hours

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Agency Director/Director of Community &amp; Regional Development Planning</td>
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</tr>
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<tr>
<td>Administrative Services Manager</td>
<td>7</td>
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<tr>
<td>Total</td>
<td>441</td>
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Of the hours allocated above, 27%, or 119 hours, is anticipated to be spent performing tasks for the Rural Transportation Work Program under agreement with WisDOT.

Funding Source

<p>| | | | | |</p>
<table>
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<tr>
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<td>$10,912</td>
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Community Assistance Planning Program

Objectives and Relationship to Mission
The objective is to provide planning and data resources to meet the needs of local communities. CARPC’s mission states that “we support communities in making vital decisions that strengthen our region.” Providing planning assistance to local communities is an important part of carrying out this portion of the mission.

Previous and Current Work
Historically, the Dane County Regional Planning Commission provided a range of planning assistance including comprehensive planning, parks and open space, transportation, farmland preservation planning, and specialized planning such as solid waste, energy, housing and economic development. Over time, some of these functions were assumed by other entities.

In 2018, CARPC conducted a capacity evaluation for the Pleasant Springs Sanitary District. This study helped the sanitary district and Town of Pleasant Springs determine if this collection system has sufficient capacity, existing and available, to serve additional new development. Also in 2018, CARPC provided data to the Town of Verona for their comprehensive plan update. CARPC prepared a housing data report for the City of Verona.

Also in 2018, CARPC entered into agreement with six Towns in Dane County that withdrew from County zoning administration. Under the agreements, CARPC hosts and maintains official zoning maps and provides mapping and data services for zoning, environmentally sensitive areas, agricultural lands, and other mapping and analysis upon request. This work is ongoing.

Relationship to Other Activities
Planning assistance serves to increase the capacity of local communities to address planning needs and strengthens regional capacity for collaboration on regional issues. Increased capacities and stronger collaborations lead to greater regional ability to achieve regional goals and objectives contained in regional plans.

Work Description and Methodology
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. Planning services include comprehensive planning, scenario planning, environmental condition reports, future urban development area planning, infrastructure systems studies and plans, data studies such as housing reports, neighborhood design, public participation, data and mapping services, and a variety of special studies such as infill or land suitability analyses. Planning services that require significant CARPC staff time are incorporated into annual work programs. Services that can be provided with relatively small amounts of staff time are provided upon request and staff time availability.

Schedule
The timing of planning services is determined by the date of requests and availability of staff.
Products
Products typically include plans, studies, reports and data and maps. In 2020 CARPC anticipates developing a community assistance plan to guide and communicate activities.

Estimated Annual Hours

<table>
<thead>
<tr>
<th>Staff</th>
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<tr>
<td><strong>Total</strong></td>
<td><strong>793</strong></td>
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</table>

Funding Source
County levy funds small levels of planning assistance, and larger multi-jurisdictional projects. Larger projects conducted for individual municipalities are provided on a fee-for-service basis.

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ADMINISTRATION AND COMMISSION SUPPORT

Objectives and Relationship to Mission
Administration supports Agency staff and the Commission in their performance of the Agency’s mission.

Previous and Current Work
In 2019 administrative staff converted paper files to electronic files with the goal of having all permanent paper files converted by the time CARPC moved in November 2019. As part of the move to the new location, electronic files were moved to cloud storage, including the addition of an audit trail to each document, to make electronic files more accessible. A CARPC website upgrade was begun in 2019. Also in 2019 the Administrative Services Manager researched and recommended services and goods, including furniture and IT goods and services, needed for the move to CARPC’s new location.

