

# AGENDA (Revised 9/7/10; item #10 added)

## Meeting of the Capital Area Regional Planning Commission

September 9, 2010 City-County Building Room 351, 210 Martin Luther King Jr. Blvd., Madison WI 7:00 p.m.

### RPC Meeting Procedures and Deadlines

**Registering and Speaking at RPC Hearings and Meetings:** Persons wishing to speak on any RPC public hearing or agenda item must register and give the registration form to the meeting recorder before the item comes up on the agenda. The time limit for testimony by registrants will be between 3 and 5 minutes as determined by the Chair. Speakers may *not* yield their time to other speakers; however, applicants for USA/LSA amendments may be granted from 10 to 25 minutes which may be allocated to one or more speakers. The RPC may alter the order of the agenda items at the meeting.

**Deadlines for Written Communications:** Written communications intended to be provided to the Commission and considered as part of the information package for a public hearing or agenda item should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications received after this deadline will be reported and provided to the Commission at the meeting.

**RPC Action Scheduling:** If significant controversy or unresolved issues are raised at the public hearing, the RPC will usually defer or postpone action to a future meeting.

1. Roll Call
2. **Approval of minutes of the August 12, 2010 meeting (*actionable item*)**
3. Review of agenda
4. Public comment for items not on the agenda
5. New business
6. Report and Discussion on the FUDA planning process
7. Public Hearing: Consideration of Resolution CARPC No. 2010-13 adopting the 2011 CARPC Budget
  - a. Staff Presentation
  - b. Open Public Hearing to take testimony from registrants; close Public Hearing
  - c. **Consideration of Resolution CARPC No. 2010-13 (*actionable item*)**
8. **Consideration of disseminating Draft 2011 Work Program and 2011-2016 Overall Program Design to local units of government to solicit comments at October 14 public hearing (*actionable item*)**
9. **Consideration of hiring Schenck Business Solutions to conduct 2010 financial audit (*actionable item*)**
10. **Direct staff to draft a resolution to the Dane County Lakes and Watershed Commission requesting that the Dane County Ordinance be changed to incorporate the CARPC stormwater volume control standard (*actionable item*)**
11. Communications
12. Report of Chair / Discussion
  - a. Report of Executive Committee meeting of September 9, 2010
13. Report of Deputy Director / Discussion
14. Future agenda items (next meeting is scheduled for October 14, 2010)
15. Adjournment

**NOTE:** If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

**NOTA:** Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

**LUS CIM:** Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

# Draft MINUTES

## Capital Area Regional Planning Commission

August 12, 2010

City-County Building Rm 351, 210 MLK Jr Blvd, Madison WI

7:00 p.m.

---

Present: Curt Brink, Martha Gibson, John Imes, Peter McKeever, Ed Minihan, John Murray, Larry Palm, Kurt Sonnentag, Susan Studz, Caryl Terrell, Phil Van Kampen

Absent: Zach Brandon, Jeff Miller

Staff Present: Chris Gjestson, Mike Kakuska, Kamran Mesbah, Mike Rupiper, Barbara Weber, Attorney John St. Peter

### 1. Roll Call

Chair Van Kampen called the meeting to order at 7:04 p.m.; roll was recorded.

### 2. Approval of minutes of the July 8, 2010 meeting

Moved by Mr. McKeever, seconded by Mr. Sonnentag, to approve the minutes of the July 8, 2010 meeting. Motion carried.

### 3. Review of agenda

There were no changes requested.

### 4. Public comment for items not on the agenda

Stefi Harris, 3427 County Rd. P, Mt. Horeb, representing Western Dane Coalition for Smart Growth and Environment, described how stormwater management practices were not always effective, and referred to standing water in an area near Blackhawk Church after storm events, causing erosion and crop damage. She asked members to consider this when considering stormwater volume control standards.

Arnold Harris, 3427 County Rd. P, Mt. Horeb, representing Western Dane Coalition for Smart Growth and Environment, referred to the Village of Mazomanie v. DNR court case and stated that its outcome may put the future of CARPC in doubt. He stated that the CARPC process was fundamentally flawed; a conflict of interest existed when CARPC acted on USA amendments when it was supposed to be planning for the region; USA amendment reviews should be separated from regional and water quality planning. He stated that Dane County, MPO, RTA, and local governments collectively were better suited to conduct regional planning.

### 5. New business

None.

### 6. Consideration of Resolution CARPC No. 2010-8 amending the Dane County Land Use and Transportation Plan and Dane County Water Quality Plan by adopting stormwater runoff volume control standards

Greg Fries, City of Madison Engineering, 210 MLK Jr. Blvd., registered in support of the proposal. Mr. Sonnentag described a meeting between CRANES members and Dane County Cities and Villages Association; he expressed support for the 90% stay-on standard and encouraging 100%, but opposed mandating 100% for all communities. Mr.

McKeever stated that the 100% standard should be adopted, and allow for exceptions down to 90% where appropriate. Discussion followed.

Moved by Mr. Van Kampen, second by Mr. Murray, to adopt Resolution CARPC No. 2010-8 as drafted. Ms. Terrell expressed support for directing staff to report to CARPC in 6 months on evaluating when 100% stay-on might be appropriate. Mr. Murray expressed concern that such an evaluation had too many variables; he expressed support for the 90% standard. Mr. Mesbah stated that the Technical Advisory Committee had recommended a 5-year evaluation period for such an evaluation and provided a list of questions to be answered. He described the difficulty in some cases to meet the 100% standard; the City of Fitchburg was consulting with federal EPA on achieving 100% for their most recent USA amendment. Discussion continued.

Moved by Ms. Terrell, second by Ms. Gibson, to amend the Resolution by adding a sentence to the end of Ordinance revision #1 which reads "Adoption of this minimum standard would not preclude the Commission from using a 100% pre-development volume control standard as a condition of approval for an urban service area amendment where it is determined necessary to mitigate the impacts on water resources." Discussion followed. Motion to amend carried 6-4 on roll call vote (Brink, Murray, Studz and Van Kampen voting no). Motion to adopt Resolution CARPC No. 2010-8 as amended carried unanimously on roll call vote.

**7. Public Hearing: Consideration of Resolution CARPC No. 2010-10 amending the Dane County Land Use and Transportation Plan and Dane County Water Quality Plan by revising the Rodefeld Limited Service Area boundary and Environmental Corridors in the City of Madison and the Town of Blooming Grove**

**a. Staff Presentation**

Ms. Weber made a PowerPoint presentation of the request, which proposes to add 40.7 acres to the Rodefeld Limited Service Area to accommodate a new Waste Transfer Station/Household Hazardous Waste building, and to include the existing scale house and electric generation building which was found to have been receiving sanitary sewer service although they are not currently within the LSA. Mr. Kakuska described the watershed of the amendment area, including its associated wetlands. John Welch and Michael Dimaggio, representing Dane County, answered questions posed by commissioners. Mr. Rupiper described the conceptual stormwater management plan for the area.

**b. Open Public Hearing to take testimony from registrants; close Public Hearing**

Mr. Van Kampen opened the public hearing. The following registered in support of the proposal: Rick Roll, City of Madison Planning, 215 MLK Jr. Blvd.; Greg Fries, City of Madison Engineering, 210 MLK Jr. Blvd.; John Welch and Michael Dimaggio, representing Dane County; Jim Hansen, 125 South 84<sup>th</sup> St., Milwaukee, representing Dane County Public Works.

Mr. Roll stated that the proposal provided a regional benefit. The City agreed to the conditions of approval, and requested approval of the proposal. Commissioner posed questions to the applicant. Mr. McKeever asked if 100% stay-on of pre-development stormwater was feasible for the site; Mr. Welch stated it would be very hard if not impossible due to space restrictions of the existing development. Mr. Palm asked if the Town of Blooming Grove had been notified of the proposal; Mr. Welch stated that he had spoken with the Town Engineer and its Administrator around early July; both had

indicated no concerns. Mr. Roll stated that he had contacted the Town in April or May, and sent a copy of the application packet in June, and had contacted them today. The City also had an intergovernmental agreement with the Town. Members continued questions and discussion.

Supv. Dave de Felice, 6302 Dominion Dr., Madison, representing Dane County Supervisory District 16, registered and spoke in opposition to the proposal. Supv. de Felice described concerns of the proposal as indicated in his memo (distributed to members), as a representative of his District constituents. He expressed concern for the entrance relocation to Buckeye Road. He stated that he spoke with the Town of Blooming Grove Administrator this afternoon, and he did not recall the proposal. He expressed concern about the size of the facility, impacts on groundwater and runoff, the type of waste at the facility and how its handled, the impact on County revenues from the sale of methane gas, and the capacity for wastewater generated from the site. He stated that alternative sites should be considered, and expressed concern about relocating the Clean Sweep facility to the outskirts of town, and the traffic impacts. He asked that the Commission defer action to look closer at the issues raised. There were no other registrants; Mr. Van Kampen closed the public hearing.

**c. Consideration of Resolution CARPC No. 2010-10**

Moved by Ms. Terrell, second by Mr. McKeever, to defer action to the next meeting so that the concerns of Supv. de Felice could be addressed. Motion failed 2-8 on roll call vote; discussion followed. Moved by Mr. Van Kampen, second by Mr. Sonnentag, to adopt Resolution CARPC No. 2010-10 with the conditions and recommendations of approval of the staff analysis dated July 13, 2010. Motion to adopt carried 11-0 on roll call vote.

**8. Public Hearing: Consideration of Resolution CARPC No. 2010-11 amending the Dane County Land Use and Transportation Plan and Dane County Water Quality Plan by revising the Badger Prairie Limited Service Area boundary and Environmental Corridors in the Town of Verona**

**d. Staff Presentation**

CARPC staff made a PowerPoint presentation on the proposal. Ms. Weber described the proposal, which amends the Badger Prairie Limited Service Area by adding 4.2 developable acres, and merges the LSA with the Verona Urban Service Area. She described consistency with local and regional adopted plans. Mr. Kakuska described the natural resources of the area, which drains to the Badger Mill Creek watershed. Mr. Rupiper described the conceptual stormwater management plan, and staff recommendations for approval, which include consideration of retrofitting stormwater management practices for the redevelopment of the area in the existing LSA to maintain the post-development stay-on volume to at least 90% of the pre-development stay-on. Discussion followed.

**e. Open Public Hearing to take testimony from registrants; close Public Hearing**

Mr. Van Kampen opened the public hearing. The following registered in support of the proposal: Rob Nebel, 1919 Expo Way, Madison, representing Dane County Public Works; Travis Myren, Director of Administration, Dane County; Betsy Powers, representing BT-Squared, 2830 Dairy Dr., Madison; and Gregg Borucki, representing BT-Squared, 421 Wisconsin Dells Pkwy. #2, Wisconsin Dells. Commissioners posed questions to registrants and staff; Mr. McKeever asked if it were feasible to achieve greater than 90% stay-on and if the applicant was willing to try; Mr. Nebel indicated a

willingness to try. Ms. Terrell asked if the applicant would object to mitigating for the damaged wetland; Mr. Nebel answered no. There were no other registrants; Mr. Van Kampen closed the public hearing.

**f. Consideration of Resolution CARPC No. 2010-11**

Mr. McKeever described the importance of Dane County to take the lead in achieving the highest stormwater management standards. Moved by Ms. Terrell, second by Mr. McKeever, to adopt Resolution CARPC No. 2010-11 with the conditions and recommendations in the staff analysis dated July 13, 2010, with an additional recommendation added to read "Dane County consider mitigation of the pre-application wetlands destruction." Commissions discussed the proposal.

Motion by Mr. McKeever, second by Mr. Palm, to amend condition "d" by changing "90%" to "100%." Mr. McKeever asked if the applicant was willing to achieve the higher standard; Ms. Powers stated that they could and would find a way to make it happen. Motion to amend carried unanimously on voice vote. Main motion as amended carried 11-0 on roll call vote. (Mr. Imes left the meeting.)

**9. Consideration of creating an Economic Advisory Committee**

Phil Salkin, 944 Autumn Woods Ln., Oregon, representing REALTORS Association of South-Central Wisconsin (RASCW), registered to speak in support of creating the Committee. Mr. Salkin stated the EAC would be able to identify any unintended negative economic impacts of a proposal by the CARPC Environmental Resources Technical Advisory Committee (ERTAC), could identify positive economic impacts, and how negative impacts might be mitigated. He stated that the EAC would benefit CARPC, would be limited to commenting on ERTAC recommendations, and would only require minimal CARPC staff support. He proposed that EAC would be a standing committee which could be called to meet at the pleasure of CARPC. RASCW and its affiliated associations would provide recommendations on membership, which should require the appropriate level of expertise.

Motion by Mr. Murray, second by Mr. Palm, to direct staff to work with Mr. Salkin to prepare a scope statement which includes addressing potential membership, scope of Committee purview, time frames for providing comment to CARPC, and required staff support. Mr. Murray described the need to avoid allowing any new committee to exceed its intended scope. Ms. Gibson expressed opposition to creating a committee not related to water quality. Discussion continued. Motion carried 6-4 on roll call vote (Gibson, McKeever, Minihan and Terrell voting against). The meeting recessed for five minutes by unanimous consent.

**10. Consideration of policy governing public comment at CARPC and CARPC standing committee meetings**

The time for recess expired. Motion by Mr. McKeever, second by Mr. Van Kampen, to defer to the next meeting. Mr. McKeever stated that he would like to propose policy language. Motion carried unanimously on voice vote.

**11. Consideration of disseminating Draft 2011 Budget to local units of government to solicit comments at September 9 public hearing**

Motion by Ms. Terrell, second by Mr. Murray, to disseminate the draft budget to local governments for comment. Mr. McKeever stated that the budget as proposed was not sustainable; Mr. Van Kampen reported that the Budget and Personnel Panel was

scheduled to begin meeting in November to discuss the long-term approach to funding CARPC. Mr. McKeever asked what should be communicated along with the budget; members discussed. Ms. Studz described the need for the four appointing authorities to unify in support of CARPC. Discussion continued. Ms. Studz stated that the notice for the hearing was an opportunity to communicate the value of CARPC; Ms. Terrell agreed, the notice should indicate what CARPC did in 2010, and the proposed budget will reflect a decrease in work activity, Motion to disseminate for comment carried unanimously on voice vote.

**12. Discussion of Draft 2011 Work Program and 2011-2016 Overall Program Design**

Moved by Ms. Gibson, second by Mr. Palm, to defer to the next meeting. Motion carried unanimously on voice vote.

**13. Consideration of Resolution CARPC 2010-12 to include CARPC under the Wisconsin Deferred Compensation Program**

Motion by Mr. McKeever, second by Mr. Palm, to adopt. Motion carried unanimously on voice vote.

**14. Consideration of Agreement with Dane County to receive grant funds from Wisconsin Department of Agriculture, Trade and Consumer Protection for the conduct of the CARPC Land Use Inventory**

Motion by Mr. Palm, second by Mr. McKeever, to sign agreement. Motion carried unanimously on voice vote.

**15. Report and Discussion on the FUDA planning process**

Motion by Ms. Studz, second by Ms. Gibson, to defer to next meeting. Motion carried unanimously on voice vote. Mr. McKeever requested the item be placed early in the agenda.

**16. Communications**

The following were placed at members' places: a letter dated August 12, 2010, from Dane County Supv. Dave de Felice regarding agenda item #7; letter dated August 11, 2010, from Madison Area Builders Association regarding agenda item #6; and a letter dated July 21, 2010, from Kris Hampton, Town Chair of Cottage Grove, regarding agenda item #7.

**17. Report of Chair / Discussion**

**a. Report on Executive Committee meeting of August 12**

Mr. Van Kampen reported that the Committee had approved the monthly bills.

**18. Report of Deputy Director / Discussion**

None.

**19. Future agenda items**

Mr. Murray stated that the Commission needed to make a decision regarding filling the Executive Director position.

**20. Adjournment**

Moved by Ms. Gibson, seconded by Mr. Palm, to adjourn; motion carried at 11:00 p.m.

Recorded by Chris Gjestson

**Re: Report and Discussion on the FUDA planning process**

**Decision Items:**

1. None

*Discussion on FUDA was deferred at the August meeting. The following repeats the cover sheet for that meeting.*

At the July 8 CARPC meeting, staff provided recommendations on the FUDA process for Commission consideration and discussion. There appeared to be a general consensus that the comprehensive phased process approach may be too complex at this time, and staff should “flesh out” how the first two phases might be implemented in the form of individual FUDA plans.

The primary steps involved in producing a FUDA plan for a municipality have been outlined. East step will result in discrete deliverables that can be used in the next planning step. The deliverables can also be used independent of the FUDA planning process by the municipality.

1. Define planning and analysis areas for the screening and collection of information and data.
2. Prepare Environmental Conditions Report from the inventory of available information on natural and cultural resources, infrastructure, and built environment and systems. The MPO and the unit of government will participate in the inventory activity.
3. Conduct the community planning project through collaborative and participatory planning involving the staff of the RPC (and any other pertinent agency) and local units of government in and around the USA.

Potential planning projects have been listed. Staff participating in various steps in the process have also been identified.

The full outline is attached for Commission consideration and discussion.

