

AGENDA

Meeting of the Capital Area Regional Planning Commission

September 8, 2011 City-County Building Room 351, 210 Martin Luther King Jr. Blvd., Madison WI 7:00 p.m.

RPC Meeting Policies and Deadlines

Registering and Speaking at RPC Public Hearings and Meetings: Persons wishing to speak must register and give the registration form to the meeting recorder before the corresponding “Public Comment...” or Public Hearing item is taken up. Oral comments will not be heard for individual agenda items not designated for public hearing, but will be heard under the “Public Comment...” agenda item. The time limit for testimony by each registrant will be 3 minutes, unless additional time is granted at the discretion of the Chair. However, for public hearings on USA/LSA amendments, applicants are granted a maximum of 15 minutes to testify, and other groups of registrants may pool their time of 3 minutes each up to a maximum of 15 minutes. Commissioners may direct questions to 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 11, 2011 meeting (*actionable item*)**
3. Review of agenda
4. Public comment for items *not designated* for Public Hearing
5. **Consideration of a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to possible litigation with Dane County over the certified 2012 budget charge. The Commission intends to re-convene into open session immediately following this closed session item (*actionable item*).**
6. **Discussion and possible action to approve agreement with Dane County (*actionable item*)**
7. Public Hearing: Consideration of Resolution CARPC No. 2011-18 adopting the 2012 CARPC Budget
 - a. Staff Presentation
 - b. Open Public Hearing to take testimony from registrants; close Public Hearing
 - c. **Consideration of Resolution CARPC No. 2011-18 (*actionable item*)**
8. **Discussion of SSA Application Review Fees and Consideration of Recommendation to the CARPC Budget and Personnel Panel (*to be deferred pending additional information*)**
9. Discussion of Aug. 11 Calthorpe presentation
10. **Consideration of disseminating Draft 2012 Work Program and 2012-2017 Overall Program Design to local units of government to solicit comments at October 13 public hearing (*actionable item*)**

11. Report and Discussion on FUDA planning process
- 12. Discussion and potential consideration of moratorium on consideration of sewer service area amendments until adoption of FUDA plans (*deferred from 8/11; actionable item*)**
- 13. Consideration of Resolution CARPC No. 2011-17 amending the CARPC Bylaws to identify Commission budget certification procedures (*actionable item*)**
- 14. Approval of September disbursements and Treasurer's Report for August 2011 (*actionable item*)**
15. Report from Commissioner McKeever on status of CARPC Retreat planning and potential discussion of the recommendations of the Policies and Criteria Advisory Group
16. Communications
17. Report of Chair / Discussion
18. Report of Deputy Director / Discussion
19. Future agenda items (next meeting is scheduled for October 13, 2011)
20. 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 peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC staff 608-266-4137 + TDD 608-266-4529

Draft MINUTES

Capital Area Regional Planning Commission

August 11, 2011

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

7:00 p.m.

Present: Jeff Baylis, Zach Brandon, Martha Gibson, Eric Hohol, Jason Kramar, Peter McKeever, Ed Minihan, Warren Onken, Larry Palm, Kurt Sonnentag, Susan Studz, Caryl Terrell

Absent: Ken Golden

Staff Present: Chris Gjestson, Jason Granberg, Kamran Mesbah; Attorney John St. Peter

1. Roll Call

Vice-Chair Palm took the Chair and called the meeting to order at 7:06 p.m.; roll was recorded.

2. Approval of minutes of the July 14 and August 2, 2011 meetings

Moved by Ms. Gibson, second by Mr. Hohol, to approve the minutes of the July 14 and August 2, 2011 meetings; motion carried unanimously on voice vote.

3. Review of agenda

Mr. Palm suggested that #7 be taken up after the closed session item; there were no objections.

4. Public comment for items not designated for Public Hearing

Mr. Palm stated that comment would be heard during the corresponding agenda items; there were no objections.

5. Presentation on planning project(s) by Calthorpe Associates

Mr. Gjestson introduced Garlynn Woodsong (Calthorpe Associates, Berkeley, CA) who joined the meeting by telephone. Mr. Woodsong made a PowerPoint presentation on regional planning projects conducted by Calthorpe Associates, including "Vision California."

Mr. Palm asked commissioners and meeting attendees to forward to staff any questions they might have. Mr. McKeever requested that the item be discussed at the next meeting.

6. Election of CARPC Chairperson and any other vacant offices

Mr. McKeever took the Chair, and opened the floor for nominations. Mr. Sonnentag nominated Mr. Palm as Chair; there were no other nominations, Mr. McKeever closed the nominations. Mr. Palm was elected as Chair unanimously by voice vote; Mr. Palm took the Chair and opened the floor for nominations for Vice-Chair. Ms. Terrell nominated Mr. McKeever as Vice-Chair; there were no other nominations, Mr. Palm closed the nominations. Mr. McKeever was elected as Vice-Chair unanimously by voice vote. Ms. Gibson nominated Mr. Baylis as Secretary; there were no other nominations, Mr. Palm closed the nominations. Mr. Baylis was elected as Secretary unanimously by voice vote.

Moved by Mr. McKeever, second by Mr. Sonnentag, to defer item #7 to after the closed session item. Motion carried unanimously on voice vote.

8. Discussion of Draft 2012 Work Program and 2012-2017 Overall Program Design

Mr. Mesbah stated that the Draft would be prepared for the next meeting to be considered for dissemination. Ms. Terrell requested that the work chart provided to CARPC in 2010 summarizing a seven-year work plan be provided to commissioners at the next meeting.

9. Report and discussion on FUDA planning process

Mr. Mesbah reported that work continued in the North Mendota and NUSA areas; final steps were being taken, including public participation processes and scenario planning. Draft Environmental Condition Reports were being edited in response to comments from the corresponding steering committees; the drafts should be available at the next meeting for commissioner review and comments. He reported on meetings of Capital Region Sustainable Communities Consortium workgroups, which were developing approaches for the consortium to develop broader outreach to gain regional consensus. He responded to questions from commissioners.

10. Discussion and potential consideration of moratorium on consideration of sewer service area amendments until adoption of FUDA plans

(Resolution drafted by Mr. Baylis was provided at members' places.) Gary Werner, 2302 Lakeland Ave., Madison, representing self and CRANES, registered in support of the draft resolution. Mr. Werner stated that now was the time that attention of the commission and staff turned to regional planning; the resolution was a way to do that. The number of USA amendments approved by CARPC added to a 50- to 100-year inventory of developable land throughout the county; a moratorium on USA amendments while conducting a project such as that done by Calthorpe would not be harmful.

Phil Salkin, 944 Autumn Wood Ln., Oregon, representing REALTORS Association of South Central Wisconsin, registered in opposition to the proposal. Mr. Salkin stated that selected moratoriums were troublesome, and invited litigation. He stated that while CARPC could request moratoriums of local governments, it did not have the authority to conduct a county-wide moratorium without local support. He stated that FUDA planning could not be required of local governments. FUDA planning would be done based on good will; a moratorium would be the surest way to lose participation in FUDA planning. He described the importance of considering development opportunities, regardless of whether it is approved.

Mark Hazelbaker, 3555 University Ave., Madison, representing Dane County Towns Association, registered in opposition. Mr. Hazelbaker stated that DCTA opposed a moratorium. Dane County could not afford to send anti-growth signals; he described the current job market in the Madison area as among the worst in the country. The real reason FUDA could not be conducted at a faster rate was not because USA amendments were being considered, but because staff resources were lacking. Subcontracting the process to Calthorpe was not helpful, and cutting CARPC staff to divert the resources to a private out-of-state for-profit company was not a good idea.

Bob Wipperfurth, Chair, Town of Windsor, registered in opposition. Mr. Wipperfurth asked CARPC to oppose a moratorium; the FUDA process underway in the NUSA area is detailed and thorough, and to initiate a moratorium now which applied to current existing projects is unfair. He described the potentially staggering negative effects of a moratorium on the Town, including the prevention of an extension of the Town-Village boundary agreement from 20 to 30 years, and the prevention of tax revenue from new homes which would require existing Windsor residents to bear the burden of interest payments on recent development purchases by the Town and its CDA. He responded to questions.

Matthew Fleming, 33 E. Main St. #500, Madison, representing Town of Windsor, registered in opposition. Mr. Fleming stated that CARPC lacks the authority to bind a local government to a FUDA plan. He stated that his legal opinion is that CARPC does not have the authority to impose a moratorium on urban development. The merits of regional planning may be discussed, but the legal power to bind to a plan has not been granted to CARPC.

Forbes McIntosh, 14 W. Mifflin St., Madison, representing Dane County Cities & Villages Association, registered in opposition. Mr. McIntosh stated that DCCVA opposed a moratorium. He described its efforts to aid CARPC in providing a sufficient budget to conduct its work. He described the dangers and negative impacts of using the term "moratorium." He referred to a Capital Times blog which cited a national ranking of Madison as 76th in job growth rate. Using the term moratorium may impact participation in the FUDA process. If CARPC doesn't review USA amendments, local governments will apply to DNR directly. Mr. McKeever asked if DCCVA supported an increase in the levy charge, and the separation of CARPC from the County's line on tax bills. He responded to questions.

Jon Becker, PO Box 3292, Madison 53704, representing CRANES, registered in support. Mr. Becker stated that comparing Madison job growth rates with Milwaukee was incongruent due in part to the difference in available transportation facilities. He stated sprawl reduced the benefit of ready access to rural areas in the county. He stated that more than enough developable land was already available within USAs. CRANES was not requesting CARPC staff reductions, but was asking for the work plan to focus on FUDA. CARPC could do the Calthorpe project with no net effect on its budget. He described the chart provided at members' places, which indicated that Dane County was half-way to the amount of land in sewer service areas in Waukesha County. He replied to questions.