The full Commission and the Executive Committee meet monthly to discuss agency activities and take actions on items such as amendments to sewer service area boundaries, adoption of budgets or budget amendments, approval of work programs or amendments, contracts, and a range of personnel and financial matters. Staff support commission work with scheduling, posting of meetings, preparation of meeting materials, note taking, presenting and reporting at meetings, preparing meeting minutes, and payments for mileage and per diems.
In 2019 Commissioners continued to participate directly in A Greater Madison Vision activities by attending meetings. Commissioners also authorized new programs for flood resilience and Yahara CLEAN Compact. They initiated the agency’s major update of the regional land use plan by approving the planning process and endorsing draft goals and objectives for community input. Commissioners and staff together worked to update the agency’s strategic plan. Finally, commissioners represent the agency at meetings of organizations including the Dane County Cities and Villages Association and the Dane County Towns Association. In 2018 and 2019 the Commission designated the Chairperson as an Executive Chairperson: an agency employee position that receives a stipend for conducting outreach and representing the agency at a range of venues.

As a sub-recipient of funding from the Wisconsin Department of Transportation (WisDOT), CARPC must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. CARPC recertifies annually its implementation plan and compliance with the Acts and Regulations. CARPC also provides WisDOT with similar data and information related to Title VI on an as-needed basis.
Relationship to Other Activities

Administrative staff is involved with the compilation of staff work reports and the creation of invoices in order to invoice external parties for work done by staff. The Administrative Services Manager also supplies support for programs of the Community Planning and Environmental Resources divisions, the Agency as a whole, the Budget and Personnel Panel (BPP), and the MPO on a limited basis. The commission sets agency policies, provides guidance, oversees and approves agency activities.

Work Description and Methodology

Administration includes budgeting, personnel and human resources, finance, IT, payroll, and general administration (e.g. mail, ordering and stocking supplies and equipment, meeting coordination). Staff also provide support to the Commission and BPP, including meeting agendas, scheduling meetings, reporting, and minutes, as well as providing support to the MPO on a limited basis and administering the agency’s Title VI program.

In 2020 staff will add metadata to each file in the cloud and rename each file in accordance with CARPC’s new naming convention. In addition, older PDFs will be converted to OCR in order to make searches more productive. Administrative staff will continue to scan any paper files that were not scanned in 2019 and continue the website upgrade if necessary. Also in 2020 the Administrative Services Manager will begin the creation of a procedure manual which will describe in detail office procedures, including procedures for personnel, banking, payroll, reports, meetings, IT, accounts receivable, and accounts payable. Agency IT needs will take on a more prominent role in 2020. Toward the end of the year administrative staff will begin the transition to a new Administrative Services Manager, who will assume the position in February 2021.

In 2020 commissioners will continue their regular meeting schedule and activities. They will wrap up updates to the agency strategic plan and begin implementation. Commissioners may continue to participate in A Greater Madison Vision activities, if those activities continue. They will continue to provide guidance to the regional land use plan update, and act as liaisons with their appointing authorities and representing the agency before organizations including the Dane County Cities and Villages Association and the Dane County Towns Association.

In 2020, administration of the Title VI program will consist of an annual reporting of data, documentation of procedures, review of internal policies, conducting staff training, and ensuring that the required language is included in applicable contracts and publicly posted or included in meeting materials. CARPC will continue to maintain its official policy and procedure for addressing discrimination complaints.

Schedule

Most of the administrative schedule is dependent upon recurring events, such as payroll every two weeks, end-of-month financial reports, and quarterly reports due at the beginning of each quarter for work done during the previous quarter. Annual events include the creation of the next year’s budget starting in late Spring and continuing throughout Summer; the annual financial audit (preparation starts in February and ends in May when the audit findings are presented to the Commission); the compilation of the past year’s annual staff reports at the beginning of each year; and the preparation of the annual cost allocation plan in the middle of the year.
**Products**
Payroll records and reports  
Human resources policies and forms  
Administration of IT licenses and IT support  
Management of Agency records  
Minutes of meetings, including CARPC, Budget and Personnel Panel, and Executive Committee meetings  
Payment of accounts payable  
Receipt and processing of accounts receivable  
End-of-month financial reports  
Processing and general orientation of new Agency employees  
Maintenance of CARPC personnel policies  
Title VI Implementation Plan and associated documentation  
Maintenance of Title VI Policy and procedure for addressing discrimination complaints  
Review of Title VI Subrecipient program areas and activities (where applicable)  
Annual report of internal Title VI compliance review  
Dissemination of Title VI Policy Statement and Non-discrimination Policy Statement