**Materials Presented with Item:**

1. Future Urban Development Area Planning Outline, dated 8/6/10

**Contact for Further Information:**

Steve Steinhoff, Senior Community Planner  
266-4593  
SteveS@CapitalAreaRPC.org

## Future Urban Development Area Planning Outline

### Discussion Draft

August 6, 2010

#### 1. Approach to Future Urban Development Area (FUDA) Planning for Each Service Area

*The overall FUDA planning process was presented to the Commission at its July 8, 2010 meeting in several “stages”. The Commission asked that the outline for the approach to each FUDA plan be fleshed out (this would expand stages I and II of the 7/8/10 presentation). The approach is divided into discrete steps that can be undertaken individually as each unit of government is ready. Each step will result in discrete deliverables that can be used in the next step. The deliverables can also be used independent of the FUDA planning process by the municipality.*

The following is an outline of the steps involved in the preparation of each plan:

##### **Step I. Define Planning and Analysis Areas.**

This outlines the geographic area for screening and collection of natural resources information (presence and condition) and infrastructure and built environment information in and surrounding each urban service area. A much larger “analysis area” will also be defined, typically including several planning areas to allow the evaluation of cumulative impacts on the same resource caused by activities in several jurisdictions or planning areas (for example, the impact of several urban growth areas on the same sub-watershed or transportation system). Each planning and analysis area should be defined based on the following elements:

- Official population projections for the USA
- Land demand analysis based on population projections, current and future development densities, and local comprehensive plans
- Land use market analysis, if available
- Area of legal authority or influence on planning and development (for example, the ETZ)
- Spheres of influence or areas of impact on natural and agricultural resources or built systems (defined to create a manageable area of analysis)
- The study area would typically include much more land than needed for the forecast development, since the study area is only to target an initial area for evaluation and screening. It is expected that a large portion of the study area will prove to be too difficult or costly to develop, or not supportive of principles of good urban design and planning.

##### **Step II. Environmental Conditions Report.**

Assemble an inventory of *available* information on environmental, natural resource, infrastructure and cultural resource for the study area to generate the “Environmental Conditions Report” (ECR) for the unit of government. Each ECR is composed of two inventories: 1) a natural resource inventory and 2) a community resource inventory. Each inventory is estimated to take 3 months to assemble and since they will be completed together, each ECR will take about 4 months to complete. Mike Kakuska will be the lead staff in the preparation of the natural resources inventory, and Steve Steinhoff will be the lead staff in the preparation of the community resources inventory. The MPO will provide information and analysis for

transportation, transit, and modal elements. The municipality will provide and review information on land use and local planning information. The following elements will be included as appropriate:

1. Surface water
  - Water quality conditions, status, trends, and opportunities
  - Water quantity conditions, status, trends, and opportunities
  - Stream ecosystem and habitat conditions, status, trends, and opportunities
  - Evaluation of assimilative capacity (TMDL if applicable)
  - Evaluation of hydrologic conditions, status, trends, and opportunities
  - Identification and evaluation of susceptibilities and impacts
  - Wastewater collection and treatment issues and opportunities
  - Stormwater management issues and opportunities
2. Groundwater
  - Groundwater quality, status, trends, and opportunities
  - Groundwater quantity, status, trends, and opportunities
  - Characteristics of soils, geology, stratigraphy, lithology, infiltration potential, and recharge.
  - Identification and evaluation of susceptibilities and impacts
  - Water supply and distribution issues and opportunities
3. Upland habitat
  - Quality, status, trends, and opportunities
  - Interrelationship of upland habitats with surface water and groundwater resources
  - Identification and evaluation of susceptibilities and impacts
4. Identification and delineation of critical primary buffers (natural state, no human activity) and secondary buffers (some human activity)
5. Identification and delineation of critical groundwater recharge areas
6. Identification of site-specific mitigation measures, applicability, effectiveness, and limitations
7. Identification and delineation of land use and density constraints based on susceptibilities and specific mitigation measures
8. Identification of density constraints and opportunities based on market analysis if available
9. Agricultural resources, status, trends, impacts, and opportunities
10. Transportation resources, status, trends, impacts, and opportunities
11. Transit resources, status, trends, impacts, and opportunities
12. Bike/ped resources, status, trends, impacts, and opportunities
13. Cultural resources, status, trends, impacts, and opportunities
14. Recreational resources, status, trends, impacts, and opportunities

15. Economic resources, status, trends, impacts, and opportunities
16. Utilities/energy resource issues, impacts, and opportunities

### **Step III. Conduct Community Planning Project.**

Each project will be conducted through collaborative and participatory planning involving staff of the RPC (and any other pertinent agency) and local units of government in and around the USA. Local planning staff are expected to take lead in the planning process for their unit of government. Each planning effort will probably take about a year to complete, although the length of the planning process is dependent on the complexity of the conditions and issues being addressed by the community. This step would involve the communities in the USA to evaluate and refine, using adopted plans as guidance, the following elements of their future urban development area:

1. Different frameworks for urban growth and development (e.g. sustainability; making mass transit feasible; opportunities for downtown renewal; opportunities for mixed use infill and redevelopment; etc.)
2. Service and utility considerations
3. Density and land use considerations
4. Fiscal considerations/equity issues
5. Social and environmental justice issues
6. Urban design considerations
7. Issues of intergovernmental collaboration and agreement
8. Process for Comprehensive Plan completion or amendment
9. Plan implementation policies and mechanisms
10. Success assessment and update feedback mechanisms

The following is a general outline of the approach to community planning:

1. *Form local steering committees.* Steering committees include representation from city, village, and town residents including low-income and communities of color, and local stakeholders including businesses and organizations. Steering committees will guide the planning process and make recommendations to the local governing bodies and the Capital Area Regional Planning Commission.
2. *Review regional and local comprehensive plans, prepare scope of work.* Review existing plan goals, objectives and recommendations. Review assessment of existing conditions and identify gaps and updates needed. Review future land use plans and identify need for more detailed planning. Based on reviews, prepare project scope of work, including public participation plan, to address gaps and planning needs. Engage local citizens and stakeholders to confirm scope of work.
3. *Affirm community goals, establish metrics and performance targets.* Based on review of plan goals and assessment of community conditions, determine and affirm community planning goals for sustainable development. Establish metrics with which to measure achievement towards goals. Measure existing performance and establish future performance targets. Engage local citizens and stakeholders to shape and affirm goals and performance targets.

4. *Identify preservation and development areas.* Building on the steps above, determine lands that need to be preserved to maintain and enhance the functions of natural systems or preserve viable agriculture, water resources that are susceptible and need special protections, lands suitable for varying levels of development (depending on environmental susceptibility) including infill and redevelopment. Identify phasing of development for each planning area. Engage local citizens and stakeholders to identify and affirm preservation and development areas. Present to the CARPC and get Commission feedback and comment.
5. *Determine development potential.* Estimate the physical and market potential of development areas. Physical potential is what can be built under existing land use regulations. Market potential is what the market will bear in new residential, commercial, industrial and agricultural development. Conduct market studies. Engage local citizens and stakeholders to communicate development potentials. Solicit input from the Regional Partnership. Present to the CARPC and get Commission feedback and comment.
6. *Conduct scenario planning.* Engage public and stakeholder groups to identify and evaluate a range of alternative future development options including current trends. Engage public and stakeholders to create alternative development designs. If possible, estimate the performance of each alternative design using metrics established in earlier activity. Evaluate and select desired scenarios. Present to the CARPC and get Commission feedback and comment.
7. *Identify implementation methods.* Establish policies and guidelines required to achieve desired development and preservation. Review existing land use and other laws and regulations to identify gaps and barriers to achieving desired preservation and development goals. Identify changes to laws, regulations, programs and policies required to achieve desired development and preservation. Engage local citizens and stakeholders to communicate and affirm recommended changes. Present to the CARPC and get Commission feedback and comment.
8. *Prepare, update, adopt plans.* Prepare draft sustainable development or FUDA plans that include the outcomes of above activities. Engage local citizens and stakeholders to review and comment on draft plans. Incorporate comments and submit final draft plans for approval by local communities.

## **2. Initial Potential Planning Projects**

1. Central (Middleton portion) and Waunakee USA: City of Middleton, Town of Westport and Village of Waunakee
2. Northern USA: Village of DeForest and Towns of Windsor, Vienna, and Burke
3. Cottage Grove USA: Village of Cottage Grove, City of Madison and Town of Cottage Grove
4. Stoughton USA: City of Stoughton and the Towns of Dunkirk, Pleasant Springs, Dunn and Rutland
5. Sun Prairie USA: City of Sun Prairie, City of Madison, and Towns of Sun Prairie, Bristol, Burke and Windsor
6. Verona USA: City of Verona, City of Madison and Town of Verona

### 3. Staffing

The adverse impacts of development on natural resources are typically directed at the ecological and biological functions of the resource. For example, changes in the hydrology of a wetland or a stream could result in the degradation of the habitat associated with these resources, even with standard stormwater management practices. We are currently unable to quantify habitat and biologic impacts without intensive and individualized fieldwork and analysis, which is not practical countywide. Even with regards to threatened and endangered species, where habitat destruction is a primary avenue for adverse impact, there is little information available regarding the optimum habitat requirements of the target species. This also does not account for the degradation that could result from secondary impacts of development.

Pro-active planning requires a delicate balancing act among the competing interests including anticipated (and unanticipated) costs and benefits; physical, chemical, and biological processes and constraints; as well as community opinion and political perspectives. The following team will be needed to identify the intricate cause and effect relationships and presenting that information in parts and as a whole to Dane County communities and decision-makers for their consideration.

#### Environmental/Water Resources Planner (*Mike Kakuska*)

The Environmental Planner will be responsible for gathering and evaluating the broad spectrum of natural resource data and information as it pertains to urban development (i.e., lakes, streams, wetlands, groundwater, habitat, soils and geology – see attached). The Environmental Planner will also conduct research and integrate the latest science and methods for natural resource protection, restoration, and enhancement in anticipation of development in the region. The Environmental Planner will be guided by the Environmental Resources Technical Advisory Committee and other agency staff to incorporate a sound and scientific environmental approach into the FUDA process.

#### Community Planners (*Steve Steinhoff assisted by Bridgit Van Belleghem*)

The Community Planners will have a critical role in working with the communities in and around each urban service area to craft a long-range growth plan for the USA. The plan needs to reflect the needs and desires of the community and combine these with the protection needs and requirements of the natural and agricultural resources of the area, and the impacts of growth and development on these resources. The planners will participate in collaborative and participatory planning activities and work directly with the leaders and decision-makers of each community and their staff.

#### Environmental/Water Resources Engineer (*Mike Rupiper*)

The planning process will require input and analysis from the environmental engineer concerning the engineering characteristics of terrestrial and aquatic resources of the study area, the assimilative and attenuation capacities of these resources and their susceptibilities based on practicable impact mitigation measures and standards specific to each location, and modeling of likely surface water quality and quantity impacts of urbanization and restoration projects. The environmental engineer will be critical to the successful implementation of the plan by providing the required technical review, site inspection, and follow-up monitoring and evaluation of mitigation measures and the analytical approach to impact assessment. The environmental engineer will also provide prior guidance to consulting engineers and assistance

to local municipal engineers to avoid costly problems and re-designs later in the development process.

Planning Interns/Work-study (currently Mike Winer and Tim Prior)

Project assistance from planning interns will be used to organize and prepare meeting materials, presentations, maps, and develop and update databases for use in developing communities' FUDA plans during each step of the process.

Geographic Information System (GIS) Specialist (Aaron Krebs)

GIS support and guidance will be provided by Aaron Krebs who has access to County and MPO data bases as well as the RPC data bases. Additional mapping data can be transferred into the system from other sources as needed.

Graphic Designer (Steve Wagner)

Graphic design for presentation materials, graphics, and report typesetting and design will be provided by Steve Wagner. Steve will also be providing web support for the planning process.

**Re: Consideration of Resolution CARPC No. 2010-13 adopting the 2011 CARPC Budget**

**Decision Items:**

1. Adopt the 2011 Budget

At its August meeting, the Commission approved dissemination of a draft 2011 budget for public review and comment. The draft was sent to all local governments and other public officials (see the public hearing notice at [www.CapitalAreaRPC.org](http://www.CapitalAreaRPC.org) for complete list of recipients). As of September 3, no comment has been received. *NOTE:* The attached line item budget differs from the distributed draft in two minor ways: WDOT revenue for Transportation Plan integration is projected at \$2,250 in 2010 and 2011, rather than \$0 (which accordingly may increase the 2011 operating reserve by \$4,500 to \$46,252), and pass-through funds for the Groundwater Model are included in the 2010 budget.

The draft is based on a County charge unchanged from the 2010 budget and significantly reduced CARPC reserves available as revenue. The impacts of reduced revenue were described in the August cover sheet. Among the impacts is the continued vacancy of the Executive Director position. Adoption of this budget presumes discontinuation of the recruitment for this position.

The budget anticipates four (4) days of furlough, when the CARPC office will be closed for business. The specific dates may be determined by the Commission when it considers its 2011 meeting calendar in January. The budget also anticipates approval of a new salary schedule, as recommended by the Personnel Committee. This will be considered as an amendment to the CARPC Personnel Manual later this year. The financial impact of a change to the new schedule is a net cost increase of \$2,900 in 2011, but a net cost decrease by the end of 2013 of \$1,600.

Commissioners have observed that the 2011 budget is inadequate for a fully functioning agency. As noted by Chair Van Kampen at the August meeting, the CARPC Budget & Personnel Panel will meet in November to discuss how the Commission can be financially supported in a sustainable way in 2012 and beyond.

The Commission is legally required to adopt its budget by October 1.

**Materials Presented with Item:**

1. Resolution CARPC No. 2010-13
2. Draft 2011 Line Item Budget with 2011 Personnel Detail and CARPC Levy Charge/Fund Balance Analysis

**Contact for Further Information:**

Chris Gjestson, Administrative Services Manager  
266-4138  
[ChrisG@CapitalAreaRPC.org](mailto:ChrisG@CapitalAreaRPC.org)

**Resolution CARPC No. 2010-13**

**Adopting the Capital Area Regional Planning Commission 2011 Budget**

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is required to adopt an annual budget by October 1 of each year under §66.0309(14)(a), Wis. Stats.; and

WHEREAS, the CARPC submitted a proposed 2011 Budget to the CARPC Budget and Personnel Panel, which approved an amended draft on July 27, 2010; and

WHEREAS, the CARPC certified a 2011 budget charge to the Dane County Clerk on July 30, 2010, in accordance with the provisions of §66.0309(14)(b); and

WHEREAS, a notice for public hearing on the proposed Budget was duly posted and distributed to local units of government, and a public hearing was held on September 9, 2010.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the attached 2011 Budget.