Motion by Mr. Baylis, second by Ms. Gibson, to adopt the resolution as drafted. Mr. Baylis noted that the motion was meant to allow the body to legally discuss the resolution. He referred to the local resolutions to petition for CARPC creation. He stated that it was not his intent to propose something illegal; he described efforts by the towns of Cross Plains and West Point, which paused sub-division approvals until the comprehensive planning process was completed. Discussion followed.

Mr. Hohol asked what authority CARPC had to impose a moratorium on USA amendments. Mr. St. Peter referred to statutes which allow moratoria for zoning authorities, which CARPC was not. CARPC was under contract with DNR to review USA amendments, and should continue to do so unless DNR agrees otherwise.

Motion by Mr. Hohol, second by Mr. Sonnentag, to defer consideration to a future meeting. Mr. Brandon expressed opposition to deferral, and opposition to the resolution; Mr. Kramar agreed. Mr. Hohol explained that deferral would provide time for those supporting the resolutions to understand the risk it presents to CARPC. Mr. Onken stated that while he agreed with Mr. Brandon, it may be worthwhile to continue the discussion. Motion to defer carried on roll call vote 10-2 (Messrs. Brandon and Kramar voting no). Mr. Palm suggested a 10-minute recess; the meeting recessed without objection.

Recess expired. Mr. Palm stated that the body could take up the closed session item so it could allow legal counsel to leave at a reasonable time after the item. There were no objections to take up item #16.

16. Consideration of a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to possible litigation with Dane County over the certified 2012 budget charge. The Commission intends to re-convene into open session immediately following this closed session item.

Motion by Mr. Sonnentag, seconded by Ms. Studz, to convene in closed session pursuant to the agenda item language (Mr. Palm read the language for the record). Motion carried unanimously on roll call vote; the meeting convened in closed session at 9:20 p.m.

Motion by Mr. McKeever, second by Ms. Gibson, to re-convene in open session; motion carried, the meeting re-convened in open session at 10:22 p.m.

11. Discussion of the Report on the Recommendations of the Policies and Criteria Advisory Group

Ms. Studz stated that the discussion would be best held at the retreat. Motion by Mr. Sonnentag, second by Ms. Studz, to defer discussion. Mr. Palm stated it would be on the next agenda for discussion; motion carried unanimously on voice vote. (Messrs. Brandon and Hohol left the meeting.)

12. Discussion and potential consideration of CARPC retreat to discuss PCAG recommendations and other items

Motion by Mr. McKeever, second by Ms. Gibson, to create an ad-hoc workgroup, to be chaired by Mr. McKeever, to plan for the retreat; motion carried unanimously on voice vote. Mr. Palm requested that commissioners interested in serving on the workgroup should contact him or Mr. McKeever.

13. Discussion of SSA Application Review Fees and Consideration of Recommendation to the CARPC Budget and Personnel Panel

Mr. Palm reported that staff had begun discussions with local government representatives on viable fee options. More discussions were necessary in order to gather enough information to prepare a proposal. Motion by Ms. Gibson, second by Mr. Sonnentag, to defer. Motion carried unanimously on voice vote.

14. Introduction of Resolution CARPC No. 2011-17 amending the CARPC Bylaws to clarify the status of the Budget & Personnel Panel and to identify Commission budget certification procedures

Mark Hazelbaker, representing Dane County Towns Association, registered to speak. Mr. Hazelbaker stated that any change to the BPP, as an integral part of CARPC structure, should be initiated by the local communities which adopted the resolutions for CARPC creation. He stated that CARPC did not have the authority to change the BPP, which serves as a check on Commission activity. He suggested that prior to any action on the item regarding the BPP, the body should first discuss it with the BPP. Discussion followed.

Forbes McIntosh, representing DCCVA, registered to speak. He read from the local resolutions of petition the language describing the BPP, which was of concern to the DCCVA executive committee.

Mr. Palm stated that CARPC had complete control over its own Bylaws. He stated that there were inconsistencies between the local resolutions of petition and the CARPC Bylaws; the Resolution was not meant to remove the BPP, but to provide clarity on its role. Discussion continued. Mr. Palm stated that given the appearance of opposition to amending the BPP

language of the Bylaws, the draft Resolution for consideration at the September meeting would be amended to only include the budget certification language. There were no objections.

15. Approval of August disbursements and Treasurer's Report for July 2011

Motion by Mr. Sonnentag, seconded by Mr. Kramar, to approve the August disbursements (in the total amount of \$140,535.45) and July Report; motion carried unanimously on voice vote.

7. Consideration of disseminating Draft 2012 Budget to local units of government to solicit comments at September 8 public hearing

Motion by Mr. McKeever, second by Mr. Sonnentag, to disseminate the draft budget. Mr. Gjestson noted that the uncertainty of the exact revenue amount for the County budget charge made preparation of a draft problematic. Motion withdrawn without objection.

17. Communications

Items at members' places included 1) three information pieces from Calthorpe Associates to supplement its presentation; 1) a table from CRANES entitled "Selected WI County Land Use"; and 3) two memos from Dane County Towns Association opposing USA amendment moratorium and opposing the CARPC Bylaws amendment.

18. Report of Chair/Discussion

a. Discussion of the Role of CARPC Chair

None.

19. Report of Deputy Director / Discussion

Mr. Mesbah stated that staff was not aware of any new USA amendment proposals since he last reported in July.

20. Future Agenda Items

Mr. Palm requested commissioners to forward questions on the Calthorpe presentation to staff to be discussed at the next meeting.

21. Adjournment

Moved by Mr. Baylis, seconded by Ms. Gibson, to adjourn; motion carried at 11:03 p.m.

Recorded by Chris Gjestson

Re: Consideration of Resolution CARPC No. 2011-18 adopting the 2012 CARPC Budget

Decision Items:

1. Adopt the 2012 Budget

The Commission certified a county budget charge of \$815,707 on July 18. This charge serves as the main funding source for CARPC, and is a revenue line item in the 2012 draft budget provided to commissioners in August. Commission representatives have been discussing with Dane County an agreement to reduce the budget charge amount. These discussions have been on-going, and will be discussed in closed session with legal counsel (agenda item #5). The results of that discussion may include an agreement with Dane County (item #6) that might change the August draft. However, because of the legally required deadline for budget adoption, it is necessary for the Commission to adopt a budget at this time.

The August draft is attached, as modified by new revenue (~\$15,000) in 2011-2012 to be earned by CARPC staff in providing services to MMSD; specifically, for Mr. Rupiper to conduct a capacity evaluation for the Waunakee interceptor and a preliminary inflow and infiltration study for Pumping Station 14. The draft is also modified by presuming adoption of further amending the 2011 budget by recognizing pass-through revenue and expenses for the continued coordination of the Groundwater Model update, HUD funds, and finalization of the EPA/DNR stimulus projects. The adopting Resolution includes amending the 2011 budget to account for these items.

The Commission is legally required to adopt its budget by October 1. Staff recommends adoption of the budget as presented. A budget amendment before the end of 2011 will reflect the agreement with Dane County or the results of arbitration, as appropriate.

Materials Presented with Item:

1. Resolution CARPC No. 2011-18
2. Modified Draft 2012 Line Item Budget with 2012 Personnel Detail and CARPC Levy Charge/Fund Balance Analysis

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Resolution CARPC No. 2011-18

Adopting the Capital Area Regional Planning Commission 2012 Budget and Amending the 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, CARPC coordinated “pass-through” activities in 2011 which were continuing projects from 2010, including the update of the Dane County Regional Groundwater Model and support for the Yahara CLEAN project by EPA/DNR stimulus funds, and served as the lead agency of the Capital Region Sustainability Consortium as awardee of a three-year HUD grant, the agreement for which was secured in February 2011; and

WHEREAS, the “pass-through” activities listed above were not adopted as part of the 2010 budget due to lack of information at time of adoption, but estimated amounts have since become available representing \$163,027 (Groundwater Model update) and \$38,000 (EPA/DNR stimulus) in both expenses and revenue, and the HUD grant amounts may be estimated at \$200,000 in both expenses and revenue; and

WHEREAS, CARPC has received a Purchase Order from Madison Metropolitan Sewerage District (“MMSD”) in order to provide services for approximately \$15,000, most of which will be earned in 2011; and

WHEREAS, CARPC submitted a proposed 2012 Budget to the CARPC Budget and Personnel Panel, which approved an amended draft on July 13, 2011, which CARPC subsequently reduced; and

WHEREAS, CARPC certified a 2012 budget charge to the Dane County Clerk on July 18, 2011, 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 8, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the attached 2012 Budget and amends the adopted 2011 Budget as indicated in the attached.