**Estimated Annual Hours**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Environmental Resources Planning</td>
<td>172</td>
</tr>
<tr>
<td>Environmental Engineer</td>
<td>26</td>
</tr>
<tr>
<td>Environmental Resources Planner</td>
<td>26</td>
</tr>
<tr>
<td>GIS Specialist</td>
<td>26</td>
</tr>
<tr>
<td>Agency Director/Director of Community &amp; Regional Development Planning</td>
<td>552</td>
</tr>
<tr>
<td>Senior Community Planner</td>
<td>40</td>
</tr>
<tr>
<td>Community Planner</td>
<td>20</td>
</tr>
<tr>
<td>Scanner LTE</td>
<td>625</td>
</tr>
<tr>
<td>Administrative Services Manager</td>
<td>1702</td>
</tr>
<tr>
<td>Interns</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,205</strong></td>
</tr>
</tbody>
</table>

**Funding Source**
Administration is funded by county levy, fees and state agency contracts. Administrative costs are included in above estimates through application of an agency indirect cost rate.
OVERALL DISTRIBUTION OF STAFF HOURS

The following table shows the distribution of program hours for each staff position. Environmental Resources Planning Division staff, shown in columns 2-5, focus on water quality and flood resilience planning. Community and Regional Development Planning Division staff, columns 6-8, focus on land use, transportation and community assistance planning. The GIS Specialist also works on the mapping and land use inventory components of land use planning. The Agency Director/Community & Regional Development Planning Director also devotes significant hours to administration and commission support.

Table 2: Work Program 2020 Staff Hours by Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Agency Director/ Community &amp; Regional Dev. Planning Dir.</th>
<th>Environmental Resources Division Director</th>
<th>Senior Community Planner</th>
<th>Environmental Engineer</th>
<th>GIS Specialist</th>
<th>Environmental Resources Planner</th>
<th>Community Planner</th>
<th>Administrative Services Manager</th>
<th>Interns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Water Quality Planning</td>
<td>0</td>
<td>1,116</td>
<td>0</td>
<td>1,650</td>
<td>1,268</td>
<td>1,822</td>
<td>0</td>
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<tr>
<td>Regional Flood Resilience Planning</td>
<td>0</td>
<td>460</td>
<td>0</td>
<td>172</td>
<td>0</td>
<td>0</td>
<td>464</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regional Land Use Planning</td>
<td>1,022</td>
<td>60</td>
<td>1,336</td>
<td>0</td>
<td>480</td>
<td>0</td>
<td>933</td>
<td>131</td>
<td>1,024</td>
</tr>
<tr>
<td>Regional Transportation Planning</td>
<td>174</td>
<td>0</td>
<td>260</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
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<tr>
<td>Community Assistance Planning</td>
<td>92</td>
<td>0</td>
<td>204</td>
<td>0</td>
<td>74</td>
<td>0</td>
<td>423</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administration and Commission Support</td>
<td>552</td>
<td>172</td>
<td>40</td>
<td>26</td>
<td>26</td>
<td>26</td>
<td>20</td>
<td>1,702</td>
<td>16</td>
</tr>
</tbody>
</table>
Capital Area Regional Planning Commission Organization Chart with Staff Positions (effective January 1, 2019)

- Budget & Personnel Panel
- Capital Area Regional Planning Commission
  - Executive Chairperson
  - Executive Committee
  - Executive Director or Agency Director
    - Administrative Support
      - Staff Members
      - Administrative Services Manager
    - Environmental Resources Planning
      - Division Director
      - Staff Members
      - Environmental Resources Planner
      - Environmental Engineer
      - GIS Technical Support
      - Staff Members
      - GIS Specialist
    - Community & Regional Development Planning
      - Agency Director/Division Director
      - Staff Members
      - Senior Community Planner
      - Community Planner
      - Community Planner