September 9, 2010  
Date Adopted

\_\_\_\_\_  
Phil Van Kampen, Chairperson

# Capital Area Regional Planning Commission

2011 Draft Budget (Approved by BPP on July 27, 2010)

3-Sep-10

	2009 Actual	2010 Adopted	2010 Estimated	2011 Draft Budget
<b>EXPENDITURES</b>				
<b>Personal Services</b>	FTE: 8.125	FTE: 8.625	FTE: 8.125	FTE: 8.125
Salaries & Wages (incl. GIS contract)	\$ 539,786	\$ 597,838	\$ 543,843	\$ 557,075 <sup>1</sup>
Workstudy / Interns	9,785	21,100	28,500 <sup>14</sup>	10,550
Retirement Fund	52,306	65,762	59,823	64,621
Social Security / Medicare	39,136	45,735	41,604	42,616
Employee/Retiree Insurance	93,482	103,035	98,558	113,290 <sup>2</sup>
Furloughs (4 days)	0	0	0	(10,220)
Total Personal Services	<u>\$ 734,495</u>	<u>\$ 833,470</u>	<u>\$ 772,328</u>	<u>\$ 777,931</u>
<b>Operating Expenses</b>				
Commissioner Per Diem & Travel	\$ 5,239	\$ 6,900	\$ 6,900	\$ 5,300 <sup>3</sup>
Employee Travel & Meeting Expenses	3,690	7,450	6,850 <sup>14</sup>	5,000 <sup>4</sup>
Training & Conferences	2,322	2,500	3,100 <sup>14</sup>	2,400
Office Supplies	17,539	22,500	22,500	16,000
Dues / Membership Fees	2,565	3,810	2,000	3,810
GIS Software	3,700	5,800	5,800	5,800
Recruitment	330	23,000 <sup>13</sup>	17,000	0
Telephone	4,497	4,500	5,500 <sup>14</sup>	5,500
Office Space/Rent	33,036	33,036	33,036	33,036
Legal Services	19,931	30,000	30,000	30,000
Audit Services	5,690	6,000	6,000	6,000
Advertising	0	1,000	580	0 <sup>5</sup>
Insurance (package, WC, D&O)	7,094	7,600	7,600	8,000
Total Operating Expenses	<u>\$ 105,633</u>	<u>\$ 154,096</u>	<u>\$ 146,866</u>	<u>\$ 120,846</u>
<b>Capital Outlay</b>				
Office/Computer Equipment & Furniture	\$ 4,196	\$ 6,000	\$ 6,000	\$ 3,000
GIS Equipment (new plotter)	0	0	0	0
Fly Dane 2009/2010 Partnership	13,850	0	0	0
Total Capital Outlay	<u>\$ 18,046</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 3,000</u>
<b>Contractual</b>				
Consultant services	\$ 10,000	\$ 10,000	\$ 10,000	\$ - <sup>6</sup>
Expanded Water Resources Monitoring	0	0	0	0
IM Services	21,000	21,000	21,000	21,000
Total Contractual	<u>\$ 31,000</u>	<u>\$ 31,000</u>	<u>\$ 31,000</u>	<u>\$ 21,000</u>
<b>Pass-Thru</b>				
Cooperative Water Resources Monitoring	\$ 101,945	\$ 95,219	\$ 95,219	\$ 96,074
Groundwater Model Update	0	165,306 <sup>14</sup>	165,306 <sup>14</sup>	0
EPA/DNR Stimulus Programs	0	87,100 <sup>7</sup>	87,120 <sup>7</sup>	0
WDOT Rural Work Program (90% funded)	12,071	10,000	10,000	10,000
Total Pass-Thru	<u>\$ 114,016</u>	<u>\$ 357,625</u>	<u>\$ 357,645</u>	<u>\$ 106,074</u>
Gross Total Expenditures	<u>\$ 1,003,190 <sup>8</sup></u>	<u>\$ 1,382,191 <sup>8</sup></u>	<u>\$ 1,313,839 <sup>8</sup></u>	<u>\$ 1,028,851 <sup>8</sup></u>
LESS pass-thru	\$ (114,016)	\$ (357,625)	\$ (357,645)	\$ (106,074)
<b>NET TOTAL Expenditures</b>	<b>\$ 889,174</b>	<b>\$ 1,024,566</b>	<b>\$ 956,194</b>	<b>\$ 922,777</b>

# Capital Area Regional Planning Commission

2011 Draft Budget (Approved by BPP on July 27, 2010)

3-Sep-10

	2009 Actual	2010 Adopted	2010 Estimated	2011 Draft Budget
<b>REVENUES</b>				
Fees: sewer extensions	\$ 5,200	\$ 14,400	\$ 7,600	\$ 7,600 <sup>9</sup>
Fees: USA/LSA Review	0	0	0	0 <sup>10</sup>
Fees: Annual Planning Conference Registration	0	0 <sup>14</sup>	1,400 <sup>14</sup>	1,400
Land Use Inventory Grant (via Dane Co.)	0	0 <sup>14</sup>	15,000 <sup>14</sup>	6,000
Local Planning Assistance	1,055	0	460	0
MMSD	10,657	0	0	0
EPA/DNR Water Quality Planning	75,330	71,230	71,230	71,230
Product Sales	164	350	100	100
Interest Income (Less Bank Fees)	612	1,000	500	1,000
WDOT Transportation Plan Integration	2,396	2,250	2,250	2,250
Allocation from Reserves ("AR")	14,000	23,000 <sup>13</sup>	0 <sup>14</sup>	0
Pass-Thru (WDOT Rural Work Program)	10,864	9,000	9,000	9,000
Pass-Thru (Groundwater Model update)	0	165,306 <sup>14</sup>	165,306 <sup>14</sup>	0
Pass-Thru (EPA/DNR Stimulus)	0	87,100 <sup>7</sup>	87,120 <sup>7</sup>	0
Pass-Thru (Coop. Water Resources Monitoring)	101,945	95,219	95,219	96,074
Net Fund Balance ("NFB")	139,149	225,690	225,690	146,552
Dane County Property Tax	807,084	686,645	686,645	686,645 <sup>11</sup>
<b>Gross Total Revenues</b>	<b>\$ 1,168,456</b>	<b>\$ 1,381,190</b>	<b>\$ 1,367,520</b>	<b>\$ 1,027,851</b>
LESS pass-thru	\$ (112,809)	\$ (356,625)	\$ (356,645)	\$ (105,074)
<b>NET TOTAL Revenues</b>	<b>\$ 1,055,647</b>	<b>\$ 1,024,565</b>	<b>\$ 1,010,875</b>	<b>\$ 922,777</b>

## Reserves

Operating	\$ 101,440	\$ 72,900 <sup>13</sup>	\$ 95,900	\$ 46,252 <sup>12</sup>
-----------	------------	-------------------------	-----------	-------------------------

Estimated '10 EAV (no increase over 2009)	\$ 52,243,766,400
Estimated certified budget rate (CBR)	0.001314%

<sup>1</sup> Presumes new salary schedule; no COLA increases; staffing at 2010 level except no Exec. Director

<sup>2</sup> Estimated 9% increase health, 10% dental insurance premiums; Workers Comp is in "Insurance" Operating Expenses

<sup>3</sup> Based on 11 CARPC meetings, plus 1 ExCom and 1 PersCom meeting on non-CARPC meeting nights, plus 2 workgroup meetings (\$20 per diem+FICA)

<sup>4</sup> Mileage reimbursement based on \$0.55/mile; required travel estimated for 30 meetings (37.2 miles each), 46 USA/FUDA site visits (125 miles each) and 6 conference visits (200 miles each plus meals/lodging)

<sup>5</sup> No advertising meeting & job announcements in local paper in 2011

<sup>6</sup> No consulting expenditures in 2011

<sup>7</sup> Three projects were contracted by CARPC and funded by EPA/DNR for Dec. 2010 completion: USGS Black Earth Creek Monitoring (\$30,000), Yahara Clean Project (\$27,100), and WQP Appendix B update (\$30,000)

<sup>8</sup> Does not include depreciation expenses

<sup>9</sup> Less than 5 acres: \$200/review, estimated 8 reviews = \$1,600  
5 - 15 acres: \$400/review, estimated 6 reviews = \$2,400  
Over 15 acres: \$600/review, estimated 6 reviews = \$3,600

<sup>10</sup> SSA review fees not approved

<sup>11</sup> Includes \$54,036 to be paid by Dane County as Rent and IM services in lieu of cash

<sup>12</sup> The Government Finance Officers Association recommends an unreserved fund balance of a *minimum* 5 to 15 percent of regular general fund operating revenues (~\$50,000 to \$140,000), or no less than 1 to 2 months of regular general fund operating expenditures (~\$65,000 to \$130,000)

<sup>13</sup> Operating Reserve used in 2010 to partially off-set un-budgeted recruitment of Executive Director (per amendment Feb. 11, 2010)

<sup>14</sup> To be amended by CARPC in 2010

2011 Personnel Detail	Start	Years Eff. 1-Jan-11	FTE	Salary	FICA	WRS	LIFE	DIS	health/mo	HEALTH	den/mo	DENTAL	WC	TOT INS	TOT COST
Executive Director			0.000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Administration</b>															
Administrative Services Manager - GJESTSON, C.	16-Nov-01	9.13	1.000	51,699	3,955	5,997	-	-	1,242	14,902	126	1,518	145	16,565	78,216
<b>Community and Regional Development Planning</b>															
Senior Planner (contracted)			0.000	-	-	-	-	-	-	-	-	-	-	-	-
Community / Environmental Resources Planner - STEINHOFF, S.	1-Jul-10	0.50	1.000	60,730	4,646	7,045	13	-	1,242	14,902	126	1,518	170	16,603	89,023
Junior Planner - VAN BELLEGHEM, B.	8-Sep-08	2.32	1.000	50,500	3,863	5,858	5	-	528	6,341	45	538	141	7,026	67,248
Senior Community Planner - WEBER, B.	24-May-04	6.61	0.625	46,397	3,549	5,382	13	-	-	-	-	-	130	143	55,471
<b>Environmental &amp; Natural Resources Planning / Technical Support</b>															
Restoration Biologist			0.000	-	-	-	-	-	-	-	-	-	-	-	-
Senior Environmental Resources Planner - KAKUSKA, M.	4-Mar-96	14.84	1.000	78,187	5,981	9,070	26	-	1,242	14,902	126	1,518	219	16,665	109,903
GIS/IT Specialist - KREBS, A. (CONTRACTED)	25-Feb-04	6.85	0.500	25,160	1,925	2,919	-	-	-	-	126	759	70	829	30,833
Deputy Director / Director, Environmental Resources Planning - MESBAH, K.	1-Dec-88	22.10	1.000	110,323	8,440	12,797	68	463	1,513	18,162	126	1,518	1,875	22,086	153,647
Environmental Engineer - RUIPIER, M.	30-Apr-07	3.68	1.000	72,115	5,517	8,365	13	-	1,242	14,902	126	1,518	1,226	17,659	103,656
Graphic Designer - WAGNER, S.	18-Nov-96	14.13	1.000	61,963	4,740	7,188	11	-	1,513	18,162	126	1,518	173	19,864	93,755
<b>Retired</b>															
None				-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL:</b>			8.125	\$ 557,075	\$ 42,616	\$ 64,621	\$ 150	\$ 463	\$ 8,523	\$ 102,272	\$ 930	\$ 10,405	\$ 4,150	\$ 117,441	\$ 781,752

# CARPC Levy Charge and Fund Balance Analysis

3-Sep-10

CARPC 2011 Budget

## Reserve Calculation

2009 Beginning Fund Balance (per audit)	\$	274,274	
2009 Revenues (per audit)		856,997	
2009 Expenditures (per audit)		(863,358)	
2009 Ending Fund Balance		267,913	
2010 Estimated Revenues (less pass-thru, NFB & AR)		785,185	
2010 Estimated Expenditures (less pass-thru)		(956,194)	
2010 Estimated Operating Reserve		95,900	
2010 Estimated Ending Fund Balance		192,804	
2011 Budgeted Operating Reserve		46,252	
Jan. 1, 2011 Estimated Net Fund Balance	\$	146,552	

## Levy Calculation

2009 full EAV	\$	52,243,766,400	
2010 Estimated EAV (for 2011 levy)		52,243,766,400	0.0% Increase
2011 Budgeted Non-Dane Co Revenues		89,580	
2011 Budgeted Expenditures (less pass-thru)		(922,777)	
2011 Net Fund Balance Applied to Reduce Levy		146,552	
2011 Net Dane County Levy Charge		686,645	
Certification Charge Rate		0.0013143%	

**Re: Consideration of disseminating Draft 2011 Work Program and 2011-2016 Overall Program Design to local units of government to solicit comments at October 14 public hearing**

**Decision Items:**

1. Consider a draft 2011 Work Program for distribution

The Commission had based its recommended 2011 budget on a 2011 Work Program which would accelerate the FUDA planning process. However, the CARPC Budget & Personnel Panel approved a budget that does not allow for this expedited approach to FUDA. Therefore, staff recommends a Work Program that emphasizes FUDA to the extent possible with staffing at a level similar to previous years, and upholding the Commission decision to spend equal staff time on FUDA compared to service area amendments.

At the August meeting during Commission discussion about the public hearing notice for the 2011 budget, some members expressed a preference to communicate more information about CARPC than what would normally be provided in a typical public hearing notice, including the role of CARPC and a general description of the impacts of a reduced budget. At the same time, some members disagreed with describing potential impacts, prior to having a discussion about the Work Program.

Should the body agree that more information should be included in the public hearing notice for the draft Work Program, staff provides the following suggested language to be included in the notice.

1 “ CARPC is the only public entity charged with developing a master plan for the Dane County  
2 region, serving an advisory role among all local units of government in planning the  
3 physical development of the county (§66.0309(9), Wis. Stats.). CARPC is also contracted by  
4 the state Department of Natural Resources to maintain the areawide water quality  
5 management plan for the region, in order to “systematically evaluate alternative means of  
6 achieving state and federal water quality goals and related standards” (NR 121.01, Wis.  
7 Admin. Code). Additionally, pursuant to the resolutions adopted by a majority of local  
8 governments in Dane County in their petitions for CARPC creation in 2007, CARPC is to  
9 work with local governments to plan for Future Urban Development Areas in order to  
10 identify areas to be protected from development under the provisions of NR 121, and to  
11 ‘define areas that can be developed with measures to protect, restore or minimize  
12 degradation of water quality.’  
13

14 Since its creation in 2007, CARPC has taken steps to ensure protection of water resources  
15 in Dane County, while facilitating intergovernmental cooperation. It has adopted  
16 stormwater runoff volume control standards that are among the most protective in the  
17 country, and local governments have followed its lead by accepting and, in some instances,  
18 exceeding them. It created a Policies and Criteria Advisory Group that has been working on  
19 developing recommendations on policies and criteria for amendments to Urban and Limited

20 Service Areas, based on input from the constituent units of government and other  
21 stakeholders. In addition to providing information through outreach efforts such as its new  
22 website, annual conference, and e-newsletter, it has also channeled nearly \$100,000 of  
23 stimulus money to water quality planning and implementation work including efforts on  
24 the Yahara Lakes, Black Earth Creek, and water quality assessment in the rest of the  
25 region.

26  
27 The Draft 2011 Unified Planning Work Program and 2011-2016 Overall Program Design  
28 reflects a reduced level of work, following a reduced level of funding made available for the  
29 CARPC 2011 Budget. Three areas of personnel are impacted: The Executive Director  
30 position remains vacant, interns/workstudy support is reduced by half, and four days of  
31 furloughs will close CARPC offices in 2011 (dates to be determined). Without an Executive  
32 Director, the Commission continues to lack the key figure in the promotion of its goals and  
33 identification and pursuit of opportunities for regional collaboration. The reduction in  
34 interns/workstudy support will require that senior staff carry out some work activities that  
35 would normally be carried out more cost-effectively. Furloughs will influence overall agency  
36 productivity and staff availability.”

**Materials Presented with Item:**

1. Draft 2011 Work Program Summary
2. Draft 2011 Unified Planning Work Program and 2011-2016 Overall Program Design

**Contact for Further Information:**

Kamran Mesbah, Deputy Director  
266-9238  
KamranM@CapitalAreaRPC.org

## **DRAFT 2011 Work Program Summary**

The following summarizes the draft 2011 Work Program. (NOTE: person-months and direct work hours do not reflect earned leave or intern support. Those Elements and Sub-elements which in part support FUDA planning are indicated by “✓”.) For detailed descriptions of work activities, please refer to the full 2011 Unified Planning Work Program and 2011-2016 Overall Program Design.

The *direct* work activities of the Work Program are supported by 7.125 FTE, consisting of six full-time and two part-time employees, plus approximately 1,000 hours of intern support. One full-time employee provides support (*indirect*) work.

### **All Direct Work Activities: 84.18 Person-Months (14,590 direct work hours)**

#### **Category 1000: Community & Regional Development Planning (48.74 PMs, 8,450 hours)**

**Sub-category 1100: Basic Studies & Analysis** (8.37 PMs, 1,450 hours). This work supports basic planning studies for the elements of the regional comprehensive plan, by collecting and analyzing community data.

*Elements & Sub-elements: 1110 Land Use Inventories & Development Monitoring ✓  
1120 Demographic, Economic & Physical Features Studies ✓  
1130 GIS Maintenance*

**Sub-category 1200: Land Use & Transportation Planning** (8.86 PMs, 1,535 hours). This work updates and implements the Dane County Land Use & Transportation Plan, the regional development framework for the Capital Region.

*Elements & Sub-elements: 1210 Land Use & Transportation Plan ✓  
1213 Land Use ↔ Transportation Plan Integration ✓  
1220 Plan Implementation  
1230 Housing Element & Planning*

**Sub-category 1300: Planning Assistance** (0.98 PMs, 170 hours). This work provides assistance to Dane County and local units of government in land use and other special studies as requested.

*Elements & Sub-elements: 1320 Comprehensive Planning/Smart Growth Law Assistance ✓*

**Sub-category 1400: Information, Education, Outreach, and Public Participation** (14.77 PMs, 2,560 hours). This work seeks to proliferate the understanding, participation and implementation of plans, policies and programs of the CARPC.

*Elements & Sub-elements: 1410 Economic Analysis ✓  
1420 Project Notification & Review  
1430 Public Participation, Education, Information Dissemination,  
and Outreach ✓*

**Sub-category 1500: Future Urban Development Area Planning Local Collaboration** (15.75 PMs, 2,730 hours). This work develops, in collaboration with units of government within and surrounding each service area, long-range urban growth plans that direct urban growth to areas with the least environmental susceptibility, within the context of local Comprehensive Plans. ✓

## Category 3000: Environmental & Natural Resources Planning (35.45 PMs, 6,140 hours)

Sub-category 3100: Water Resources Management Planning (27.57 PMs, 4,775 hours). This work develops policies and carries out programs which address and alleviate the region's water resources problems and identifies future needs.

*Elements & Sub-elements:*

- 3121 Monitoring Program
- 3122 Data Analysis
- 3131 Water Supply Systems Planning ✓
- 3132 Water Supply Systems Service ✓
- 3141 Wastewater Systems Planning ✓
- 3142 Wastewater Systems Service
- 3143 Urban Service Area & Environmental Corridor Delineation ✓
- 3144 On-Site Wastewater Systems
- 3151 Urban Nonpoint Source Management ✓
- 3152 Agricultural Nonpoint Source Management ✓
- 3153 Stream & Lake Water Quality Evaluation & Management ✓
- 3154 Wetland & Floodplain Protection ✓
- 3155 Groundwater Protection ✓
- 3156 Water Quality Plan Update
- 3162 Drainage & Flood Management Service
- 3174 Regional Hydrologic Modeling & Management Program ✓
- 3181 Lake & Watershed Management Planning ✓

Sub-category 3500: Other Environmental Studies (7.88 PMs, 1,365 hours). This work seeks to gather and analyze environmental resource information and apply it through CARPC plans and programs..