September 8, 2011

Date Adopted

Larry Palm, Chairperson

Capital Area Regional Planning Commission

2012 Modified Draft Line-Item Budget

8-Sep-11

	2010 Actual	2011 Adopted (as amended)	2011 Estimated	2012 Draft Budget
EXPENDITURES				
Personal Services (includes GIS contract)	FTE: 8.125	FTE: 8.125	FTE: 8.125	HUD-SCRCP FTE: 3.5 CARPC FTE: 8.125
Salaries & Wages	\$ 563,257	\$ 585,554	\$ 571,060	\$ 585,222 ¹
Workstudy / Interns	25,180	10,550	10,550	15,000
Retirement Fund	56,776	33,962	39,896	34,528 ¹
Social Security / Medicare	41,152	44,795	43,686	44,769 ¹
Employee/Retiree Insurance	101,727	113,290	101,386	99,541 ²
Furloughs or Salary Reduction	0	(10,220)	(10,000)	(24,363)
Total Personal Services	<u>\$ 788,092</u>	<u>\$ 777,931</u>	<u>\$ 756,578</u>	<u>\$ 754,698</u> ¹
Operating Expenses				
Commissioner Per Diem & Travel	\$ 4,190	\$ 5,300	\$ 5,300	\$ - ³
Employee Travel & Meeting Expenses	6,312	5,000	5,000	7,500 ⁴
Training & Conferences	3,958	2,400	2,400	2,500
Office Supplies	11,976	16,000	16,000	22,500
Dues / Membership Fees	2,123	3,810	3,810	3,810
GIS Software	3,700	5,800	5,800	5,800
Recruitment	15,881 ¹³	0	0	0
Telephone	5,424	5,500	8,500	1,000
Office Space/Rent	33,036	33,036	33,036	33,036
Legal Services	19,951	30,000	27,000	30,000
Audit Services	6,000	6,000	6,000	6,000
Advertising	580	0	0	0 ⁵
Insurance (package, WC, D&O)	7,639	8,000	8,000	8,000
Total Operating Expenses	<u>\$ 120,770</u>	<u>\$ 120,846</u>	<u>\$ 120,846</u>	<u>\$ 120,146</u>
Capital Outlay				
Office/Computer Equipment & Furniture	\$ 5,989	\$ 3,000	\$ 3,000	\$ 6,000
GIS Equipment (new plotter)	0	0	0	0
Fly Dane 2009/2010 Partnership	0	0	0	0
Total Capital Outlay	<u>\$ 5,989</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 6,000</u>
Contractual				
Consultant services	\$ -	\$ -	\$ 10,000	\$ 10,000 ⁶
Expanded Water Resources Monitoring	0	0	0	0
IM Services	21,000	21,000	21,000	21,000
Total Contractual	<u>\$ 21,000</u>	<u>\$ 21,000</u>	<u>\$ 31,000</u>	<u>\$ 31,000</u>
HUD & Other Pass-Thru Contracts				
HUD - SCRCP Grant	\$ -	\$ 200,000	\$ 200,000	\$ 670,000
Cooperative Water Resources Monitoring	95,219	96,074	96,074	97,000
Groundwater Model Update	100,169	219,347	219,347	0
EPA/DNR Stimulus Programs	62,120 ⁷	38,000	38,000 ⁷	0
WDOT Rural Work Program (90% funded)	8,206	10,000	10,000	10,000
Total Pass-Thru	<u>\$ 265,714</u>	<u>\$ 563,421</u>	<u>\$ 563,421</u>	<u>\$ 777,000</u>
Gross Total Expenditures	<u>\$ 1,201,565</u> ⁸	<u>\$ 1,486,198</u> ⁸	<u>\$ 1,474,845</u> ⁸	<u>\$ 1,688,844</u> ⁸
LESS pass-thru	\$ (265,714)	\$ (563,421)	\$ (563,421)	\$ (777,000)
NET TOTAL Expenditures (Gross less pass-thru)	\$ 935,851	\$ 922,777	\$ 911,424	\$ 911,844

Capital Area Regional Planning Commission

2012 Modified Draft Line-Item Budget

8-Sep-11

	2010 Actual	2011 Adopted (as amended)	2011 Estimated	2012 Draft Budget
REVENUES				
Fees: sewer extensions	\$ 10,000	\$ 7,600	\$ 7,600	\$ 7,600 ⁹
Fees: USA/LSA applications ¹⁰	0	0	0	0 ¹⁰
Fees: Annual Planning Conference Registration	1,425	1,400	1,400	1,400
Land Use Inventory Grant (via Dane Co.)	11,877	6,000	10,000	0
Local Planning Assistance	0	0	0	0
MMSD	0	15,000	15,000	0
EPA/DNR Water Quality Planning	75,580	71,230	75,000	75,000
Product Sales	160	100	100	100
Interest Income (Less Bank Fees)	2,317	1,000	3,000	2,000
WDOT Transportation Plan Integration	5,589	2,250	2,250	2,250
Allocation from Reserves ("AR")	23,000 ¹³	0	0	0
Other	3,402	0	0	0
Pass-Thru (HUD - SCRP Grant)	0	200,000	200,000	670,000
Pass-Thru (WDOT Rural Work Program)	7,385	9,000	9,000	9,000
Pass-Thru (Groundwater Model update)	165,306	163,027	163,027	0
Pass-Thru (EPA/DNR Stimulus)	62,120 ⁷	38,000	38,000 ⁷	0
Pass-Thru (Coop. Water Resources Monitoring)	95,219	96,074	96,074	97,000
Net Fund Balance ("NFB") ¹⁴	225,690 ¹⁴	146,552 ¹⁴	182,750 ¹⁴	7,788 ¹⁴
Dane County Property Tax	686,645	686,645	686,645	815,707 ¹¹
Gross Total Revenues	\$ 1,375,715	\$ 1,443,878	\$ 1,489,846	\$ 1,687,844
LESS pass-thru	\$ (330,030)	\$ (506,101)	\$ (506,101)	\$ (776,000)
NET TOTAL Revenues (Gross less pass-thru)	\$ 1,045,685	\$ 937,777	\$ 983,745	\$ 911,844

Operating Reserves^{12,15} \$ 194,451 ¹⁵ \$ 46,252 ¹⁵ \$ 26,702 ¹⁵ \$ 18,914 ^{12,15}

Estimated '11 EAV (no increase over 2010)	\$ 50,661,236,500
Estimated certified budget rate (CBR)	0.001610%

¹ Salaries/wages may be reduced by furlough days or other CARPC action; amounts do not include HUD grant-funded staff

² Estimated 2.5% decrease health, 5% increase dental insurance premiums; Workers Comp is in "Insurance" Operating Expenses

³ Commissioners will not be paid per diem or expenses in 2012

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

⁵ No advertising meeting & job announcements in local paper in 2012

⁶ Consulting expenditures for Community Profiles report, using Census 2010 data (for 2014 Plan update)

⁷ Three projects were contracted by CARPC and funded by EPA/DNR, initiated 2010, complete in 2011: USGS Black Earth Creek Monitoring (\$30,000), Yahara Clean Project (\$27,100), and WQP Appendix B update (\$30,000)

⁸ Does not include depreciation expenses

⁹ 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

¹⁰ SSA application fees; at its Jun. 20, 2011, meeting, CARPC unanimously recommended to BPP that it consider implementing this fee

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

¹² 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)

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

¹⁴ Net Fund Balance ("NFB") is not technically "revenue", but are CARPC funds carried forward from the previous year specifically allocated to reduce the County budget charge.

¹⁵ Operating Reserves are equal to year-end Net Assets; cash reserves may be available beyond this amount equal to employee leave liabilities

2012 Personnel Detail (draft)	Start	Years Eff. 1-Jan-12	FTE	Salary *	FICA	WRS	LIFE	DIS	health/mo	HEALTH	den/mo	DENTAL	WC	TOT INS	TOT COST
Executive Director			0.000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration															
Administrative Services Manager - GJESTSON, C.	16-Nov-01	10.13	1.000	55,898	4,276	3,298	-	-	505	6,055	45	540	157	6,751	70,223
Community and Regional Development Planning															
Senior Community Planner - STEINHOFF, S.	1-Jul-10	1.50	1.000	66,878	5,116	3,946	13	-	1,186	14,229	127	1,521	187	15,951	91,892
Community Planner - HOLLOWAY, R.	13-Jun-11	0.55	1.000	44,832	3,430	2,645	5	-	505	6,055	45	540	126	6,725	57,632
Senior Community Planner - WEBER, B.	24-May-04	7.61	0.625	49,255	3,768	2,906	13	-	-	-	-	-	138	151	56,080
Environmental & Natural Resources Planning / Technical Support															
Senior Environmental Resources Planner - KAKUSKA, M.	4-Mar-96	15.84	1.000	82,722	6,328	4,881	26	-	1,186	14,229	127	1,521	232	16,009	109,939
GIS/IT Specialist - KREBS, A. (CONTRACTED)	25-Feb-04	7.85	0.500	26,148	2,000	1,543	-	-	-	-	127	761	73	834	30,525
Deputy Director / Director, Environmental Resources Planning - MESBAH, K.	1-Dec-88	23.10	1.000	115,960	8,871	6,842	68	463	1,445	17,342	127	1,521	1,971	21,366	153,038
Environmental Engineer - RUPIPER, M.	30-Apr-07	4.68	1.000	77,115	5,899	4,550	13	-	1,186	14,229	127	1,521	1,311	17,075	104,639
Graphic Designer - WAGNER, S.	18-Nov-96	15.13	1.000	66,414	5,081	3,918	11	-	1,445	17,342	127	1,521	186	19,060	94,474
CARPC TOTAL:			8.125	585,222	44,769	34,528	150	463	7,457	89,482	851	9,446	4,380	103,922	768,441
SCRPG Grant Staff															
Senior Planner - VAN BELLEGHEM, B.	8-Sep-08	3.32	1.000	65,774	5,032	3,881	5	-	505	6,055	45	540	184	6,784	81,471
Urban Designer-Planner - MCAULIFFE, D.	16-May-11	0.63	1.000	65,664	5,023	3,874	20	-	-	-	-	-	184	204	74,765
Restoration Ecologist-Biologist - GRANBERG, J.	2-May-11	0.67	1.000	75,096	5,745	4,431	25	-	505	6,055	45	540	210	6,830	92,101
GIS Specialist - ANDERSON, H.	31-May-11	0.59	0.500	24,849	1,901	1,466	5	-	-	-	-	-	70	75	28,290
SCRPG TOTAL:			3.500	231,383	17,701	13,652	55	-	1,009	12,110	90	1,079	648	13,892	276,628
Combined TOTALS:			11.625	\$ 816,605	\$ 62,470	\$ 48,180	\$ 205	\$ 463	\$ 8,466	\$ 101,592	\$ 940	\$ 10,525	\$ 5,028	\$ 117,814	\$ 1,045,069

* Salaries may be reduced by furlough days or other CARPC action

CARPC Levy Charge and Fund Balance Analysis

8-Sep-11

DRAFT CARPC 2012 Budget

Reserve Calculation

2010 Beginning Available Fund Balance (per audit)*	\$	267,913	
2010 Revenues (per audit)		1,128,708	
2010 Expenditures (per audit)		(1,202,170)	
2010 Ending Fund Balance*		194,451	
2011 Estimated Revenues (less NFB & AR)		1,307,096	
2011 Estimated Expenditures		(1,474,845)	
2011 Estimated Ending Fund Balance*		26,702	
2012 Budgeted Operating Reserve		18,914	
Jan. 1, 2012 Estimated Net Fund Balance Applied	\$	7,788	

Levy Calculation

2010 full EAV	\$	50,661,236,500	
2011 Estimated EAV (for 2012 budget charge)		50,661,236,500	0.0% Increase
2012 Budgeted Non-Dane Co Revenues		864,350	
2012 Budgeted Expenditures		(1,688,844)	
2012 Net Fund Balance Applied to Reduce Levy		7,788	
2012 Net Dane County Levy Charge		815,707	
Certification Charge Rate		0.0016101%	

* does not include long-term liabilities

Re: Discussion of SSA Application Review Fees and Consideration of Recommendation to the CARPC Budget and Personnel Panel

Decision Items:

1. Deferral recommended until proposal is prepared with input from local governments

This item was deferred from the August meeting. Staff is still in the process of drafting a proposal with input from cities, villages and towns on a viable fee structure. Staff expects to provide the Commission with a draft proposal at the October CARPC meeting.

Materials Presented with Item:

1. None

Contact for Further Information:

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

Re: Discussion of Aug. 11 Calthorpe presentation

Decision Items:

1. None

Garlynn Woodsong of Calthorpe Associates Inc. (Berkeley, CA) made a PowerPoint presentation to CARPC at the August meeting. Commissioners and attendees were invited to submit questions about the information provided. The attached list of questions was compiled by staff and submitted to Joe DiStefano of Calthorpe on August 30 for response; Mr. DiStefano provided his responses on August 31.

Materials Presented with Item:

1. Q&A re: 8/11 Woodsong presentation

Contact for Further Information:

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

Questions re: 8/11 Woodsong presentation

Responses from Calthorpe Associates: August 31, 2011

The following questions have been submitted by various individuals in attendance at the Aug. 11, 2011 CARPC meeting. They do not reflect the opinions of the Capital Area Regional Planning Commission, nor do they reflect any intent of CARPC to enter into any agreements or contracts with Calthorpe Associates, Inc. or any other third party. The questions and answers listed here are for informational purposes only.

1. Will their model be able to include natural resource elements to their simulation, or does it calculate for any impacts to natural resource elements?

The Rapid Fire model addresses land consumption and can potentially be calibrated to address certain specific kinds of land consumption (ag land, watershed, etc) if the assumptions can be developed with the local/client. The model does allow for modeling of water use, GHG emissions, air pollutants, and other metrics that impact natural systems.

2. Who pays for the project?

Not a question for Calthorpe Associates

3. Who has access or input?

This needs to be discussed with the client, as the process can be run in many different ways, with varying levels of input.

4. Are there other such process/consultants out there in the market place? If so has whoever is proposing looked at other groups?

While there are other firms that do regional planning, there are no other firms or groups that, to our knowledge, have a model like Rapid Fire that can so quickly and efficiently produce and model scenarios for such a broad range of metrics. There is also no other firm in the country with the depth of experience in regional/scenario planning.

5. If this were to proceed who frames the issues and directs the process?

This needs to be driven by local values and concerns. We would apply our experience in translating that input into the scenarios, metrics, and communication of the scenarios and process, but the issues need to be locally driven. The process should be driven by the locals/client.

6. Who decided this was the right group to consider?

Not a question for Calthorpe Associates

7. How is the "region" in "regional planning" best defined: by political boundaries, watersheds, existing transportation networks, commuting distances from employment centers, etc.?

This needs to be discussed with the client, as the "region" and the study area for such a process can be described in many ways. It could be limited to Dane county, but could also extend into other counties in order to capture commute sheds, watersheds, etc. This would be a more holistic and comprehensive approach – but this needs to be discussed.

8. A driving force in the political environment of regional planning is the significant influence of builders, developers and realtors; they desire to make a profit, the bigger the better. Sprawl happens in part, at least, because land is cheaper farther from the city center, resulting in more sales and better profit margins. What data is available to indicate that

smarter growth scenarios offer the same return on investment and non-large lot residential units sell as well as the large lot traditional sprawl? In other words, business as usual works for them. How are they convinced smarter growth will serve them well?

One of the drivers of the scenarios process will be a comprehensive assessment of housing demand by unit type. We need to be able to get to the bottom of the mismatch between current supply and both current and projected demand based on demographic and preference shifts in the market place. Building scenarios that meet or do not meet this measured demand will shed light on the issues raised in the question and better contextualize the range of impacts and consequences of this mismatch.

9. Is there any data that suggests that developers' desire to build large lot sprawl subdivisions in effect forces consumers to purchase and live in them because alternatives are not being built?

There is evidence and numerous studies (including those from A.C. Nelson and RCLCo) showing a significant mismatch between housing supply and demand by unit type. In general, large-lot single family product has been overbuilt over the past decades, and small-lot single family, townhome, and multifamily product has been underbuilt when compared to measured demand for these products. There is ample evidence of this phenomenon. Building scenarios that meet or do not meet this measured demand will shed light on the issues raised in the question and better contextualize the range of impacts and consequences of this mismatch.

10. Sprawl is driven in Dane County in part by the desire of local officials to increase local property tax revenues with growth, preferably upper end housing on large lots. This raises two questions: What is the net cost of development to local municipalities? What is the impact of smart growth on local property tax revenues, particularly in communities that feel they need to attract families to pay for the schools?

The scenarios process would help to answer these questions and thus inform decisions about growth and development. The Rapid Fire model measures the fiscal impacts of varying scenarios, including; capital costs for infrastructure; operations and maintenance costs; and local tax revenues.

11. To what extent does the rapid fire model factor in tax structures: Wisconsin relies more heavily on property taxes (and formulas for general school aids and shared revenue payments to municipalities) than some other states?

See answer to #10; this will be factored into the Fiscal Engine of the Rapid Fire model when it is calibrated to local conditions.

12. What are the differences you would expect in applying the RapidFire model in Wisconsin as opposed to California?

The process is always customized to the place we are working. Scenarios would be customized and based on local plans, processes, and input. All model inputs and assumptions would be calibrated to local conditions.

13. I presume all of the assertions in the power point about the benefits of smart growth are backed up by hard data and replicable calculations, and the analysis is transferable to other jurisdictions?

The process and modeling is based on empirical data and robust, peer-reviewed methods. The intent is not to argue for smart growth or standard suburban growth, but rather to inform decision makers and the public about the consequences of any form of growth on a broad range of critical indicators.

14. Does Calthorpe have any examples of similar markets to ours (Austin TX would be ideal);

We have worked in Austin, TX (regional and corridor-scale planning, as well as detailed master plans and projects) and numerous other 'mid-sized' cities and regions. Links to projects can be found at www.calthorpe.com and www.calthorpe.com/regional-corridor-planning and we'd be happy to provide more information on these projects upon request.

15. Does Calthorpe have any examples of markets with similar governmental structures (i.e., we've got Smart Growth and statutes that ensure local municipalities have authority over their growth plans)

The reality is that development is a locally-driven issue in most regions. The key to a regional scenarios process is in broadening the perspective so that local decisions can be made with a better understanding of local and regional impacts. It is also important that regional/county infrastructure and investment decisions are made with an understanding of their impact on growth and the subsequent fiscal, environmental, public health, and other impacts.

16. Who is their paying "client" and if it's an RPC, how does that compare to ours.

The clients for our regional processes range from regional governments (like the RPC), to NGOs, to state agencies (like Vision California), to public-private partnerships.

17. Towns and Villages and I believe cities have all done smart growth planning plus we all have comprehensive plans that show our growth areas. These plans have been approved and or accepted by Dane County. Why is that not our development plan? Why are we trying to undo those plans and create yet another level of planning? How is another level going to improve on what we currently have?

This process would likely produce as one of the scenarios a quilt of current plans so that decision makers and the public can understand the impact of these plans in combination and compare that to other options.

18. At least in terms of metropolitan area transportation planning for greater Madison and Dane County, the urban footprint extends into all the surrounding counties. This has been shown in US Census-based analyses of commuter traffic flow to/from all the Dane County cities, villages and towns. In addition, watersheds in Dane County affect, and are affected by, land use patterns, agricultural practices, and commercial or industrial development outside Dane County. Can RapidFire modeling readily be adapted to base studies of one countywide area such as our s, but also include data in put relating to out-county areas?

See answer to #7.

19. To what extent could Calthorpe Associates utilize planning-related data already accumulated for Dane County? Much of this data has been assembled under Wisconsin Smart Growth legislation, which mandates separate comprehensive plans for counties, cities, villages, and towns. For example, many if not most of Dane County's communities have conducted written public opinion surveys of their residents and property owners over the past decade, concerning, among other issues, local preferences for land use policies. In addition, planning departments and agencies of the County, its constituent communities, and two successive regional planning commissions all have large amounts of data concerning all considerations typically taken into account in area-wide regional planning.