*Elements & Sub-elements:*

- 3510 Environmental Impact Evaluation
- 3530 Environmental Conditions Reports for FUDA Planning ✓

**Public Review Draft**

**Capital Area Regional Planning Commission**

**DRAFT 2011 Annual Unified Planning Work Program  
and  
Overall Program Design 2011-2016**

Public Review Draft September 9, 2010

**CARPC DRAFT 2011 Annual Unified Planning Work Program**

**and**

**2011-2016 Overall Program Design Report**

Prepared by the Staff of the  
Capital Area Regional Planning Commission  
210 Martin Luther King Junior Blvd.; Room 362  
Madison, Wisconsin 53703

## **Capital Area Regional Planning Commission**

Phil Van Kampen, Chairperson

Larry Palm, Vice-Chairperson

Peter McKeever, Secretary

Kurt Sonnentag, Treasurer

Zach Brandon

Curt Brink

Martha Gibson

John Imes

Jeff Miller

Ed Minihan

John Murray

Susan Studz

Caryl Terrell

### **Commission Staff**

Kamran Mesbah, Deputy Director / Director, Environmental Resources Planning

Chris Gjestson, Administrative Services Manager

Mike Kakuska, Senior Environmental Resources Planner

Aaron Krebs, GIS Specialist

Mike Rupiper, Environmental Engineer

Steve Steinhoff, Senior Community Planner

Bridgit Van Belleghem, Junior Planner

Steve Wagner, Graphic Designer

Barbara Weber, Senior Community Planner

# Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
OVERVIEW OF DUTIES AND RESPONSIBILITIES.....	2
THE NEED FOR AREAWIDE PLANNING AND COORDINATION .....	3
PLANNING ISSUES, PRIORITIES, AND OPPORTUNITIES .....	4
<b>2010-2015 CARPC OVERALL PROGRAM DESIGN</b> .....	<b>8</b>
CATEGORY 1000: COMMUNITY AND REGIONAL DEVELOPMENT PLANNING .....	9
<i>Subcategory 1100: Basic Studies and Analysis</i> .....	9
Work Element 1110: Land Use Inventories and Development Monitoring.....	9
Work Element 1120: Demographic, Economic and Physical Features Studies.....	10
Work Element 1130: Geographic Information System Maintenance .....	10
<i>Subcategory 1200: Land Use and Transportation Planning</i> .....	10
Work Element 1210: Land Use and Transportation Plan.....	11
Sub-Element 1213: Land Use and Transportation Plan Integration.....	11
Work Element 1215: Intergovernmental Cooperation .....	11
Work Element 1220: Plan Implementation.....	12
Work Element 1230: Housing Element and Planning .....	12
Work Element 1240: Natural Resources.....	13
<i>Subcategory 1300: Planning Assistance</i> .....	13
Work Element 1310: Countywide Assistance .....	13
Work Element 1315: Agricultural Planning .....	13
Work Element 1320: Comprehensive Planning/Smart Growth Law Assistance .....	13
<i>Subcategory 1400: Information, Education, Outreach, and Public Participation</i> .....	14
Work Element 1410: Economic Analysis .....	14
Work Element 1420: Project Notification and Review.....	14
Work Element 1430: Public Participation, Education, Information Dissemination, and Outreach.....	14
<i>Subcategory 1500: Future Urban Development Area Planning Local Collaboration</i> .....	15
CATEGORY 3000: ENVIRONMENTAL AND NATURAL RESOURCES PLANNING .....	15
<i>Subcategory 3100: Water Resources Management Planning</i> .....	16
Work Element 3120: Data Gathering and Analysis.....	17
Sub-Element 3121: Monitoring Program.....	17
Sub-Element 3122: Data Analysis .....	17
Work Element 3130: Water Use and Supply .....	17
Sub-Element 3131: Water Supply Systems Planning.....	17
Sub-Element 3132: Water Supply Systems Service.....	18
Work Element 3140: Wastewater Systems.....	18
Sub-Element 3141: Wastewater Systems Planning .....	18
Sub-Element 3142: Wastewater Systems Service .....	18
Sub-Element 3143: Urban Service Area and Environmental Corridor Delineation .....	19
Sub-Element 3144: On-Site Wastewater Systems .....	19
Work Element 3150: Water Quality Planning.....	19
Sub-Element 3151: Urban Nonpoint Source Management.....	19
Sub-Element 3152: Agricultural Nonpoint Source Management.....	20
Sub-Element 3153: Stream and Lake Water Quality Evaluation and Management.....	20
Sub-Element 3154: Wetland and Floodplain Protection .....	21
Sub-Element 3155: Groundwater Protection .....	21
Sub-Element 3156: Water Quality Plan Update.....	22
Work Element 3160: Drainage and Flooding.....	23

Sub-Element 3161: Drainage and Flood Management Planning.....	23
Sub-Element 3162: Drainage and Flood Management Service.....	23
Work Element 3170: Special Water Resources Programs and Projects .....	23
Sub-Element 3174: Regional Hydrologic Modeling and Management Program .....	23
Sub-Element 3181: Lake and Watershed Management Planning .....	23
<i>Subcategory 3200: Solid Waste Management .....</i>	<i>24</i>
Work Element 3210: Solid Waste Management Planning .....	24
Work Element 3220: Solid Waste Service Activities .....	24
<i>Subcategory 3300: Air Quality Management .....</i>	<i>24</i>
Work Element 3310: Air Quality Management Planning.....	24
Work Element 3320: Air Quality Service Activities.....	25
<i>Subcategory 3400: Energy Management .....</i>	<i>25</i>
Work Element 3410: Energy Management Planning .....	25
Work Element 3420: Energy Management Service Activities .....	25
<i>Subcategory 3500: Other Environmental Studies.....</i>	<i>25</i>
Work Element 3510: Environmental Impact Evaluation.....	25
Work Element 3520: Other Special Studies.....	26
Work Element 3530: Environmental Conditions Reports for FUDA Planning .....	26
CATEGORY 4000: OTHER EXPENSES .....	26
Cost Element 4010: Commissioner Per Diem and Mileage .....	27
Cost Element 4020: Employee Travel Expenses and Training.....	27
Cost Element 4030: Furniture and Equipment .....	27
Cost Element 4060: Office Space.....	27
Cost Element 4070: Information Management Services.....	27
Cost Element 4080: Transportation Planning Services .....	27
<b>ADDITIONAL ENVIRONMENTAL RESOURCES INITIATIVES .....</b>	<b>29</b>
<b>STAFF AND RESOURCE DEVELOPMENT .....</b>	<b>30</b>
<b>2010 COST ALLOCATION PLAN .....</b>	<b>31</b>
PERSON-MONTH CALCULATION .....	31
COST ALLOCATION TABLE .....	32
<b>APPENDICES.....</b>	<b>33</b>
APPENDIX 1: EXECUTIVE ORDER #197.....	33
APPENDIX 2: MODEL RESOLUTION (CARPC FORMATION AGREEMENT) .....	35

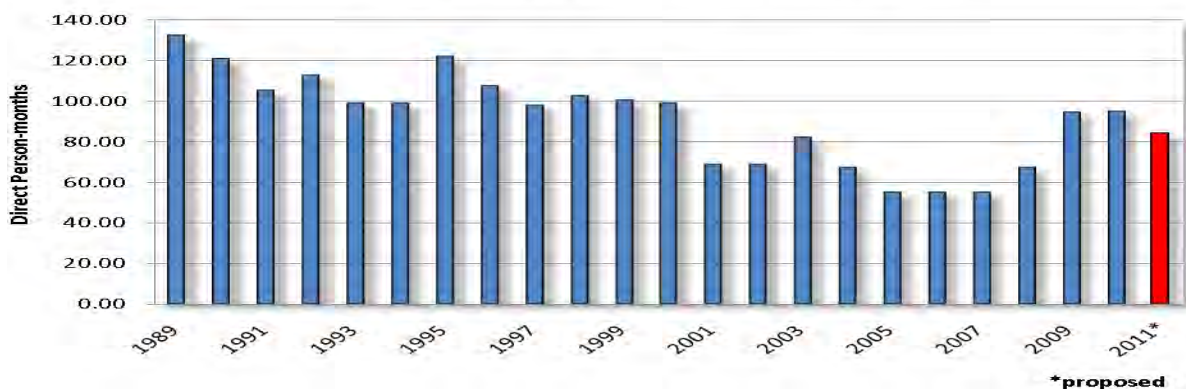
## Introduction

The Capital Area Regional Planning Commission (CARPC) was created on May 2, 2007, by Executive Order #197 (see Appendix 1) of Wisconsin Governor James Doyle pursuant to §66.0309 Wis. Stats. The creation was requested in the form of adopted resolutions (see model Resolution in Appendix 2) by local units of government in Dane County representing over 87% of the population and equalized property valuation in the county. The territory of the CARPC is Dane County and the cities and villages with incorporated areas in Dane County. The Commission is composed of thirteen Commissioners appointed by the Mayor of the City of Madison (4), the Dane County Executive (3), the Dane County Cities and Villages Association (3), and the Dane County Towns Association (3).

The function of the Commission is to serve as the regional planning and areawide water quality management planning entity for the Dane County region, consistent with §66.0309, Wis. Stats. and state Administrative Code NR 121. The Commission is charged with the duty of preparing and adopting a master plan for the physical development of the region, and maintaining a continuing areawide water quality management planning process in order to manage, protect, and enhance the water resources of the region, including consideration of the relationship of water quality to land and water resources and uses.

The CARPC was created as a successor agency to the Dane County Regional Planning Commission which was dissolved October 1, 2004. The staff of the former RPC carried on the planning functions of the agency in the absence of a policy body between October 2004 and May 2007. Staffing levels (not related to transportation planning) had fallen since the start of the dissolution drive in 1998, reflecting the attrition associated with an agency preparing to shut down. Staffing levels fell to 67.5 direct person-months in the dissolution year of 2004. CARPC was created in 2007 with not only water quality planning duties and the statutory responsibility of master planning for the region, it was charged with undertaking a Future Urban Development Area (FUDA) planning process for each sewer service area in Dane County. Recognizing the requirements associated with this work, the Commission began addressing its staffing levels in 2008 by hiring a Senior Community Planner, a project-based Junior Planner, and an Environmental Engineer. However, the 2011 Work Program reflects limitations placed on the CARPC budget and proposes 84.2 direct person-months, which reflects a vacant Executive Director position and four furlough days. This level of staffing represents 69% of 1995 levels, the last time the Commission engaged in a major planning initiative (the Vision 2020 planning process).

**RPC/CAPD Direct Person-Months**



*Note:* Direct person-months figures do not include the following: 0.5 Executive Director; Administrative Services Manager, Program Assistants, Accounting Specialist, and Transportation Planning staff.

## **Overview of Duties and Responsibilities**

The basic mission of the Capital Area Regional Planning Commission (CARPC) is areawide planning and coordination. Through its plans the CARPC provides a comprehensive, long-range, areawide perspective to governmental decision-making in the region. The activities of the Commission are framed by federal laws, state statutes, and administrative rules pertaining to water quality planning and master planning for the physical development of the region. The Commission's responsibility is to work closely with local units of government and state and federal agencies to facilitate and coordinate the sharing of technical resources, the collection and dissemination of data and information, and the coordination of programs and plans for the orderly and appropriate development of the region. The Commission's plans and policies are divided into two general categories:

1. Quasi-regulatory elements related to the Federal Clean Water Act and associated state statutes and rules (NR 121, NR 110, Comm 82, Ch. 200 Wis. Stats.). These are approved by the Wisconsin Department of Natural Resources as part of the Areawide Water Quality Management Plan for the Region.
2. Advisory elements related to state statutes regarding regional planning and duties and responsibilities associated with creating a Master Plan for the region (§66.0309(9) and (10)). These are generated through collaboration with other units of government and implemented through their local actions.

The Future Urban Development Area (FUDA) planning process, a new regional initiative, is part of the charter that created the CARPC. The intent of the FUDA planning is to evaluate the environmental setting and assimilative capacity of areas around urban and urbanizing parts of the region as part of their long-range planning process. This evaluation will be used in a collaborative planning process aimed at directing future urban growth to areas where the adverse impact of development on resources is minimal, and where measures towards the mitigation of the adverse impacts of development are more likely to result in long-term protection of natural resources.

Our society depends on natural resources – specifically the lakes, streams, wetlands, and groundwater as well as the associated plants, wildlife, and mineral resources which afford countless opportunities for commerce, industry, recreation, and all other aspects of human activity and quality of life. These resources are also components of equally complex socio-economic systems which routinely cross jurisdictional boundaries and property lines. Of particular concern are those actions which individually may have only local effects, but which cumulatively impact much wider areas and systems. A long-standing issue in natural resources management is how to prevent such effects without unduly restricting the rights of landowners. It is only through collaboration among the diverse community interests that these quality of life issues in the region can be resolved.

## **The Need for Areawide Planning and Coordination**

The need for areawide planning and coordination is rooted in three related challenges in large urban areas:

1. In large urban areas some problems cannot be solved within municipal boundaries, and that decisions made by one municipality can have adverse impacts on other municipalities and the environment. While land has traditionally been divided by political boundaries, to allow more efficient provision of government services and democratic representation, this has not lent itself very well to effective management of natural resources, urban infrastructure, and other multi-jurisdictional systems. Pollution and inefficient use of resources and infrastructure (land, water, air, habitat, fisheries, roads, utilities etc.) are examples of problems that spill over municipal boundaries. Areawide resource management agencies and regional governments have therefore become necessary in most metropolitan areas. This approach is aimed at maintaining local input and decision-making while addressing the shortcomings of fragmented governmental authority when numerous cities, villages, and towns compose a metropolitan area (61 municipalities and many more special purpose units of government function in Dane County). Especially in fast growing metropolitan areas such as this, the problems, challenges, and opportunities associated with urban development need to be cooperatively addressed and resolved.
2. Areawide coordination and planning is also crucial for the success of undertakings that are too large or complex for any one unit of government to address. Issues such as solid waste disposal, groundwater management, and preservation of the quality of life in the region are examples of challenges that require regional cooperation. Despite political tensions, the Dane County region has a long history of successful collaborative initiatives including areawide approaches to services such as solid waste disposal, wastewater collection and treatment, airport operation, lake management, zoo operation, public health services, 911 services, and many others. It is this same collaborative regional context which has supported an effective areawide planning agency for over three decades. By directing one of the fastest growth rates of the state to areas that can best accommodate such growth, the Dane County Regional Planning Commission (DCRPC) maintained and in some cases improved the health of the natural resources of the region and ensured efficient and cost-effective approaches to the provision of services.
3. A multitude of programs and projects are initiated each year at the federal, state, regional, and local levels. These programs have specific goals which usually interfere with one another. Areawide planning creates the needed venue and framework to coordinate these programs and goals into a congruent whole and supporting the goals and objectives of the region. This coordination is needed to integrate various federal, state, regional, and local plans, and to improve the effectiveness, mutual reinforcement, and synergy among various planning efforts. It will also help make the plans more coherent and less confusing to the public and elected officials. With a concerted effort to ensure that the various public and private representatives have coordinated their efforts, their constituent groups and citizens will also be more likely to support it – thus unifying efforts to achieve the quality of life we desire in the region.

The Capital Area Regional Planning Commission is the successor entity to the DCRPC created to continue these critical functions and services. The 2010-2016 CARPC Work Program reflects the planning issues and priorities for the region in support of this renewed effort.

## **Planning Issues, Priorities, and Opportunities**

The planning-related issues and priorities which guide the development of the Unified Planning Work program activities have been well established over nearly four decades of planning in the region. In addition, updates to major regional plans, which have guided growth and development in the region, have helped refine planning issues and priorities. These major plans include the *Dane County Land Use and Transportation Plan*, the *Water Quality Plan*, the *Regional Transportation Plan*, and the *Parks and Open Space Plan*. Annual updates of the *Regional Trends* report have also helped highlight issues and trends.

This discussion draft Planning Work Program and Overall Program Design Report has been prepared in order to guide CARPC work in 2011 and outline the general scope of CARPC activities over a rolling six-year horizon. This draft document will be distributed to all units of government in the region for comment.

Dane County is an unusually large county in Wisconsin covering over 1,200 square miles. Much of the Commission's activities provide for coordination of planning for the 61 local units of government plus Dane County government. This area is one of the most rapidly growing in the state, experiencing significant suburbanization of development at the edges of the Madison urbanizing area and in outlying villages and cities. In addition, there is concern about scattered non-farm development occurring in the rural areas of the county.

The annual *Regional Trends* report and each of the major plans and programs of the Commission address planning issues and concerns. During the Vision 2020 public meetings the following planning elements were reaffirmed as elements to be incorporated into the updated *Dane County Land Use and Transportation Plan*.