See answer to #17. We would in all likelihood be able integrate such previous plans, polling, studies into the scenarios work.

20. Presently, our local regional planning commission is conducting separate FUDA studies for various Dane County municipalities. Although locally useful, these FUDA studies largely ignore countywide regional planning. Some of us who have examined Calthorpe's RapidFire Modeling think an overall countywide study of this type could fulfill that need. How could this be done, with minimal interference on the preference of local communities to develop their own FUDA planning.

The Rapid Fire-scale modeling would only serve to complement the FUDA studies and provide a more comprehensive context (either county or multi-county wide) for them. Regional scenarios and metrics would likely bring more people to the table at the FUDA processes and would inform decisions made in the FUDA work. The regional work would also be informed by the completed and concurrent FUDA studies.

21. If Calthorpe is hired, do those who pay for its database development and deployment with RapidFire Modeling and Public Participation tools own those going forward? If not, can they pay extra for that ownership? Can they at least adjust the tools as needed, based on public participation and other feedback after Calthorpe concludes its contractual work, or do they have to pay Calthorpe more to do those adjustments?

The scenarios and all products produced by Calthorpe Associates using our models are owned by the client(s). Ongoing use of the model should be discussed in more detail.

22. Is there an additional fee for use of Calthorpe's web-based Public Participation tool? If so, what is the fee?

Yes, there is additional resource needed to bring the scenarios to the web. We would need to develop an exact cost, but the range would likely be \$15,000-\$30,000, depending on the level of customization required and the scale of deployment.

23. How many of the activities that Calthorpe has laid out in its preliminary scope of work for Dane County can be done by CARPC, Dane County, private, or in-kind professional planners?

Housing market analysis and fiscal impact assumptions development could potentially be completed by locals. There could also be some assistance provided in data compilation and assessment.

24. The WI DNR must meet USEPA standards for water quality, so sewage facilities are often initially larger than forecasted demand. If demand actually turns out to be less than forecast, the residents must pay higher per capita fees. This is another potential driver for sprawl, in that communities strive to bring the demand sooner rather than later. Has Calthorpe any experience with providing planning services that address this problem?

The scenarios will help to inform these kinds of decisions and processes, and as such could impact sewerage sizing. This would need to be discussed more fully. We have experience integrating water quality and supply issues in our regional and local-scale work.

25. To provide educational offerings that are high in quality, communities often feel the need for schools of a certain size, so facilities are often initially larger than forecasted demand. If demand actually turns out to be less than forecast, the residents must pay higher per capita property taxes. This is another potential driver for sprawl, in that communities strive to bring the demand sooner rather than later. Has Calthorpe any experience with providing planning services that address this problem?

As in the answer to #24, the scenarios will help to inform these kinds of decisions and processes, and as such could impact school needs and sizing decisions. This would need to be discussed more fully.

26. Calthorpe implies that RapidFire technology and its expertise allow faster scenario planning than ever, and that there is little if any competition when one considers how quickly the work can be done. Does Calthorpe guarantee delivery within the contractual terms? Does it accept late-delivery penalty clauses in its contract terms?

Our process is indeed unique and we believe more efficient and comprehensive than any other offered. We have never before had a contract that included a late delivery penalty and would not likely accept one in this case. That being said, the Rapid Fire model does allow us to move very quickly, and we are confident that we could deliver our product within the timeframe expected by the client.

27. How does Calthorpe plan to get 62 municipalities to jointly decide how to allocate forecasted population growth and land demand in the various land use categories? If the "poker chip game" approach used in Envision Utah is still in use, please provide more information about that.

We would not be getting all the municipalities to agree on one way to distribute forecasted growth. Rather, we would use scenarios to express the impacts of varying ways of distributing growth, ranging from trends, to current

plans, to alternative patterns. This in turn can lead to more informed local and FUDA-scale planning and more informed regional infrastructure and investment decisions.

28. There likely is significant shadow housing stock in the Capital region. Can Calthorpe's RapidFire take this supply into account?

We could integrate this into the development of scenarios that do/do not meet projected demand by housing type provided the data is readily available or could be made available.

29. There are some data that indicate fuel prices may be affecting residential realty or commercial/business site decisions in the Capital region. Can Calthorpe's Rapid Fire be used to analyze for this possible trend?

Our scenarios can express the impact of fuel price on household costs for transportation and energy, which in turn influence locational decisions of residences and businesses. We can also express how the impacts vary with different policies or price schemes.

30. RPC FUDA staffers have mapped agricultural lands for basic soil and farming types (e.g., appropriateness for row crops vs livestock) and contiguity. Could Calthorpe in a similar fashion identify the larger remaining unfragmented or roadless parcels of natural lands and their potential for expansion to achieve ecological stability or sustainability?

We could perform this analysis with the requisite data and local feedback. This might also be an opportunity for a local agency or group (UW Planning?) to perform such an important analytical task and feed into the scenarios process.

31. The Dane Transportation 2030 study identifies some potential transit options, e.g., commuter rail, BRT, etc. that many feel are necessary additions to our multimodal system, in part because of the geography of the Isthmus on which Madison is located. The proposed initial route is between Middleton and Sun Prairie, via downtown, which meets federal guidelines for user proximity. The second proposed phase is from DeForest to the Airport to Downtown. The CARPC staff are working on two pilot Sub-FUDAs one including Middleton, which must consider a proposed North Mendota Parkway, and the other including DeForest, which must consider a proposed expansion of HWY 51. These expensive road additions/expansions, which will not be funded by local municipalities or the county, have not received cost/benefit comparisons with the transit options. There has not been backcasting that could indicate a public preference for transit options that could obviate the need for road additions/expansions. Would Calthorpe's modeling provide the necessary information for the public and other decision makers?

We would likely produce a scenario or scenarios that combine such a transit investment or network with supportive land uses. The modeling of such scenarios for VMT, energy, water, fiscal, environmental, and other impacts will serve to inform decisions about transit investments and their potential costs/benefits/impacts. Additionally, demand for housing near transit could be measured as a part of the housing demand study, so that development near transit and transit system proposals could be sized accordingly.

Re: Consideration of disseminating Draft 2012 Work Program and 2012-2017 Overall Program Design to local units of government to solicit comments at October 13 public hearing

Decision Items:

1. Consider a draft 2012 Work Program for distribution

The annual Work Program provides a guide for the staff work activities of the Commission, and is part of an overall six-year program design. All work programs are dependent upon sufficient funding to carry out the described work. For the purposes of preparing the 2012 Work Program, furlough days and/or other staffing cuts are not factored, although the likelihood of furloughs are high. These reductions will correspondingly decrease work activity.

A summary of the Discussion Draft is attached, which highlights the areas of work and notable results of projects.

It should be noted that a finalized Program will include completed MMSD work under the “Results” section of sub-element 3141 (Wastewater Systems Planning), which was inadvertently left out of the Discussion Draft.

At the request of Commissioner Terrell, also provided attached is a seven-year framework that was prepared for the Commission early in 2010, and an updated version that reflects delays due to reductions in funding. The framework needs to be updated for SCRPG projects and expanded through 2017 if the Commission finds the chart useful as part of the Work Program document.

Materials Presented with Item:

1. Draft 2012 Work Program Summary
2. Draft 2012 Direct Person-Month Distribution
3. Updated Seven-year Framework, followed by 2010 version
4. Draft 2012 Unified Planning Work Program and 2012-2017 Overall Program Design

Contact for Further Information:

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

DRAFT 2012 Work Program Summary

The following summarizes the draft 2012 Work Program. It is important to note that reductions in funding will incur corresponding reductions in available person-months. For detailed descriptions of work activities, please refer to the full 2012 Unified Planning Work Program and 2012-2017 Overall Program Design.

The *direct* work activities of the Work Program are supported by 10.625 FTE, of which 3.5 FTE are fully funded by the Sustainable Communities Regional Planning Grant (SCRPG), a three-year expiring on February 14, 2014. The focus of these employees is on the FUDA planning process. “Regular” CARPC staff consists of six full-time and two part-time employees, and SCRPG staff are three full-time and one part-time employee. One full-time employee provides support (*indirect*) work.

(NOTE: person-months and direct work hours do not reflect earned leave, nor do they reflect about 1,000 hours of intern support. Those Elements and Sub-elements which in part support FUDA planning are indicated by “✓”.)

All Direct Work Activities: 127.5 Person-Months (22,100 direct work hours)

Category 1000: Community & Regional Development Planning (79.0 PMs, 13,690 hours)

Sub-category 1100: Basic Studies & Analysis (17.5 PMs, 3,030 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 ✓

Notable results: Land Use Inventory Data for “Regional Trends” report

1120 Demographic, Economic & Physical Features Studies ✓

1130 GIS Maintenance

Sub-category 1200: Land Use & Transportation Planning (7.5 PMs, 1,300 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 ✓

1215 Intergovernmental Cooperation ✓

1220 Plan Implementation

Notable results: Community planning for USA amendments

Sub-category 1300: Planning Assistance (1.0 PMs, 173 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 (20.5 PMs, 3,550 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, Info Dissemination, and Outreach ✓

Notable results: Annual Report, Regional Trends report, CARPC Public Participation Program report, and CARPC & SCRPG website maintenance

Sub-category 1500: Future Urban Development Area Planning Local Collaboration (32.5 PMs, 5,630 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. ✓

Notable results: Completed FUDA plans

Category 3000: Environmental & Natural Resources Planning (48.5 PMs, 8,400 hours)

Sub-category 3100: Water Resources Management Planning (35.3 PMs, 6,110 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 ✓

Notable results: Completed MMSD capacity evaluation and inflow/infiltration investigation

3142 Wastewater Systems Service

3143 Urban Service Area & Environmental Corridor Delineation ✓

Notable results: Planning for USA amendments

3144 On-Site Wastewater Systems

Notable results: Adoption of WQP Appendix I (On-Site Wastewater Systems Management)

3151 Urban Nonpoint Source Management ✓

3152 Agricultural Nonpoint Source Management ✓

3153 Stream & Lake Water Quality Evaluation & Management ✓

Notable results: Completed update of WQP Appendix B (Water Quality Conditions)

3154 Wetland & Floodplain Protection ✓

3155 Groundwater Protection ✓

3156 Water Quality Plan Update

3162 Drainage & Flood Management Service

3174 Regional Hydrologic Modeling & Management Program ✓

Notable results: Completed update of Groundwater Model

3181 Lake & Watershed Management Planning ✓

Sub-category 3200: Solid Waste Management (0.2 PMs, 35 hours). This work develops long-range solid waste management and recycling systems. 2012 is limited to technical assistance and review to WDNR.

Elements & Sub-elements: 3220 Solid Waste Service Activities

Sub-category 3500: Other Environmental Studies (13.0 PMs, 2,250 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 ✓

Notable results: Completed ECRs for FUDAs

DRAFT 2012 Direct Person-Month Distribution

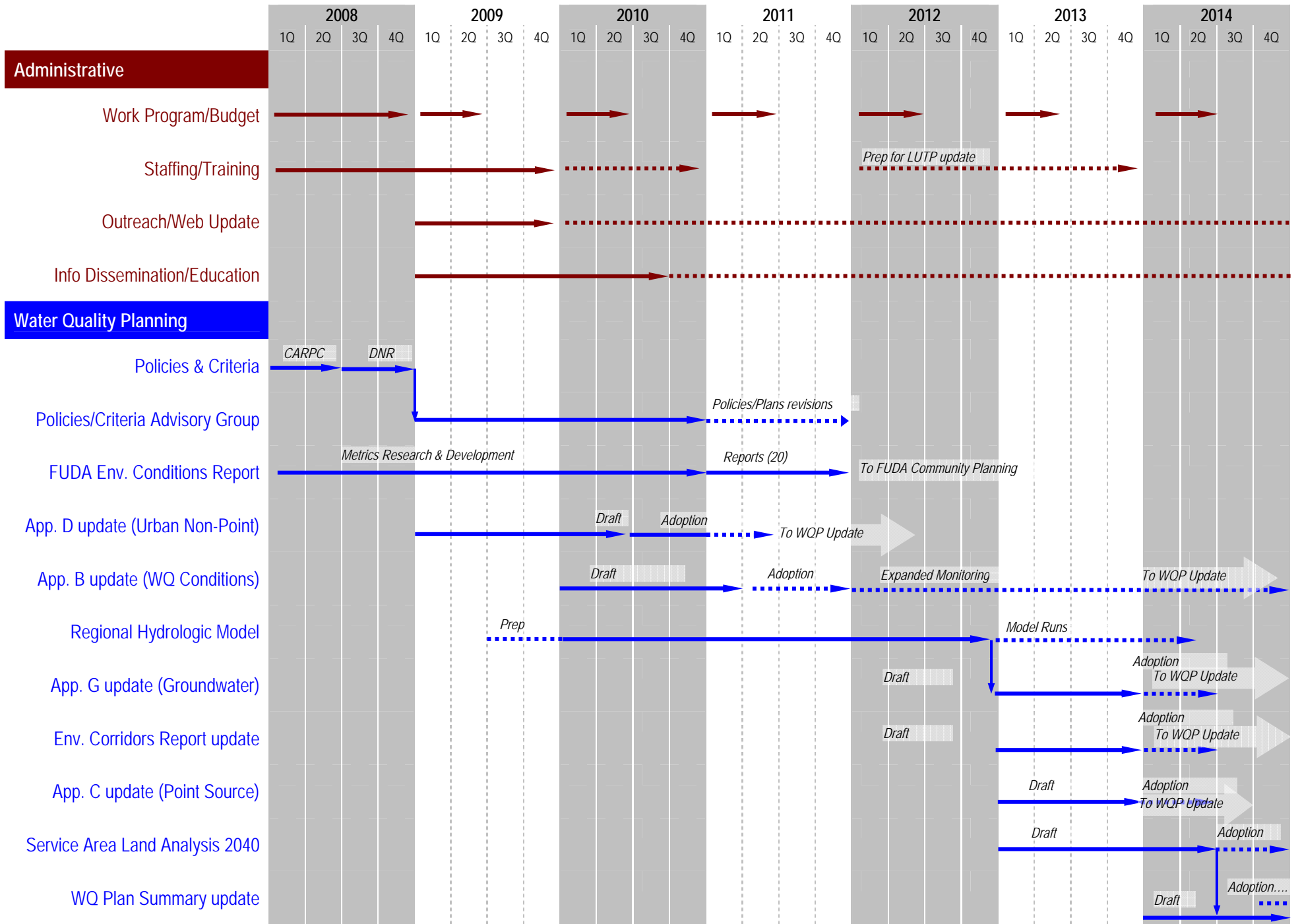
9/8/2011

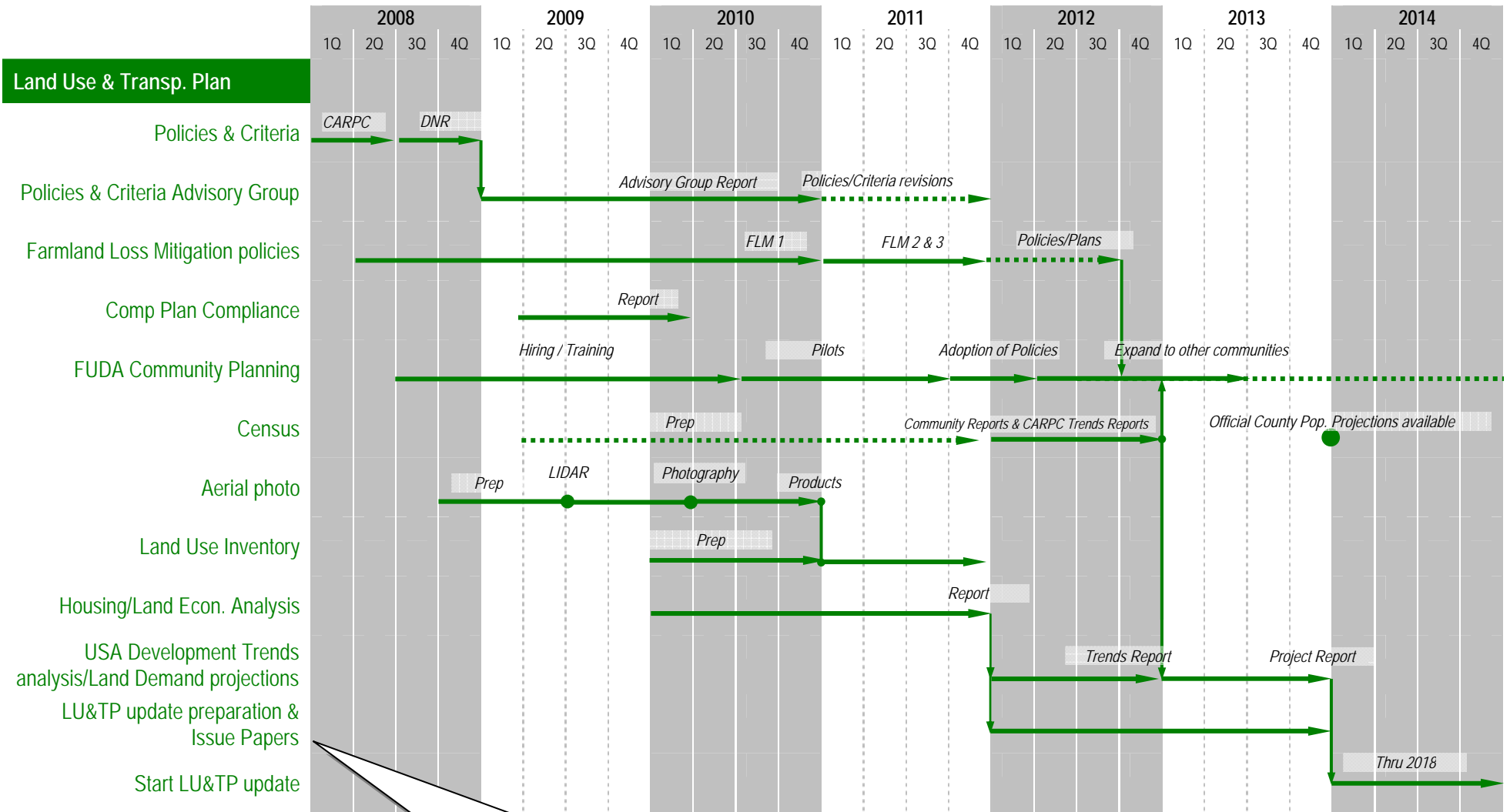
* Total person-months do not include interns
 ** Total person-months will be reduced by furlough days; number to be determined
 ■ Work Elements which directly or indirectly support FUDA planning