- Preserve the quality of life in rural and urban areas
- Preserve environmental resources including land and water resources
- Preserve farmland and farms
- Provide a countywide development framework within which local units can develop  
(Note: The *Plan* delineates urban service areas around cities and villages as areas designated to receive urban growth and development over the next twenty years.)
- Recognize differing land use plans which exist among local units
- Preserve open space separation between communities
- Plan for balanced mix of land use for all communities: commercial; residential; employment; open spaces
- Encourage traditional neighborhood design in new and redeveloping neighborhoods
- Encourage mixed-use developments with a range of housing types and costs
- Encourage transit-oriented development...particularly along rail corridors
- Extend transit to serve central area villages and cities, but not outer areas of the county
- Promote rail passenger service by means of commuter rail or light rail transit

In its review and updating of the *Dane County Land Use and Transportation Plan* in February 2008, The CARPC added the following new elements to the goals and objectives of the *Plan*:

- Include sustainability as a goal in planning considerations.
- Promote, conserve and restore the quality and quantity of regional water resources.
- Restore environmental resources where opportunities exist.

- Encourage increased density in new urban development and redevelopment to improve the efficient use of land at the urban edge, and to optimize the use of existing urban infrastructure and services.
- Encourage infill and redevelopment to improve the efficient use of land at the urban edge, and to optimize the use of existing urban infrastructure and services.
- Preserve and restore native biodiversity.
- Seek approaches to mitigate farmland loss to urban development.

Despite the long and consistent history of area-wide planning in the region, some of these activities have been dormant since the dissolution of the Dane County Regional Planning Commission in 2004, although plan implementation efforts continued after dissolution. The impacts of this dormancy have been made more adverse because it was preceded by drastic reduction of planning activity due to uncertainties regarding the potential for a successor regional institution. Consequently, although the remaining staff of the dissolved DCRPC continued to apply adopted regional plans in day-to-day activities, the policy elements of these plans have not kept up with recent challenges, or the advances and changes in the planning field. Nor has there been preparation for upcoming events and tasks which have critical importance for the region and for the work of the Commission.

There are five (5) important events or tasks within the six-year period of this work program that require significant preparation, staffing, and resources:

1. Collection and analysis of 2010 Population Census and associated activities related to the Census Clearinghouse functions of the CARPC, which is a State Data Center Affiliate.
2. Completion of the regional 2010 Land Use Inventory concurrent with the 2010 Population Census, necessary for land use and population projections, growth management, and water quality planning activities.
3. 2012 deadline for the completion of the first iteration of Future Urban Development Area Plans for urban service areas in the region as outlined in the CARPC formation agreement.
4. 2012-13 release of 2040 population projection for Dane County and associated activities related to generating population projections for individual units of government per NR121 requirements and through DOA approval.
5. 2014-2017 creation of a development framework for the region to replace the 1997 *Land Use and Transportation Plan*.

Additionally, changes and developments in the scientific, planning, institutional, and environmental landscapes of the region require consideration of new issues, including the following:

- The separation of the MPO from the RPC has decoupled the crucial interrelationship between decisions concerning land use and regional growth on the one hand and transportation on the other. Integration of land use planning activities with the transportation planning activities of the Madison Area Transportation Planning Board (MPO) will be necessary in advance of growth and population projection activities. Ideally, the work of creating a 2040 Regional Development Framework would be conducted jointly with the MPO. The result would be a 2040 Land Use and Transportation Plan, which integrates development and transportation issues in one

process and document as was done in the 2020 *Dane County Land Use and Transportation Plan*.

- New and emerging issues in environmental planning need to be addressed, including the following:
  - Climate change and its impact on water resources, habitat, and effectiveness of best management practices.
  - Greenhouse gases and local approaches and practices to reduce them.
  - Energy cost concerns and their impact on development and land use patterns and the production of food and fiber.
- Important environmental elements missing individual technical appendixes in the *Water Quality Plan* need to be introduced as new appendixes of the plan. These include the following:
  - Wetland protection and restoration.
  - Land cover protection and restoration, including forests and grasslands; and the potential impacts of climate change on these resources and activities.
  - Coordination of water quality planning activities (especially delineation of service area boundaries) with local Comprehensive Plans (as an expansion of the Appendix on Institutional Analysis).
  - Habitat quality, especially for aquatic habitats, and their relationship to upland habitat and land cover; including the potential impacts of climate change on these resources.
- The update of the Regional Groundwater Model needs to be completed. This model was a national pilot research model when it was undertaken in 1992. New scientific information and technological advances have made it necessary to update this model to allow a more rigorous analysis of groundwater sustainability in the region, and to allow a better analysis of the interaction and interrelationship between regional groundwater resources and surface water resources.
- Technical appendixes of the *Dane County Water Quality Plan* (WQP) need to be updated in preparation for the required (NR121) periodic update of the *Water Quality Plan Summary* in 2013 (after DOA has released 2040 population projections), and in preparation for the 2014 start of work on of a Regional Development Framework (replacement for the *Dane County Land Use and Transportation Plan*). In particular, the following technical appendices need to be updated:
  - Urban Non-point Source Analysis (App. D of the WQP; draft update in 2010).
  - Agricultural Non-point Source Analysis (App. E of the WQP, last updated 1988; this will be in collaboration with the DCL&WRD and by integrating FUDA plans into watershed plans).
  - Point Source Inventory and Analysis (App. C of the WQP; update needed following 2040 population projection for USAs; last updated 2004).
  - Groundwater Protection Plan, including new approaches to water balance in the region (App. G of the WQP; update needed following 2040 population projections for USAs and the availability of an updated Regional Groundwater Model; last updated 1999).
  - Water Quality Conditions and Trends (App B of the WQP; update initiated in 2010).
  - Legal and Institutional Analysis (App. J of the WQP; last updated 1978).

- Land demand and development analysis (update of the 1989 Central Urban Service Area Analysis, and expanded to include service areas in the region).
- Water Data Index (last updated 1989).
- Environmental Corridors Report (update in light of policies and criteria developed as part of Future Urban Development Area planning and the other updated appendices; last updated 1996).
- Public Participation Program (App. K of the WQP; last updated 1988, programmed to be updated in 2009).

The Dane County region is an area with extensive opportunities for public participation and discussion. With a broad array of local units of government, state and local agencies, and a myriad of interest groups—many public issues are subject to extended public discussions and debate.

The Unified Planning Work Program identifies the planning work activities to advance the major areas of planning concern in this region. ***The level of effort noted in each of the planning program activities is dependent upon receiving funding for the indicated level of staffing. Changes in the amount and source of available funding will cause changes in the level of effort for planning program activities.***

## 2011-2016 CARPC Overall Program Design

This 2011 Unified Planning Work Program represents the first-year planning activities of the 2011-2016 Overall Program Design report of the Capital Area Regional Planning Commission. This is presented in a format to highlight the planning program activities to be undertaken in 2011 and to note the basic 2011-2016 overall program activities expected in future years.

The CARPC work program is organized into three main categories:

**Category 1000** activities are those of the Community and Regional Development Planning Division including work focused on issue areas and recommendations contained in the 1997 *Dane County Land Use and Transportation Plan*, creation of a Master Plan for the physical development of the region, as well as local and county planning assistance, and collaborative planning associated with Future Urban Development Area (FUDA) plans for each community.

**Category 3000** includes activities of the Environmental Resources Planning Division, including natural resources monitoring and inventories, ground and surface water quality and quantity management, point and non-point source pollution control, resource protection, and other environmental planning issues contained in the *Dane County Water Quality Plan*. This category also reflects natural resource monitoring and screening work associated with FUDA Environmental Conditions Reports and related activities.

**Category 4000** provides for expenses which are not charged to direct work elements or to administration and indirect costs.

The work program *does not* include transportation planning activities or activities related to the Farmland Preservation Plan, although transportation activities and farmland preservation planning are closely related to environmental planning as well as community and regional development planning activities and concerns. Transportation planning activities were part of the work of the Dane County Regional Planning Commission and were separated out by the creation of the Madison Area Metropolitan Planning Organization (MAMPO) upon the re-organization of the DCRPC in 1999. The CARPC contracts with the Madison Area Transportation Planning Board (TPB, formerly MAMPO) for transportation planning work associated with amendments to the *Land Use and Transportation Plan* and for the rural portions of the region. This work element is reflected in the TPB Unified Planning Work Program. The CARPC also receives funding from the Wisconsin Department of Transportation to integrate CARPC planning activities with those of the TPB. These integration activities are covered as a work element under Community and Regional Development Planning. Activities associated with the Farmland Preservation Plan are performed by the staff of the Dane County Planning and Development Department.

Furthermore, the work program does not include administrative activities conducted by the Deputy Director and the Administrative Services Manager. It is assumed that adequate staffing to support the administrative portion of the CARPC will be provided as the need arises. The sum of the administrative support costs partly comprise the “indirect” cost of the work of the RPC, and is accounted by adding it to the “direct” costs associated with the rest of the RPC staff and functions.

**Category 1000: Community and Regional Development Planning**

The category 1000 work activities encompass the planning work related to basic planning studies; the *Dane County Land Use and Transportation Plan*, the general land use plan for the region; demographic and growth studies; housing; local planning assistance; Future Urban Development Area (FUDA) planning with individual units of government; urban design, density, redevelopment, and infill studies; county planning assistance; project notification and consistency review; and public information and involvement. Category 1000 work activities are dominated by the required elements of the State Smart Growth Law, the required elements of the Regional Master Plan, required work associated with the 2010 population Census and Land Use Inventory, and the preparation and deadlines associated with the Future Urban Development Area planning.

**Subcategory 1100: Basic Studies and Analysis**

**Objective:** Refine, complete and update where needed the basic planning studies for elements of the comprehensive plan to meet the needs of the region. Maintain an up-to-date Geographic Information System for data and maps.

**Previous work** includes land use inventories for 1970, 1980, 1990, and 2000 as well as a special 2005 inventory. Digitization of natural resource data, service area boundaries, and environmental corridors layers were completed in 2000. Special inventories have also been performed for local assistance projects. Urban development monitoring has been done since plan adoption in 1973. Other studies were done for local projects. The 2000 and 2005 land use inventories were completed in GIS for use and integration with the countywide system.

**Work Element 1110: Land Use Inventories and Development Monitoring**

A major work activity for 2011 will be the completion of the 2010 countywide land use inventory. The inventory, which began in June 2010, involves the use of aerial photography, field review, and GIS data to produce maps and land use statistics. Work during 2010 will involve 1.97 person-months of effort by the GIS Specialist, and 3.94 person-months of effort by Senior Planners. Workload in 2011 includes analysis of 2010 Census data (if available) for regional growth and development trends. It is expected that similar staff time will be expended in future years. Additionally, 6 person-months of effort is planned each future year from work-study/interns working on these projects.

**Results:** Completed land use inventory by summer 2011. If available, inventory data will be analyzed and presented in the annual *Regional Trends* report. Additional analysis of Census data and growth and development trends are included to track the impact of various policies and planning activities. A comprehensive report on growth and development trends will be prepared in 2012 to provide policy recommendations for the physical development of the region in coming decades.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	6	5.91	6	6	3	3	
Intern Person-months	6	1					

**Work Element 1120: Demographic, Economic and Physical Features Studies**

Work activities for 2011 will be to review, evaluate and disseminate 2010 Census information. Physical features mapping and analysis will be provided as needed for local assistance and other special projects. Approximately one-half person-months of effort from the Senior Planner and one person-month from the work-study/intern are expected for this work element. A comprehensive report of population trends for all units of government within the region will be prepared in 2012 based on the complete Census data (if available in a timely basis, otherwise this work may have to be postponed to 2013).

**Results:** Assistance with Census preparations, information dissemination regarding the 2010 Census, and physical features information.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.5	0.49	4	3	2	2	2
Intern Person-months	1	1	2	2	1	1	1

**Work Element 1130: Geographic Information System Maintenance**

This work includes the ongoing update of GIS layers on natural resources, land use, service area boundaries and environmental corridors for the region. Participation in interdepartmental staff meetings to coordinate the GIS activities of the RPC with the rest of GIS enterprises in the region. Less than two person-months of GIS Specialist and one person-month of work-study/intern effort is expected for this work element.

**Results:** Arc/Info compatible digital natural resource layers and environmental corridor delineations, land use, and service area boundaries, on the 2010 Dane County orthophoto base for the Dane County region.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	2	1.97	2	2	2	2	2
Intern Person-months	1	1	1	1	1	1	1

**Subcategory 1200: Land Use and Transportation Planning**

**Objective:** Pursue local review and endorsement of the *Dane County Land Use and Transportation Plan*, as well as refinement and implementation, to meet both local and regional objectives, as the basic land use planning element of the comprehensive plan for Dane County.

**Previous work** includes major reevaluation, citizen survey and major revision of the Land Use Plan. The *Regional Development Guide*, adopted in June 1985, updated, expanded and replaced the previously adopted county Land Use Plan (1973). The *Guide* was reviewed and a number of amendments were made in 1992 and again in 1994.

The *Dane County Land Use and Transportation Plan* was developed through intensive RPC staff effort over several years (Vision 2020) and was adopted in June 1997. The CARPC reviewed and amended the *Plan* in 2007-2008, and adopted the updated *Regional Transportation Plan 2030* prepared and adopted by the MATB as an update of the transportation portion of the *Plan*. The *Dane County Land Use and Transportation Plan*, as updated, is the areawide development framework for the CARPC.

**Work Element 1210: Land Use and Transportation Plan**

Work activities in 2011 will continue to focus on refining and implementing the amended *Land Use and Transportation Plan* in the region. The *Plan* originally integrated land use and transportation planning but with the independent development of the *Regional Transportation Plan 2030* and other new planning initiatives and updates, it is no longer integrated with the newer plans. Work will deal with land use and growth policies, community separation issues, farmland loss mitigation, redevelopment, infill development, and increased development density. Work will include the development of a comprehensive strategy and general methodology for the integration of land use and transportation planning at the regional level in collaboration with the MATB. Less than 2.5 person-months of combined effort from the Senior Planner (Less than one-half person-month each for Element 1210 and Sub-Element 1213) and the Junior Planner (1.97 person-months) is expected.

New planning initiative starting in 2014 will be the start of a 4-year project to develop and adopt a new 2040 regional development framework with collaboration from the MATB (an update to the 1997 *Land Use and Transportation Plan*).

**Results:** Analysis, working papers, refined policies and more detailed plans and implementation recommendations.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	5.5	2.46	3.5	3.5	11.5	11.5	11.5

**Sub-Element 1213: Land Use and Transportation Plan Integration**

This work element involves CARPC staff developing and planning a process for an update to the regional land use and transportation plan, which will require coordination and integration of the CARPC land use and environmental planning and TPB transportation planning activities. This will not duplicate the work of the MPO, but will rather integrate the land use planning and environmental work of the CARPC and the transportation planning work of the MPO into a cohesive, coordinated and comprehensive overall Master Plan for the region, to be adopted by the CARPC (the major plan update is programmed for 2014-2017).

**Results:** CARPC will develop a strategy and process for integrating the land use and environmental planning activities of the Commission with the work of the Transportation Planning Board. CARPC staff will also continue to attend RPC/MPO/DOT Annual Planning Conferences and other DOT meetings that help inform the staff about relevant transportation planning issues.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.5	0.49	0.5	0.5	0.5	0.5	0.5

**Work Element 1215: Intergovernmental Cooperation**

This work activity is focused on the intergovernmental cooperation aspects of planning as encouraged by the Smart Growth Law, and highlights the Commission’s role as an

intergovernmental planning organization. Activities under this Work Element would normally be undertaken primarily by the Executive Director, and would include refinement and implementation of the new objectives and policies of the *Dane County Land Use and Transportation Plan*.

**Results:** Inability to hire an Executive Director limits the Commission’s ability to pursue intergovernmental collaboration, cooperation, and conflict resolution in plan and policy development and implementation.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0	0	6	6	6	6	6

**Work Element 1220: Plan Implementation**

Work activities in 2011 will focus on urban service area, limited service area, and environmental corridor amendments to the *Dane County Land Use and Transportation Plan* as requested by various local units. Evaluations are conducted based on adopted policies and criteria. The process involves considerable consultation with local officials, staff, planning consultants, and interested citizens who seek information on adopted plans. The emphasis will be on community urban service areas in coordination with surrounding towns. Less than three person-months of joint Senior Planner and Junior Planner effort, and less than 1 person-month each from the GIS Specialist and Graphic Designer are scheduled for 2011.

**Results:** Review and revision of urban service areas and coordination of plans among adjoining communities.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	5	4.92	5	5	5	5	5

**Work Element 1230: Housing Element and Planning**

This work element seeks to include policies in regional plans to facilitate meeting housing needs such as affordability and preserving existing housing with emphasis on the needs of low- or moderate-income persons, plus those with special housing needs. The work element also focuses on addressing the Housing Element of the State Smart Growth Law as part of the Regional Master Plan.

Because many of the policies of the Commission have impacts on, and are influenced by real estate and development market forces, a regional housing market and economics study was initiated in 2009 through contract with UW, and is anticipated for completion by June 2011. In 2011, less than 1 person-month of effort by the Junior Planner is expected for analysis and reporting on the study and its focus areas.