			HUD - SCRPG Grant-funded Staff															
PERSON-MONTHS*			Executive Director	Deputy Director / Director ERP	Senior Env Res Planner	Environ Engineer	Graphic Designer	GIS Specialist	Senior Com Planner	Senior Com/Env Planner	Community Planner	Senior Planner	Urban Designer-Planner	Restoration Ecologist-Biologist	GIS Specialist	Intern		
Catg	Elem	Element Name	2012**	2011 Adopted	Mesbah	Kakuska	Rupiper	Wagner	Krebs	Weber	Steinhoff	Holloway	Van Belleghem	McAuliffe	Granberg	Anderson		
1000		Community & Regional Development Planning																
■	1110	Land Use Inventories and Development Monitoring	5.50	5.91					1.00	0.50	1.00		1.00			2.00	1.00	
■	1120	Demographic, Economic and Physical Features Studies (Census)	9.00	0.49						3.00		2.00		3.00		1.00	1.00	
	1130	Geographic Information System Maintenance	3.00	1.97					3.00								1.00	
■	1210	Land Use and Transportation Planning	2.00	2.46						0.50		1.50						
■	1213	Land Use and Transportation Plan Integration	0.50	0.49						0.50								
	1215	Intergovernmental Cooperation	1.00	0.00	1.00													
	1220	Plan Implementation (amendments)	4.00	4.92				1.00	1.00	2.00								
	1230	Housing Element and Planning	0.00	0.98														
	1310	Countywide Assistance	0.00	0.00														
	1315	Agricultural Planning	0.00	0.00														
	1320	Comprehensive Planning/Smart Growth Law Assistance	1.00	0.98								1.00						
■	1410	Economic Analysis	1.50	0.98								1.50						
	1420	Project Notification and Review	0.50	0.98	0.50													
■	1430	Public Participation, Education, Information Dissemination and Outreach	18.50	12.80	2.00	0.50		5.00		1.00	2.00	2.00	2.00	2.00		2.00		
■	1500	FUDA Community Planning	32.50	15.75	1.50			2.00	1.00		9.00	2.00	9.00	7.00		1.00	1.00	
	Category 1000 Total		79.00	48.71	0.00	5.00	0.50	0.00	8.00	6.00	7.50	12.00	10.00	12.00	12.00	0.00	6.00	4.00
3000		Environmental Resources Planning																
	3121	Monitoring Program	0.30	0.30		0.30												
	3122	Data Analysis	1.00	0.49		1.00												
■	3131	Water Supply Systems Planning	0.75	0.98		0.50	0.25											
■	3132	Water Supply Systems Service	0.50	0.98		0.25	0.25											
■	3141	Wastewater Systems Planning	1.80	1.97	0.80		1.00											
	3142	Wastewater Systems Service	3.00	2.95	1.00		2.00											
■	3143	Urban Service Area and Environmental Corridor Delineation	11.00	4.92	2.00		3.00	1.00				2.00			3.00		1.00	
	3144	On-Site Wastewater Systems	2.00	2.95			2.00										1.00	
■	3151	Urban Non-Point Source Management	3.00	5.42	1.00		2.00											
■	3152	Agricultural Non-Point Source Management	0.20	0.20		0.20												
■	3153	Stream and Lake Water Quality Evaluation and Management	3.00	0.98		1.00									2.00			
■	3154	Wetland and Floodplain Protection	2.00	0.98											2.00			
■	3155	Groundwater Protection	1.75	0.98		1.75												
	3156	Water Quality Plan Update	2.50	0.98	0.50	1.00		1.00										
	3161	Drainage and Flood Management Planning	0.00	0.00														
	3162	Drainage and Flood Management Service	0.50	0.49				0.50										
■	3174	Regional Hydrologic Modeling and Management Program	1.00	0.98		1.00												
■	3181	Lake and Watershed Management Planning	1.00	0.98		0.50	0.50											
	3210	Solid Waste Management Planning	0.00	0.00														
	3220	Solid Waste Service Activities	0.20	0.00	0.20													
	3310	Air Quality Management Planning	0.00	0.00														
	3320	Air Quality Service Activities	0.00	0.00														
	3410	Energy Management Planning	0.00	0.00														
	3420	Energy Management Service Activities	0.00	0.00														
	3510	Environmental Impact Evaluation	2.50	0.98	0.50										2.00			
	3520	Other Special Studies	0.00	0.00														
■	3530	Environmental Conditions Reports for FUDA Planning	10.50	6.89	1.00	4.00	0.50	2.00							3.00			
	Category 3000 Total		48.50	35.40	0.00	7.00	11.50	12.00	4.00	0.00	0.00	2.00	0.00	0.00	12.00	0.00	2.00	
TOTAL			127.50	84.11	0.00	12.00	12.00	12.00	12.00	6.00	7.50	12.00	12.00	12.00	12.00	6.00	6.00	

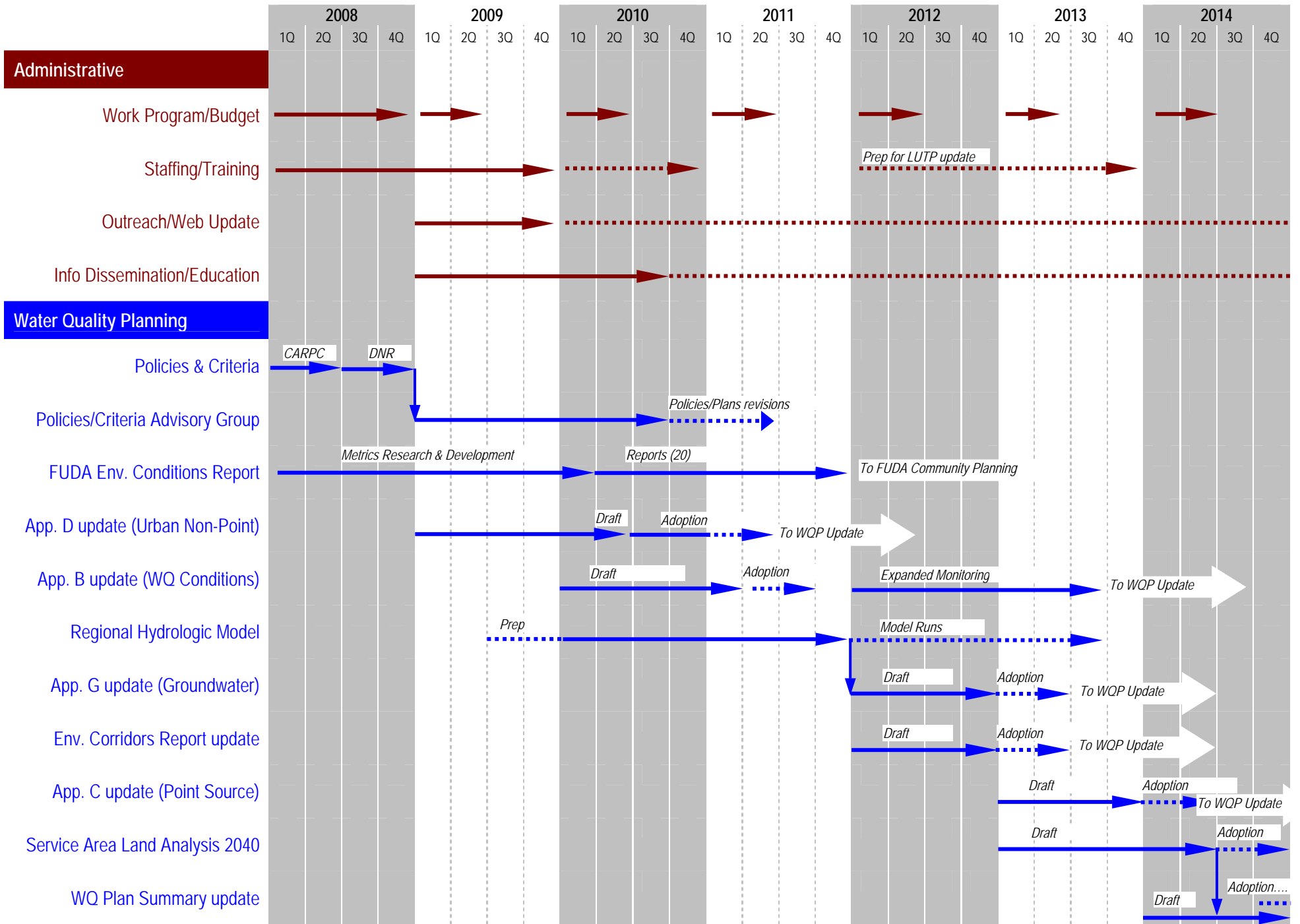
Minimum % allocated to SCRPG-supported activities