**Results:** Data on housing, research, working papers, and assessment of approach to addressing the housing element in regional plans, to include recommendations based on the 2009-11 regional housing market and economics study.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	3	0.98	1	1	1	1	1

**Work Element 1240: Natural Resources**

Work activities in 2010 were programmed to include evaluation of whether current regional plans meet the requirements of the Wisconsin Comprehensive Planning Law concerning natural resource protection. This work has been completed. This work is not programmed for 2011 and subsequent years.

**Results:** Assistance with natural resource protection element of local comprehensive plans

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0	0	0	0	0	0

Subcategory 1300: Planning Assistance

**Objective:** To provide technical planning staff assistance to Dane County in land use and other special studies as requested. Provide direct planning assistance to local units of government on request. Assistance is contingent on staff availability.

**Previous work** includes assistance with the CDBG program, special studies such as 911, public health, Casino Development Impacts, Northwestern Dane County US Highway 12 Plan, redistricting of county supervisory districts, preparation of Comprehensive Plans for several towns, preparation of the *Dane County Parks and Open Space Plan* and a major update in 1996 and assistance with the 2000 and 2005 updates, participation in the Lower Wisconsin River Recreation Plan with DNR as the lead planning agency, and assistance in the design and printing of the Dane County Comprehensive Plan document (2008).

**Work Element 1310: Countywide Assistance**

No allowance is provided in 2011 for direct planning assistance to Dane County government.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.0	0.0	0.5	0.5	0.5	0.5	0.5

**Work Element 1315: Agricultural Planning**

While the Deputy Director was programmed in 2010 to review amendments to the *Dane County Farmland Preservation Plan*, no work activities are programmed for this Work Element in 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.5	0.0	0.5	0.5	0.5	0.5	0.5

**Work Element 1320: Comprehensive Planning/Smart Growth Law Assistance**

This Element involves local planning assistance and support data and information for local governments on request, with special emphasis on Comprehensive Planning required by the state Smart Growth Law. In some cases a contract may be required. Work can involve preparing an entire plan or assisting in parts of a planning effort. Work activities could be expanded if additional funding and staff become available.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

Subcategory 1400: Information, Education, Outreach, and Public Participation

**Objective:** To seek understanding, participation, and implementation of plans, policies, and programs of the CARPC, through dissemination of information to public officials, government staff, stakeholder groups, and citizens, and by involving them at all stages of the planning process to obtain public response and commitment, and to create broad regional consensus and support.

**Previous work** includes publication of newsletters, annual reports, the *Trends Report*, news releases, public hearing announcements, conferences, forums, brochures, and other information materials for citizens and officials. The development and maintenance of the CARPC website also falls under this work element.

**Work Element 1410: Economic Analysis**

Work activities focus on collecting and providing economic data necessary for the county and communities to prepare the economic development element of the Smart Growth Law. This activity also provides data necessary to evaluate regional economic trends and to assess the interrelationship between regional development policies and economic development (economic impact analysis is a required element of water quality planning).

**Results:** Research, data collection and analysis, working papers, economic trends data in the annual *Trends Report*.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

**Work Element 1420: Project Notification and Review**

Historically, work activities in this element have focused on regional clearinghouse activities and project consistency review functions as part of the project notification and review system in coordination with the State Clearinghouse. The state opted out of this process in 2007. CARPC continues review and notifications as needed and requested to further its intergovernmental coordination responsibilities.

**Results:** Regional notification, review, and comment on projects.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

**Work Element 1430: Public Participation, Education, Information Dissemination, and Outreach**

This work element includes implementation of the CARPC Public Participation Program. It also involves the preparation of the *CARPC Newsletter*, *CARPC Annual Report* (statutory requirement), the *Trends Report*, arranging and conducting public information and outreach meetings, preparation and dissemination of informational and educational brochures, maintaining and updating the CARPC website, maintaining and expanding

interaction through the use of information technology, advertising and holding public hearings, and soliciting input from stakeholders and citizens in the region. In 2011, over seven person-months of planning staff time will be spent in this work element, in addition to nearly 5 person-months of graphics staff. This represents an increase over 2010, mostly to emphasize public participation and outreach efforts as part of the FUDA process.

**Results:** A CARPC Public Participation Program report, Annual Report, *Trends Report*, CARPC website, public hearing advertisements and meetings, outreach and information meetings on planning and policy issues.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	12	12.8	9	9	9	9	9

**Subcategory 1500: Future Urban Development Area Planning Local Collaboration**

**Objective:** To develop, in collaboration with units of government within each service area, long-range urban growth plans that direct urban growth to areas with the least environmental susceptibility. This work is to be performed in the context of local Comprehensive Plans, and is outlined in the CARPC formation agreement. This work element also has the potential to help coordinate local Comprehensive Planning activities with regional planning activities.

**Previous work:** Future Urban Development Planning is a new initiative. However, similar work has been conducted periodically in and around fast-growing urban service areas in the past. Most such projects resulted in community separation and open space plans and special environmental evaluation studies related to sensitive resource areas (such as the Nine Springs Creek E-Way, the Cherokee Marsh Plan, the Black Earth Creek Plan, etc.).

**Work in 2011** is expected to involve up to six FUDA plans, involving one Senior Planner who will be central to this task (nearly 9 person-months), nearly 2 person-months of Graphic Designer, and less than one person-month of GIS Specialist. Additionally, unlike 2010, the Junior Planner will spend nearly 4 person-months in support of this work. Reductions in funding available for interns has consequently reduced programmed intern person-months from 6 in 2010 to 1 in 2011.

**Results:** The CARPC formation agreement has clear deadlines and prioritization for the completion of FUDA plans. This work is to be updated every 5 years.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	16	15.75	16	16	16	16	16
Intern Person-months	6	1	6	6	6	6	6

**Category 3000: Environmental and Natural Resources Planning**

The Category 3000 work activities are motivated by the need to protect the environmental and natural resources of the region, and improve the quality of these resources where they have been degraded. A significant part of this effort involves working with local, state, and federal units of government to promote inter-jurisdictional collaboration and cooperation, and to

coordinate the decisions and activities of various governmental entities to ensure effective resource protection and pollution control, and an integrated and comprehensive approach to resource planning.

Environmental and natural resources activities are based on a two-pronged strategy of resource protection and cost-effective pollution control. Controlling pollution at the source is almost always more effective and economical than trying to address the problem after the fact. Pollution control has to do with decisions regarding the efficient use of natural resources; material reuse and waste reduction, disposal, treatment, and associated technologies; land use, development, and site design; and urban and agricultural best management practices.

Resource protection recognizes that land and natural resources perform critical environmental and life-support functions for wildlife, and important economic, social, and recreation benefits to residents and visitors. Efforts focused on this two-pronged strategy protect, restore, and enhance the quality of the environment as well as the quality of life in both the rural and urban areas of the region.

Category 3000 work activities include monitoring of water resources and habitat, wastewater systems planning and assistance, water quality management planning, hydrologic studies, public water systems planning and assistance, groundwater quantity monitoring, FUDA planning, solid waste management, air quality and energy management activities, environmental impact evaluation, and activities to promote public involvement through outreach, education, and information dissemination regarding resource management and sustainability. Water quality management planning activities encompass nonpoint source pollution management (management of pollution from dispersed sources such as stormwater, deposition from air, sewage overflows and leaks, contaminated lands, etc.); planning, delineation, and administration of urban and limited service areas and environmental corridors; wetland protection; construction site erosion control; groundwater quality and quantity protection; on-site wastewater (e.g. septic) systems management; and stormwater management.

Category 3000 work activities are driven by the requirements of the federal Clean Water Act (CWA) and Wis. Adm. Code Chapters NR 121, NR 108, Comm 82, and Ch. 200, Wis. Stats., which outline the duties and responsibilities of areawide water quality management planning agencies in areas of the state designated by WDNR as having “substantial water quality control problems” (per CWA). The deadlines and requirements associated with the FUDA planning process (outlined in the CARPC formation agreement) mandate the development of “Environmental Conditions Reports” for the service areas in the region. These reports outline the environmental resources and susceptibilities in areas surrounding service areas. The reports are completed under Category 3000 work, and provide the basis for collaborative long-range planning activities conducted under Subcategory 1500 work effort under the Category 1000 work series.

### Subcategory 3100: Water Resources Management Planning

**Objective:** To develop policies and carry out programs which address and alleviate the region’s water resources problems and identify future needs.

**Previous work** includes development of a cooperative water resources monitoring program, a comprehensive *Dane County Water Quality Plan* and required updates, wastewater facilities

plans for specific communities and for the Madison Metropolitan Sewerage District (MMSD), flood studies, watershed plans, delineation of urban service areas and environmental corridors, assistance to governmental units in implementing *Water Quality Plan* recommendations, stormwater management planning and assistance, development and publication of the *Wetland Protection Guide*, lake management proposals, on-site wastewater systems management plan, groundwater quality protection plan, regional hydrologic study and ongoing modeling and management programs, and water recreation studies.

**Work Element 3120: Data Gathering and Analysis**

**Sub-Element 3121: Monitoring Program**

This sub-element continues coordination of the cooperative intergovernmental water resources monitoring program. The RPC has been a “regional cooperator” since the inception of the program in the 1980’s when the federal budget for water quality monitoring was cut. Work in 2011 continue to outline the need for new monitoring to provide better assessment of monitoring of storm flows and biotics. Work will also include the continued coordination of the USGS Black Earth Creek study to monitor and analyze that resource.

**Results:** Annual monitoring program description, contracts, and agreements with participating units of government and the USGS. The funding for the monitoring program is provided by participating units of government, and CARPC provides the indicated staffing.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.3	0.29	0.2	0.2	0.2	0.2	0.2
Funding from Other Agencies	163,430	164,940	167,500	170,000	172,500		

**Sub-Element 3122: Data Analysis**

2011 work activities include cataloging, filing and analyzing water quality and flow data obtained through the cooperative monitoring program. Summary report of available data and information is published and distributed to cooperators, and updated water quality data are incorporated in the *Water Quality Plan*.

**Results:** Cataloged and filed water quality data. Summary report of recent water quality data posted on the CARPC website.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.5	0.49	0.5	0.5	0.5	0.5	0.5

**Work Element 3130: Water Use and Supply**

**Sub-Element 3131: Water Supply Systems Planning**

Work activities include planning assistance to local units of government in water supply planning activities, based on completed Regional Hydrologic Study and ongoing Regional Hydrologic Modeling and Management Program. Work effort is shared equally by Senior Environmental Planner and Environmental Engineer. Future work activities include expansion of planning work consistent with the Great Lakes Compact law pertaining to public water service area planning.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	3	3	3	3	3

### Sub-Element 3132: Water Supply Systems Service

Work activities include limited technical assistance and public information on water supply activities as an adjunct to groundwater protection and regional hydrologic planning. Work effort is shared equally by Senior Environmental Planner and Environmental Engineer.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

### Work Element 3140: Wastewater Systems

#### Sub-Element 3141: Wastewater Systems Planning

2011 work activities include providing general assistance, data and population and flow forecasts for MMSD and other management agencies engaged in facilities planning or special wastewater studies; reviewing facilities plans and studies for MMSD and other outlying communities for consistency with plans, and participating in interagency meetings and advisory committees on wastewater facilities planning; reviewing and analyzing CMAR reports for wastewater treatment facilities; reviewing and commenting on WPDES permits; reviewing and commenting on consistency of MMSD annexations with plans; and conducting public meetings and hearings on point source *Water Quality Plan* revisions. Work effort is shared by the Environmental Engineer and the ERP Division Director.

Future initiatives include the update of *Point Source Inventory and Analysis* (App. C of the WQP), following 2040 population projection for USAs in 2013, and an update of the MMSD Collection System evaluation in 2013. The purpose of the 2013 MMSD study is to plan for future wastewater collection system capacity needs, based on the official 2040 population forecasts and employment growth as well as estimated population projections for 2070.

**Results:** Data and review comments on facilities plans, WPDES permits, MMSD annexations, CMAR Report analysis and archiving; and special point source studies.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	3	1.97	3	9	3	3	3

#### Sub-Element 3142: Wastewater Systems Service

2011 work activities include review of all public and private sewer extensions (estimate 120/yr) for consistency with plans, service areas, and conditions of approval; participation in public meetings, hearings and committees related to point source issues; review of point source related legislation and administrative rule changes. Work effort is by the Environmental Engineer (less than 2 person-months) and the Division Director (less than 1 person-month).

**Results:** Sewer extension reviews (estimate 120), review comments and hearing testimony related to point source issues.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	3	2.95	3	3	3	3	3

#### **Sub-Element 3143: Urban Service Area and Environmental Corridor Delineation**

2011 work activities include review of guidelines, and revising and updating urban service area and environmental corridor delineations to reflect revised and updated population forecasts for all urban service areas, new or revised resource information, approved site plans and plats, public open space purchases, revised official maps and plans; preparing analysis reports, including the evaluation of impacts and mitigation measures, and conducting public hearings on all service area plan amendments and major changes to environmental corridors (estimate 10-12); providing support data to DNR for service area and environmental corridor revisions and environmental assessments. Work effort is by Environmental Engineer and Division Director (less than 2 person-months each), and Graphic Designer (less than 1 PM). Work in 2011 and beyond will include an update of the Environmental Corridors report to include the results of FUDA planning and the Water Body Classification Study. Another future initiative will be to update the land demand and development analysis methodology of service area planning.

**Results:** Revised urban service area boundary and environmental corridor delineations, support data for environmental assessments and plan revisions.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	4.5	4.92	8	6	6	6	6

#### **Sub-Element 3144: On-Site Wastewater Systems**

Work activities typically include providing assistance in developing facilities plans or proposals for specific priority problem areas of development served by on-site systems, or for areas with failing on-site systems. In 2011 and 2012, work will support the update of Appendix I (*On-Site Wastewater Systems Management*) of the *Water Quality Plan*.

**Results:** Implementation proposals and evaluations, evaluations and facilities plans for specific problem areas.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	2.95	3	1	1	1	1

#### **Work Element 3150: Water Quality Planning**

##### **Sub-Element 3151: Urban Nonpoint Source Management**

2011 work activities include reviewing stormwater management plans for new development for consistency with the conditions imposed by the *Dane County Water Quality Plan*. Additional activities include assisting urban units of government in developing and implementing detailed watershed plans and projects, assisting communities in implementing urban nonpoint source recommendations of the *Dane County Water Quality Plan*, and incorporating urban nonpoint source recommendations into community land use

and comprehensive plans. Provide technical assistance to communities in reviewing site development stormwater plans for water quality impacts, and implementing WDNR and USEPA stormwater permit requirements.

Work in 2010 saw the completion of a draft update of the *Urban Nonpoint Source Analysis* (Appendix D) of the *Dane County Water Quality Plan*, started in 2009.

**Results:** Data and review comments on watershed plans, projects, ordinances, and site development plans for water quality impacts. Adoption of the updated Appendix D of the *Water Quality Plan*.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	8	5.42	3	3	3	3	3

### Sub-Element 3152: Agricultural Nonpoint Source Management

Work activities for 2011 include limited continuing agricultural nonpoint source assistance activities to the Dane County Land Conservation Committee and state and federal agencies in implementing the agricultural nonpoint source recommendations of the *Dane County Water Quality Plan*, the *Dane County Land and Water Resource Management Plan*, and the State Nonpoint Source Pollution Control Program. Participation and review of plans and studies relative to agricultural nonpoint source control, and participation in discussions concerning agricultural nonpoint source control issues in Dane County.

Future initiatives include integrating FUDA plans into watershed plans as an update of the *Agricultural Nonpoint Source Analysis* (App. E of the WQP). This multi-year effort will be in collaboration with the DCL&WRD.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.2	0.2	4	4	4	0.2	0.2

### Sub-Element 3153: Stream and Lake Water Quality Evaluation and Management

2011 work activities include coordinating the completion of the update of Appendix B (*Water Quality Conditions*) of the *Water Quality Plan*. This update will include evaluating water quality data and aquatic habitat surveys of streams and lakes, and will provide management recommendations for each water-body. An update of a comprehensive monitoring program will also be included in this technical appendix. Work on Appendix B update was initiated in 2010 by technical experts through a project-term contract.

Work activities also include providing assistance to DNR and Dane County departments and the Lakes and Watershed Commission in lake and stream studies and evaluations. Assist Dane County in implementing the Lakes and Watershed Implementation Plan, in stream and lake management planning and implementation projects, and in developing and submitting applications for lake management and river protection grants.

Engage in public information and education efforts related to the Yahara Lakes and other streams and lakes, including presentations to groups and organizations, distribution of brochures and summaries, and posting of materials on the CARPC website. Provide assistance to private and citizen groups in evaluating stream and lake water quality and

use problems, and in promoting solutions and approaches to those problems. Begin integration of water quality considerations in the *Parks and Open Space Plan*, and update of the Water Data Index.

**Results:** Complete water quality and aquatic habitat survey reports, and provide assistance to various units of government and groups. Generate information and education materials and presentations. Completed update of Appendix B (*Water Quality Conditions*) of the *Water Quality Plan*.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	2	1	1	1	1
Intern Person-months	6	0	6	6	6	6	6
Pass-thru funding (DNR)	30,000	0	0	0	0	0	0

#### Sub-Element 3154: Wetland and Floodplain Protection

Work activities of this Element generally include providing limited assistance to local units in identifying priority wetlands and floodplains for protection; assisting in drafting and revising wetland and floodplain protection ordinances; reviewing and commenting on Corps of Engineers 404 permit applications for wetland filling; and reviewing County zoning and Board of Adjustments cases for wetland and floodplain impacts.

The focus of 2011 work is intended to include development of a wetland protection and restoration plan as a technical appendix of the *Dane County Water Quality Plan*. Wetland protection and restoration is an important component of water quality planning. However, the *Dane County Water Quality Plan*, which is the official area-wide water quality management plan for the region, has not focused on this area to date. The purpose of the plan is to identify and recommend policy and management practices for the protection and restoration of wetlands. This can also help reduce the impacts of development and agriculture on water quality and quantity, as well as reversing the historic losses and degradation of wetlands.

**Results:** Wetland impact evaluation and comment, wetland protection assistance to units of government and groups, policy and program research and recommendation.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

#### Sub-Element 3155: Groundwater Protection

2011 work activities include providing assistance to Dane County and other management agencies in implementing the *Groundwater Protection Plan* (Appendix G of the *Water Quality Plan*), which was last updated and revised in 1999. This assistance includes evaluating land use, siting and zoning decisions with regard to groundwater impacts. CARPC participates with other agencies in conducting local groundwater quality studies and evaluations for particular critical areas, and for specific major siting or development proposals in Dane County. CARPC staff will use the improved recharge component of the current groundwater model, completed in 2008 by WGNHS, to evaluate groundwater quantity susceptibilities and improved recharge opportunities, and develop policies and programs based on the new recharge data.

Future work includes an update of the *Groundwater Protection Plan* after the results of an updated Regional Groundwater Model are available and have been analyzed (2012).

**Results:** Provide assistance, including groundwater modeling and mapping services. Analyze the groundwater recharge data developed in 2008, and include results in groundwater policies and programs.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	2	0.98	8	1	1	1	1

**Sub-Element 3156: Water Quality Plan Update**

The *Dane County Water Quality Plan* is the official areawide water quality management plan for Dane County, Wisconsin. The purpose of the plan is to provide a policy framework and guidance for federal, state, and local water quality protection programs in Dane County. The last update was 2004. The next update is scheduled to incorporate information from the 2010 census and updates to the technical appendices of the WQP.

In 1975, the Governor designated Dane County as an area with complex water quality problems, and the former Dane County Regional Planning Commission as the local representative planning agency charged with developing an areawide comprehensive water quality management plan for the region. The areawide water quality management planning process acknowledges the importance and the relationship between land use and water quality. Areawide water quality management plans are required to address this relationship; to include existing and projected land use patterns, delineate sewer service areas, and delineate areas which should not be developed or disturbed because of resource value or environmental constraints (Wisconsin Administrative Rule NR 121). Land use considerations permeate nearly all aspects of water quality management, ranging from cost-effective sewer service areas (by concentrating urban development and avoiding sprawl) to land use planning and management practices to limit pollution and protect important environmental resources from damaging urban and rural activities.

The emphasis is on the wise use and combination of practices to accomplish overall water quality improvement, rather than to focus on any single program or technique. Technical solutions to water pollution sources are set forth such as better sewage treatment plants, erosion control and stormwater management, improved site designs for development, animal waste facilities, resource conservation practices, etc. The plan also presents a coordinated system of implementation strategies among the designated management agencies or levels of government, as well as recommended short-range priority actions.

The *Dane County Water Quality Plan Summary* was updated in 2004 and will be next updated after 2040 population projections are available and after critical technical appendices to the *Plan* have been updated. Future initiatives include revision and update of Appendix G (*Groundwater Protection Plan*) in 2012, Appendix C (*Point-Source Inventory and Analysis*) in 2013, and a complete update of the WQP Summary in 2013-2014.

**Results:** 2011 work involves continued collection and cataloguing of relevant research, data, maps, and other resources necessary for maintaining WQP up to date.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	10	3	3

**Work Element 3160: Drainage and Flooding****Sub-Element 3161: Drainage and Flood Management Planning**

No significant work activities are scheduled for 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0	0	0	0	0	0	0

**Sub-Element 3162: Drainage and Flood Management Service**

2011 work activities include providing limited assistance to communities in addressing storm runoff and drainage issues associated with intergovernmental drainage and runoff problems, erosion control and local planning assistance work (also see Work Element 3151).

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.5	0.49	0.5	0.5	0.5	0.5	0.5

**Work Element 3170: Special Water Resources Programs and Projects****Sub-Element 3174: Regional Hydrologic Modeling and Management Program**

On-going work activities include using computer models to conduct management proposals and hydrologic impact evaluations requested by participating agencies. 2011 work activity includes coordinating the completed update of the Dane County Regional Hydrologic Model. The Model has been an important tool for groundwater planning and management for over a decade. It has fostered important research investigations. However, the basic architecture of the model has not changed since it was first developed in the early 1990's and needs to be updated. This will provide new information and management tools to better address the more difficult questions being asked today regarding groundwater sustainability and interaction between groundwater and surface water feature. In 2009 and 2010, CARPC staff worked with WGNHS, USGS, and local management agencies to coordinate and initiate the project, and raised over \$250,000 to improve and update the Model based on up-to-date computer software and the latest hydrogeologic research and information.

**Results:** Coordination and development of detailed contracts and funding sources, project and contract administration, and technical assistance. The groundwater model update project is expected to be completed by the end of 2011, if local cost-share funds are available. Provide assistance including groundwater modeling and mapping services.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	3	3	3	3	3
Funding from Other Agencies	300,000	10,000	10,000	10,000	10,000	10,000	10,000

**Sub-Element 3181: Lake and Watershed Management Planning**

Work includes technical assistance to DNR or Dane County to develop detailed watershed implementation and stream or lake management plans for specific priority water quality and water resources problems and projects or planning activities. Contracts may be necessary for some activities. Some work may include coordinating the completion of the Yahara CLEAN contract for the Yahara Lakes Legacy Partnership, a multi-agency initiative to create a watershed protection/restoration plan for the Yahara Watershed.

**Results:** Detailed implementation plans and proposals, including the Yahara CLEAN plan.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	2	2	2	2	2
Pass-thru funding (DNR)	27,120	0	0	0	0	0	0

**Subcategory 3200: Solid Waste Management**

**Objective:** To develop and establish a long-range solid waste management and recycling system for the region which will serve the needs of urban and rural residents and will be economically and environmentally sound, as an element of the Water Quality Plan.

**Previous work** has includes development and adoption of a *Dane County Solid Waste Plan*, a *Dane County Recycling Plan*, and provision of technical assistance to Dane County and local governments in solid waste management, recycling and disposal activities.

**Work Element 3210: Solid Waste Management Planning**

No significant solid waste management planning activities are scheduled for 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0	0	0	0	0	0	0

**Work Element 3220: Solid Waste Service Activities**

Work activities normally include ongoing support for the implementation of the *Dane County Solid Waste Plan* and the *Dane County Recycling Plan*, by providing technical assistance to Dane County, local governments, groups and individuals in addressing recycling initiatives, landfill siting issues, and disposal of septage and other residual wastes. Technical assistance and review is provided to the WDNR through reviews of WPDES permits and CMAR reports regarding land application of biosolids from wastewater treatment plants in the region. No work is planned in this area for 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.0	0.0	0.2	0.2	0.2	0.2	0.2

**Subcategory 3300: Air Quality Management**

**Objective:** To incorporate air quality management considerations into the environmental and comprehensive planning programs of the Commission, and to consider the impact of increased concentrations of greenhouse gases on natural resources and potential approaches to addressing these impacts.

**Work Element 3310: Air Quality Management Planning**

No significant air quality management planning activities are scheduled for 2011. Should resources become available, future initiatives include the evaluation of the inter-relationship between regional plans and climate change and potential approaches to local reductions in discharge of greenhouse gases. This climate change analysis would be a technical appendix of the WQP.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0	0	3	1	1	1	1

**Work Element 3320: Air Quality Service Activities**

This work includes incorporating consideration of air quality concerns into project and environmental impact reviews and comprehensive regional and community plans, reviewing proposed WDNR air pollution permits, and providing air quality information to interested governments and parties as requested. Funding is not available to support this work in 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.0	0.0	0.2	0.2	0.2	0.2	0.2

**Subcategory 3400: Energy Management**

**Objective:** To encourage comprehensive programs for sound management of the region's energy resources and to encourage conservation through low-cost, practical measures, with special emphasis on the impact of energy production on natural resources and potential approaches to addressing these impacts.

**Previous work** has included development of energy conservation manuals for local governments, and developing energy audits and recommendations for governmental facilities.

**Work Element 3410: Energy Management Planning**

No significant energy management planning activities are scheduled for 2011. With sufficient funding, future initiatives include developing regional approaches and development patterns to reduce dependence on energy sources that contribute to increased concentrations of greenhouse gases, especially in the context of an update of the Regional Development Framework.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0	0	1	4	4	4	4

**Work Element 3420: Energy Management Service Activities**

Provide information and assistance to local units of government regarding energy management and conservation, attend meetings, maintain intergovernmental liaison, and monitor legislation and research. No work is planned in this area for 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.0	0.0	0.2	0.2	0.2	0.2	0.2

**Subcategory 3500: Other Environmental Studies****Work Element 3510: Environmental Impact Evaluation**

Review and evaluate environmental assessments and impact statements for consistency with regional plans; attend meetings and prepare and present comments and testimony as needed. Assist Dane County and local communities in obtaining and evaluating environmental impact information for projects or proposals in their jurisdiction.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	1	0.98	1	1	1	1	1

**Work Element 3520: Other Special Studies**

Provide limited service and support in special studies or reviews not elsewhere categorized (such as electric utility plans, transmission line siting, dog-track siting, etc.); attend meetings and prepare and present testimony and supporting materials as necessary. Review and monitor proposed legislation and participate in committees and discussions related to general environmental issues. No work is planned in this area for 2011.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	0.0	0.0	0.5	0.5	0.5	0.5	0.5

**Work Element 3530: Environmental Conditions Reports for FUDA Planning**

The FUDA planning process will have two general sub-elements: 1) collection of environmental resources data and materials for the preparation of Environmental Condition Reports; and 2) working with individual communities to collaboratively create FUDA plans within the context of the comprehensive plans for those service areas (see Subcategory 1500).

Work directed to sub-element 1 will include the screening and collection of natural resources information (presence and condition) in study areas surrounding existing urban service areas in Dane County. Each Environmental Conditions Report is estimated to take 2-3 months to assemble and will include an analysis and presentation of available environmental, natural resource, infrastructure and cultural resource data for each study area. The CARPC Environmental Resources Technical Advisory Committee will be involved in the development of the technical details or metrics associated with each item (e.g., surface and groundwater resources, wildlife habitat, etc.). The reports will also include the identification of mitigation measures, applicability, effectiveness, and limitations. Environmental Conditions Reports will provide the basis for further work conducted under sub-element 2. Work effort involves the Division Director and Environmental Engineer (less than 1 person-month each), Graphic Designer (less than 2 person-months) and Environmental Resources Planner (less than 3 person-months).

**Results:** Facilitate and promote deliberations by CARPC Environmental Technical Advisory Committee and communicate proposed policies and criteria to the full Commission for consideration and approval. Complete Environmental Condition Reports for existing USAs (est. 6-10). Coordinate with work conducted under subcategory 1500.

	2010	2011	2012	2013	2014	2015	2016
Estimated Staff Person-months	3	6.89	7	7	7	7	7

**Category 4000: Other Expenses**

**Objective:** Provide for other normal expenses which cannot be charged to direct work elements or to administrative “indirect” costs.

**Cost Element 4010: Commissioner Per Diem and Mileage**

Per diem and mileage allowances granted to Regional Planning Commissioners for attendance at authorized meetings. Commissioners are paid \$20 per diem for each meeting (maximum \$20 per day), and travel expense reimbursement is based on \$0.50 per mile (2010 IRS rate).

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	6,900	5,300	8,200	9,000	10,000	11,000	11,000

**Cost Element 4020: Employee Travel Expenses and Training**

Travel expenses incurred during the conduct of regional planning programs (such as field inspections, planning meetings, etc.) and conferences and workshops. Reimbursement based on \$0.50 per mile (2010 IRS rate).

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	7,450	5,000	12,500	14,250	16,250	16,250	16,250

**Cost Element 4030: Furniture and Equipment**

Furniture and equipment purchases necessary for the conduct of the overall planning program, including updating of staff computers and software.

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	6,000	3,000	7,500	6,000	6,000	6,000	6,000

**Cost Element 4060: Office Space**

Rent for office space.

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	33,036	33,036	35,000	35,000	35,000	35,000	35,000

**Cost Element 4070: Information Management Services**

Payment to Dane County for IT support for staff and functions.

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	21,000	21,000	23,000	25,000	25,000	25,000	25,000

**Cost Element 4080: Transportation Planning Services**

The Capital Area Regional Planning Commission (CARPC) will contract with the Madison Area Transportation Planning Board (TPB, the metropolitan planning organization) to provide analysis of the impact of urban service area amendments on the overall transportation system, particularly the impact on rural transportation systems, including general transportation considerations, and to prepare the transportation section of the CARPC annual Regional Trends report.

**Previous Work:** TPB has provided contractual transportation planning assistance to CARPC and its predecessor agencies since the MPO authority was separated from the Dane County Regional Planning Commission in 1999. This assistance has provided transportation impact analysis of urban and limited service area amendments, information for the annual Regional Trends reports, and updates to transportation plans and projects.

**Anticipated 2011 Work:** The Capital Area Regional Planning Commission anticipates requiring TPB analysis of the transportation impacts of approximately twelve (12) urban and limited service area amendments in 2011. The TPB will also be asked to provide an update of transportation plans, projects and trends for 2011 publication of the 2010 *Regional Trends* report. TPB may also be asked to provide transportation information in support of the FUDA planning process.

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated Costs	10,000	10,000	25,000	25,000	25,000	25,000	25,000

## **Additional Environmental Resources Initiatives**

The following are important initiatives that should be pursued as staff time and funding become available in future years.

- Environmental resources sustainability vision/mission/plan as a technical appendix of the Water Quality Plan.
- Update of *Legal and Institutional Analysis* (Appendix J of the WQP)

## **Staff and Resource Development**

This section will be developed as budget and staffing allow. The Commission has started this work by completing a salary study in 2010.

1. Staff training and development program.
2. Staffing Plan (with succession planning).
3. Financial resources development plan.
4. Space needs assessment.

## 2011 Cost Allocation Plan

### Person-Month Calculation

The 2011 Cost Allocation Plan identifies anticipated costs for the work elements identified in this Unified Planning Work Program, based on a uniform cost per person-month of \$10,130 which reflects direct costs plus indirect costs. Direct costs per person-month is the average salary and fringe benefits of the planning and graphics staff personnel. Indirect costs include all administrative services and indirect costs incurred (such as clerical staff, telephone, printing, etc.) in support of the direct time spent, and is added as a percent of direct costs.

The uniform cost per person-month is determined as follows. Figures are dependant on the 2011 budget, and may change accordingly.

#### Direct Person-Months

$$7.018 \text{ Direct FTE} \times 12 = \underline{84.18 \text{ person-months}}$$

#### Direct Costs

Direct Employee Salaries	\$ 505,375
Less Furlough (4 days)	( 7,775 )
Direct Employee Benefits	186,510
Less Furlough (4 days)	<u>( 1,497 )</u>

Total Direct Costs \$ 690,259

#### Indirect Costs

Indirect Employee Salaries	\$ 51,699
Less Furlough (4 days)	( 795 )
Indirect Employee Benefits	25,375
Less Furlough (4 days)	( 153 )
Office Supplies	16,000
Membership Dues	3,810
Workstudy/Interns	10,550
GIS Software	5,800
Legal Services	30,000
Audit	6,000
Insurance	8,000
Telephone	<u>5,500</u>

Total Indirect Costs \$ 162,783

#### Calculation

Total Indirect Costs	<u>\$ 162,783</u>	= 23.58%
Total Direct Costs	<u>\$ 690,259</u>	

Direct Cost per person-month 84.18 person-months / \$ 690,259 = \$ 8,199

Indirect Cost per person-month \$ 8,199 x 23.58% = \$ 1,934

**TOTAL PERSON-MONTH COST = \$ 8,199 + 1,934 = \$ 10,133 per person-month**

**Cost Allocation Table**

Person-month cost: \$10,132.98

Catg	Element	Element Name	Pers-Mo	Cost	% of total	Funding Source		
						RPC / Dane County	DNR GPR/ EPA 604(b)	Other (see footnotes)
1000		<b>Community &amp; Regional Development Planning</b>						
	1110	Land Use Inventories and Development Monitoring	5.91	59,863	7.02%	59,863		
	1120	Demographic, Economic and Physical Features Studies	0.49	4,989	0.58%	4,989		
	1130	Geographic Information System Maintenance	1.97	19,954	2.34%	19,954		
	1210	Land Use and Transportation Plan	2.46	24,943	2.92%	24,943		
	1213	Land Use and Transportation Plan Integration	0.49	4,989	0.58%	4,989		
	1215	Intergovernmental Cooperation	0.00	0	0.00%	0		
	1220	Plan Implementation	4.92	49,885	5.85%	47,636		2,250 (1)
	1230	Housing Element and Planning	0.98	9,977	1.17%	9,977		
	1240	Natural Resources	0.0	0	0%	0		
	1315	Agricultural Planning	0.0	0	0%	0		
	1320	Comprehensive Planning/Smart Growth Law Assistance	0.98	9,977	1.17%	9,977		
	1410	Economic Analysis	0.98	9,977	1.17%	9,977		
	1420	Project Notification and Review	0.98	9,977	1.17%	9,977		
	1430	Public Participation, Education, Information Dissemination and Outreach	12.80	129,702	15.20%	129,702		
	1500	FUDA Planning	15.75	159,633	18.71%	159,633		
		<b>Category 1000 Total</b>	<b>48.74</b>	<b>493,866</b>	<b>57.89%</b>	<b>491,617</b>	<b>0</b>	<b>2,250</b>
3000		<b>Environmental Resources Planning</b>						
	3121	Monitoring Program	0.30	2,993	0.35%	2,993		
	3122	Data Analysis	0.49	4,989	0.58%	4,989		
	3131	Water Supply Systems Planning	0.98	9,977	1.17%	9,977		
	3132	Water Supply Systems Service	0.98	9,977	1.17%	9,977		
	3141	Wastewater Systems Planning	1.97	19,954	2.34%	11,320	8,634	
	3142	Wastewater Systems Service	2.95	29,931	3.51%	9,380	12,951	7,600 (2)
	3143	Urban Service Area and Environmental Corridor Delineation	4.92	49,885	5.85%	28,301	21,585	
	3144	On-Site Wastewater Systems	2.95	29,931	3.51%	29,931		
	3151	Urban Non-Point Source Management	5.42	54,874	6.43%	31,131	23,743	
	3152	Agricultural Non-Point Source Management	0.20	1,995	0.23%	1,995		
	3153	Stream and Lake Water Quality Evaluation and Management	0.98	9,977	1.17%	9,977		
	3154	Wetland and Floodplain Protection	0.98	9,977	1.17%	9,977		
	3155	Groundwater Protection	0.98	9,977	1.17%	9,977		
	3156	Water Quality Plan Update	0.98	9,977	1.17%	9,977		
	3162	Drainage and Flood Management Service	0.49	4,989	0.58%	4,989		
	3174	Regional Hydrologic Modeling and Management Program	0.98	9,977	1.17%	5,660	4,317	
	3181	Lake and Watershed Management Planning	0.98	9,977	1.17%	9,977		
	3510	Environmental Impact Evaluation	0.98	9,977	1.17%	9,977		
	3530	Environmental Conditions Reports for FUDA Planning	6.89	69,840	8.19%	69,840		
		<b>Category 3000 Total</b>	<b>35.45</b>	<b>359,175</b>	<b>42.11%</b>	<b>280,345</b>	<b>71,230</b>	<b>7,600</b>
<b>TOTAL Cost of Work Activities</b>			<b>84.18</b>	<b>853,041</b>	<b>100.00%</b>	<b>771,962</b>	<b>71,230</b>	<b>9,850</b>
		<b>Other Direct Costs &amp; Revenues</b>						
	4010	Per Diem and Mileage		5,300		5,300		
	4020	Travel & Training Expenses		7,400		7,400		
	4030	Furniture and Equipment		3,000		3,000		
	4060	Office Space		33,036		33,036		
	4070	IM Services		21,000		21,000		
	4080	Transportation Planning Services (Pass-Thru)		10,000				9,000 (1)
	3121	Monitoring Program (Pass-Thru)		96,074				96,074 (3)
		WDNR Stimulus Projects (Pass-Thru)		0				0 (4)
		Previous year fund balance						146,552 (5)
		Land Use Inventory Grant						6,000 (5)
		Fees: Annual Planning Conference registration						1,400 (5)
		Interest revenue						1,000 (5)
		Product sales						350 (5)
		<b>Other Direct costs &amp; Revenues Total</b>	<b>0.0</b>	<b>175,810</b>		<b>69,736</b>	<b>0</b>	<b>260,126</b>
Subtotal			<b>84.2</b>	<b>1,193,884</b>		<b>841,698</b>	<b>71,230</b>	<b>269,976</b>
		Revenues applied to reduce County levy (5)				(155,052)		
<b>TOTAL</b>			<b>84.2</b>	<b>1,028,851</b>		<b>686,646</b>	<b>71,230</b>	<b>269,976</b>
						66.7%	6.9%	26.2%

- (1) WDOT, Rural Work Program
- (2) Sewer extension fees
- (3) Cooperative Water Quality Monitoring program (Pass-Thru): C. Madison; T. Westport, C. Middleton; Dane Co.
- (4) Federal ARRA funding not available at time of Work Program/Budget adoption
- (5) Revenues which reduce the levy amount charged to Dane County

## Appendices

### Appendix 1: Executive Order #197

#### **EXECUTIVE ORDER # 197**

##### **Relating to the Creation of the Capital Area Regional Planning Commission**

**WHEREAS**, Wisconsin identified the need to address land use, water quality, transportation and environmental issues on a regional basis more than 40 years ago by authorizing the creation of regional planning commissions; and

**WHEREAS**, the Dane County Regional Planning Commission was created in 1970 by Governor Warren Knowles' Executive Order # 22, and was dissolved in 2002 by Governor Scott McCallum's Executive Order # 52; and

**WHEREAS**, local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as promote economic growth and sound land development practices; and

**WHEREAS**, Wis. Stat. § 66.0309 (2) (b) allows governing bodies of local units of government to petition the State of Wisconsin requesting the creation of a regional planning commission; and

**WHEREAS**, governing bodies from local units of government in Dane County representing well in excess of 50% of the population of Dane County and well in excess of 50% of the equalized assessed valuation in Dane County have petitioned Governor Doyle by resolution to create the Capital Area Regional Planning Commission; and

**WHEREAS**, certified copies of the resolutions were filed with the Office of the Governor and have been found to be in proper form; and

**WHEREAS**, an agreement was reached by local governments in Dane County that represents an excellent example of local cooperation to protect and restore water quality and minimize water quality degradation while promoting economic development and sound land development practices; and

**WHEREAS**, the resolutions requesting the creation of the Capital Area Regional Planning Commission embody an agreement between the local units of government in Dane County that provides for an agency that is capable of developing effective water quality plans for Dane County; establishes a membership plan for the Commission that provides an equitable voice for all Dane County local governments; charges the Commission to develop a Water Quality Plan that will define areas to be protected from development, areas that can be developed with measures to protect, restore or minimize degradation of water quality; and establishes a Budget and Personnel Panel; and

**WHEREAS**, a hearing was held in Madison on the petitions from the governing bodies on December 20, 2006; and


**WHEREAS**, those citizens that provided public comments at the hearing or in conjunction with the hearing overwhelmingly endorsed the creation of the Capital Area Regional Planning Commission;



**NOW, THEREFORE, I, JIM DOYLE**, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and laws of this State, and specifically by Wis. Stat. § 66.0309 of the Wisconsin Statutes, do hereby:

1. Create, effective immediately, consistent with Wis. Stat. § 66.0309(2), a regional planning commission to be known as the Capital Area Regional Planning Commission, which shall have jurisdiction in Dane County, as well as the cities of Edgerton, Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the villages of Belleville, Black Earth, Blue Mounds, Brooklyn, Cambridge, Cottage Grove, Cross Plains, Dane, Deerfield, DeForest, Maple Bluff, Marshall, Mazomanie, McFarland, Mount Horeb, Oregon, Rockdale, Shorewood Hills, Waunakee; and the towns of Albion, Berry, Black Earth, Blooming Grove, Blue Mounds, Bristol, Burke, Christiana, Cottage Grove, Cross Plains, Dane, Deerfield, Dunkirk, Dunn, Madison, Mazomanie, Medina, Middleton, Montrose, Oregon, Perry, Pleasant Springs, Primrose, Roxbury, Rutland, Springdale, Springfield, Sun Prairie, Vermont, Verona, Vienna, Westport, Windsor, and York;
2. Direct that, consistent with Wis. Stat. § 66.0309(3)(b), the membership of the Capital Area Regional Planning Commission shall be in accordance with the resolutions approved by the governing bodies of a majority of the local units of government within Dane County, including the membership plan as it is proposed within the referenced resolutions; and
3. Provide that nothing in this Executive Order shall be construed to contravene any applicable state or federal law.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this second day of May in the year two thousand seven.

  
\_\_\_\_\_  
JIM DOYLE  
Governor

By the Governor:

\_\_\_\_\_  
DOUGLAS LA FOLLETTE  
Secretary of State

**Appendix 2: Model Resolution (CARPC Formation Agreement)**

[Draft 14, Printed 5-10-06]

RESOLUTION PETITIONING THE GOVERNOR OF WISCONSIN TO CREATE A CAPITAL AREA  
WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the need to preserve the natural resources and beauty of the region surrounding Wisconsin's capital require that local units of government work together to address environmental concerns which transcend municipal boundaries;

WHEREAS, cooperative efforts can pool scarce resources to create a public agency which can act as a resource for the community development efforts of local units of government in the capital area of Wisconsin;

WHEREAS, the most appropriate legal means available for engaging in such cooperative efforts appears to be creation of a regional planning commission under sec. 66.0309, Wis. Stats.;

WHEREAS, that statute provides that the Governor may create a regional planning commission upon petition of a local unit of government and if the creation is consented to by local units representing fifty percent of the population and fifty percent of the equalized value of the proposed region;

AND, WHEREAS, the statute further provides in sec. 66.0309 (3)(b) that the membership composition of a regional planning commission shall be in accordance with resolutions adopted by a majority of the local units in the region having at least one-half the population of the proposed region;

AND, WHEREAS, section 66.0301 of the Wisconsin Statutes allows counties, towns, villages and cities jointly to exercise any power they possess, and the parties hereto intend that the agreements contained herein be binding on each of them and on the CARPC, once created, under authority of that statute;

NOW, THEREFORE, be it resolved, pursuant to secs. 66.0301 and 66.0309, Wis. Stats., that:

1. The recitals set forth above are incorporated herein by reference and made part of this Resolution.
2. The territory of the proposed Capital Area Regional Planning Commission shall be all of Dane County.
3. The [City][Village][Town] of \_\_\_\_\_ hereby petitions the Governor of Wisconsin to create the Capital Area Regional Planning Commission with membership as defined in this resolution.
4. The [City][Village][Town] of \_\_\_\_\_ hereby consents to creation by the Governor of Wisconsin of the Capital Area Regional Planning Commission with membership as defined in this resolution.

5. The [City][Village][Town] of \_\_\_\_\_ hereby states its support for having the Governor of Wisconsin designate, under NR 121.06(2), the Capital Area Regional Planning Commission as the agency capable of developing effective areawide water quality plans for Dane County.
6. The membership plan of the Capital Area Regional Planning Commission shall be as follows:
  - a. Thirteen members to consist of:
    - i. Four members appointed by the Mayor of the City of Madison from the area of and representing the City of Madison;
    - ii. Three members appointed by the Dane County Cities and Villages Association from the area of, and representing cities and villages;
    - iii. Three members appointed by the Dane County Towns Association from the area of and representing towns.
    - iv. Three members appointed by the Dane County Executive, one from each of the three areas enumerated in subparagraphs 6 a. i through iii above.
  - b. No more than three of the thirteen members of the Commission may be members of the Dane County Board of Supervisors.
  - c. Any modifications in the sewer service areas shall require at least eight (8) votes.
  - d. Each member of the Commission shall serve a term of three (3) years. The initial members from each appointing authority shall be appointed by the appointing authority for initial terms of one, two or three years such that the terms of the members are staggered and one-third of the Commission is appointed each year. The appointing authority shall determine which members shall serve the various terms.
  - e. A member of the Commission may be removed by the appointing authority for cause, as defined in the Commission's by-laws.
  - f. There shall be a Budget and Personnel Panel of the Capital Area Regional Planning Commission which shall consist of:
    - i. The Mayor of the City of Madison;
    - ii. The Dane County Executive
    - iii. The President of the Dane County Towns Association; and
    - iv. The President of the Dane County Cities and Villages Association.
    - v. The chairperson of the Regional Planning Commission, as a non-voting member.

- g. The Budget and Personnel Panel shall have the power, on behalf of and with advice of the CARPC:
    - i. to establish the levy and user fees and adopt the annual operating budget for the CARPC. The Budget and Personnel Panel may adopt a levy less than the statutory maximum;
    - ii. to hire the Executive Director from a list of three candidates selected by the CARPC.
    - iii. To remove the Executive Director, at pleasure.
    - iv. The Budget & Personnel Panel may act on the business referred to in paragraphs i through iii only at a meeting at which all four members of the Panel are present.
    - v. At any time after the CARPC has been in existence for one year following its creation by the Governor of Wisconsin, the Budget and Personnel Panel may, by a vote of three of its four members, change or transfer to the CARPC its responsibilities referred to in paragraphs ii and iii.
  - h. The undertaking municipalities agree and hereby contract that the annual levy charged by the CARPC shall not exceed .0017 percent of equalized value under the CARPC's jurisdiction and within the region. The annual increase in the levy for the CARPC may not exceed the increase allowed under any levy limitations which apply to Dane County. The parties agree that there shall be user fees charged, not to exceed actual costs incurred, to review sewer extension requests from local units of government, town sanitary districts, town utility districts, and metropolitan sewerage districts. The user fees shall be in addition to the net levy for the subsequent budget year as established by the Panel. The parties also agree that the Budget and Personnel Panel shall submit its proposed levy to Dane County no later than August 1 of each year. If the Budget and Personnel Panel or CARPC fail to timely submit a levy or budget, then the levy and budget in effect for the current year shall continue for the next year.
7. The CARPC shall work with communities to update the Dane County Water Quality Plan. In addition to the elements required by NR 121 of the Wisconsin Administrative Code, the Water Quality Plan shall also define areas that should be protected from development based on provisions to protect water quality as contained in NR 121 of the Wisconsin Administrative Code. The Plan shall also define areas that can be developed with measures to protect, restore or minimize degradation of water quality.

The Plan shall also define a 25-year Future Urban Development Area with 5-year updates. The Plan shall be developed in cooperation with area communities, including towns, and shall consider adopted comprehensive plans and intergovernmental agreements. The Plan shall be developed as follows:

- a. CARPC staff shall provide communities with environmental condition reports consisting of maps, text, and information identifying environmental issues that should be addressed.
- b. The CARPC shall give priority to areas of the highest environmental sensitivity and growth pressure. These areas are: all communities within the Central Urban Service Area; all communities within the Northern Urban Service Area; all urban service areas with a year 2000 Census population of 3,000 or more; and the Black Earth Urban Service Area. The CARPC should, in general, provide assistance with planning for the Future Urban Development Area of other urban service areas after assisting the priority communities. The CARPC's Executive Director shall provide to the CARPC a 3-year work plan with points of reference and an annual progress report with recommendations.
- c. The Plan, which will identify the 25 Future Urban Development Area, shall be based on the requirements of NR 121 and shall also consider other factors including the impacts on natural and built systems, the efficient use of land including urban densities, and the ability to efficiently provide services to support the development and farmland preservation planning.
- d. There shall be separate rules and policies for limited service areas.
- e. The CARPC shall adopt policies and procedures for the considerations of amendments to the Water Quality Plan between five-year updates of the Water Quality Plan.
- f. The CARPC shall provide the information described in Item a. to areas with the highest environmental sensitivity and growth pressure within three years of the date the CARPC commences operations.
- g. Communities shall submit their proposed Future Urban Development Area within 24 months of the date they receive the data from the CARPC. If a community does not meet this timeline, the CARPC shall not act on any individual USA expansion requests until the proposed plan is submitted. CARPC may grant one six-month extension to this timeline.
- h. The CARPC shall act on the proposed Future Urban Development Area plan within a year of the plan's submission. If CARPC fails to do so, the plan shall be acted upon by the Budget and Personnel Panel.
- i. The CARPC may not shift its staff work and analysis responsibilities to the local communities.

**Re: Consideration of hiring Schenck Business Solutions to conduct 2010 financial audit**

**Decision Items:**

1. Consider hiring Schenck to conduct the 2010 financial audit

Schenck Business Solutions, LLC, has conducted the financial audits of the Commission for the first three years of its existence. To conduct the 2010 audit, staff recommends to again hire Schenck, which has become familiar with CARPC finances and can consequently review and report in a thorough and efficient manner.

Notifying Schenck in 2010 that they will conduct the audit may allow for completion of reports early in 2011 which may in turn provide financial information that can be published in the 2011 Annual Report. Schenck has confirmed by e-mail that the amount budgeted to conduct the audit (\$6,000) is sufficient.

**Materials Presented with Item:**

1. None

**Contact for Further Information:**

Chris Gjestson  
266-4138  
ChrisG@CapitalAreaRPC.org