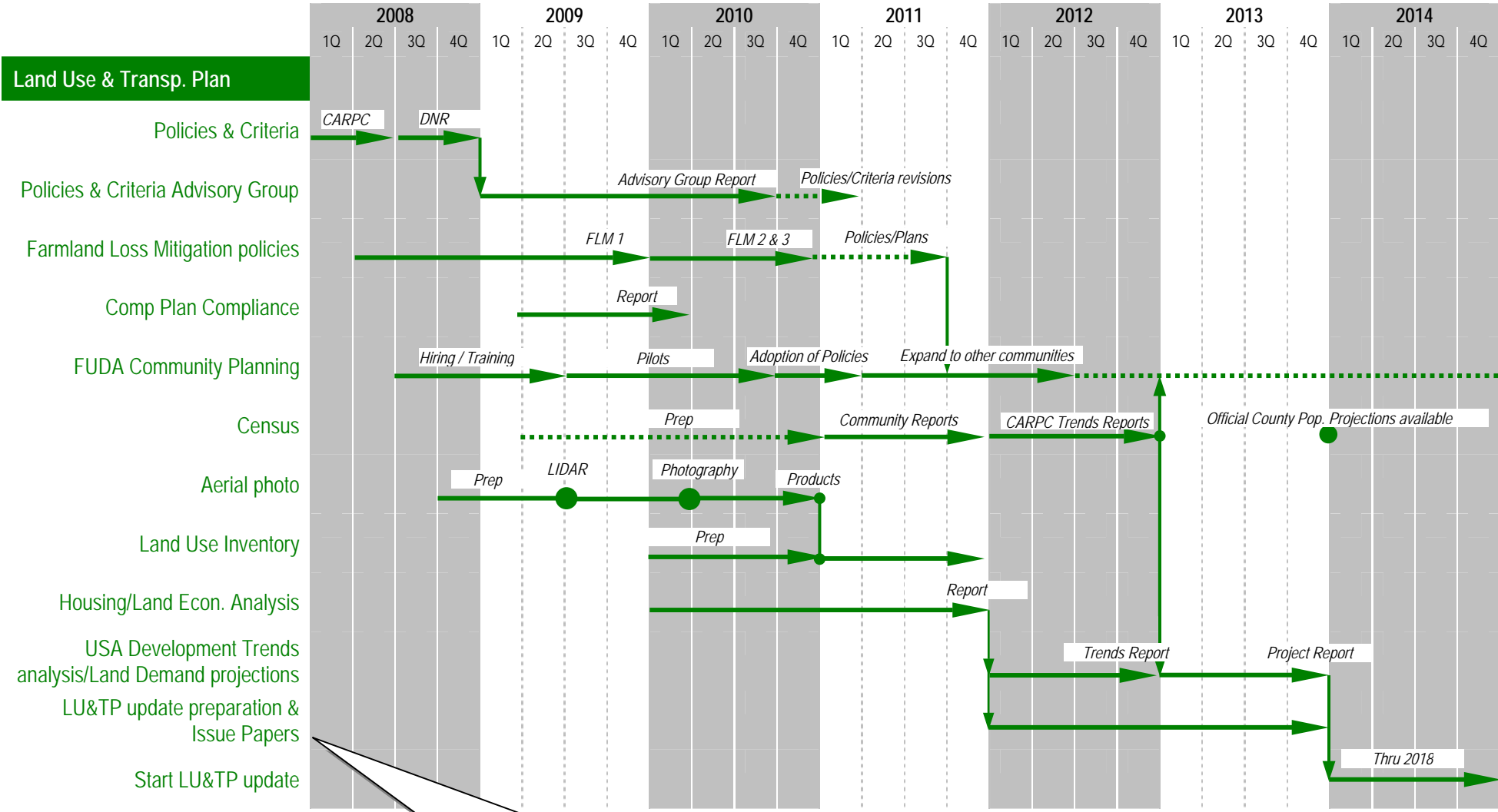
25% 30% 20% 25% 10% 0% 100% 100% 100% 100% 30%





- Climate change mitigation & adaptation
- Impact of energy futures on urban structure/ transp./econ./ag.
- Regional issues & opportunities
- Coordination planning with MPO/others





- Climate change mitigation & adaptation
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Capital Area Regional Planning Commission

2012 Annual Unified Planning Work Program

and

Overall Program Design 2012-2017

DISCUSSION DRAFT

The level of effort noted in each of the planning program activities in this Work Program is dependent upon receiving funding for the indicated level of staffing and material support. Changes in the amount and source of available funding will cause changes in the level of effort for planning program activities.

CARPC 2012 Annual Unified Planning Work Program

and

2012-2017 Overall Program Design Report

DISCUSSION DRAFT

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

Larry Palm, Chairperson
Peter McKeever, Vice-Chairperson
Kurt Sonnentag, Treasurer
Jeff Baylis, Secretary
Zach Brandon
Martha Gibson
Ken Golden
Eric Hohol
Ed Minihan
Warren Onken
Susan Studz
Caryl Terrell

Commission Staff

Kamran Mesbah, Deputy Director / Director, Environmental Resources Planning
Heath Anderson, GIS Specialist (*HUD grant funded*)
Chris Gjestson, Administrative Services Manager
Jason Granberg, Restoration Ecologist-Biologist (*HUD grant funded*)
Mike Kakuska, Senior Environmental Resources Planner
Aaron Krebs, GIS Specialist
Dan McAuliffe, Urban Designer (*HUD grant funded*)
Mike Rupiper, Environmental Engineer
Steve Steinhoff, Senior Community Planner
Bridgit Van Belleghem, Senior Planner (*HUD grant funded*)
Steve Wagner, Graphic Designer
Barbara Weber, Senior Community Planner

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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).

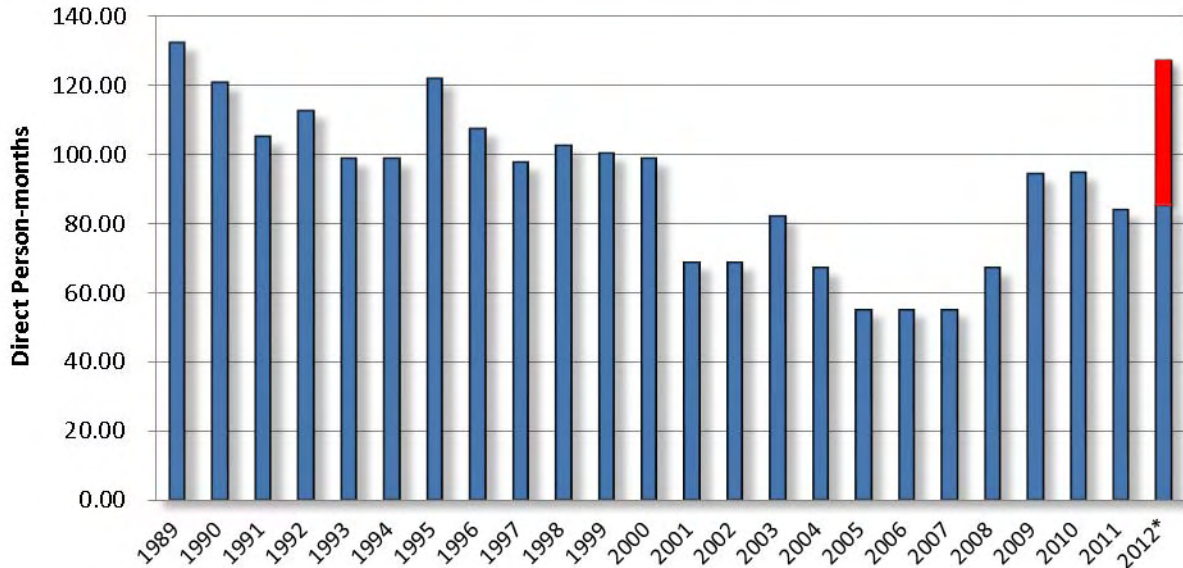
The function of the Commission is to serve as the regional planning and areawide water quality management planning entity for the Dane County region, consistent with §66.0309, Wis. Stats. and state Administrative Code NR 121. The Commission is charged with the duty of preparing and adopting a master 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, but was also 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 Junior Planner, and an Environmental Engineer. However, in preparation of the 2011 Work Program, it became clear that available financial resources were not sufficient to exceed the existing staffing level nor, most notably, to hire an Executive Director. The budget restrictions limited staffing in 2011 to 84.2 direct person-months, which included four furlough days. While the 2012 Work Program anticipates stagnant revenue from its 2012 County levy charge and water quality management planning contract (and therefore maintains *regular* staffing levels programmed for 2011, minus furloughs) it recognizes significant additional staffing made available by the award of a three-year federal grant. In October 2010, the federal Department of Housing and Urban Development (HUD) awarded a Sustainable Communities Regional Planning (SCRP) Grant to CARPC as the lead agency of the Capital Region Partnership for Sustainable Communities, a consortium of public and private entities who have committed to the pursuit of the goals of the Grant program.

The SCRP Grant award of nearly \$2 million provides nearly \$900,000 over the term of the Grant (from Feb. 15, 2011 to Feb. 14, 2014) to reimburse CARPC for salaries and fringe benefits for four new staff positions (3.5 FTE) plus limited matching funds for interns. The Grant requires CARPC to provide in-kind contributions in the form of staff time. The four new positions – Senior Planner, Urban Designer-Planner, GIS Specialist (0.5 FTE) and Restoration Ecologist-Biologist – will provide the staffing needed to conduct an effective continuing FUDA planning process.

The following chart indicates RPC *direct* work activity levels over time. (*Indirect* work activities provide general support and are administrative in nature, and are not included.)

RPC/CAPD Direct Person-Months



***proposed; 42 PMs are HUD-grant funded**

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. 1 DPM = ~170 direct work hours.

Overview of Duties and Responsibilities

The basic mission of CARPC is areawide planning and coordination. Through its plans 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 formation resolution that created 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.

The FUDA process will be enhanced with the additional staff support provided by the resources made available through the SCRIP Grant. Overall, Commission work has been and continues to be consistent with the goals of the Grant, which are as follows:

1. Foster the development of sustainable communities throughout the United States that are consistent with the following **Livability Principles**:
 - a. **Provide More Transportation Choices.** Develop safe, reliable, and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
 - b. **Promote equitable, affordable housing.** Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
 - c. **Enhance Economic Competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers, as well as expanded business access to markets.
 - d. **Support Existing Communities.** Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
 - e. **Coordinate Policies and Leverage Investment.** Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
 - f. **Value Communities and Neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.
2. Support metropolitan areas and multijurisdictional partnerships that commit to adopt integrated plans, strategies, and management tools to become more sustainable.
3. Facilitate strong alliances of residents and regional interest groups that are able to maintain a long-term vision for a region over time and simultaneously support progress through incremental sustainable development practices.
4. Build greater transparency and accountability into planning and implementation efforts.

5. Expedite implementation of the Livability Principles through changes in local zoning and land use laws and regulations that remove barriers to sustainable development for housing, economic development, transportation, and related water, sewer, and other environmental quality issues.
6. Align local, state, and tribal capital improvement programs with the Livability Principles.
7. Assist all regions to move toward sustainability and livability, and, for the regions that have shown a long-term commitment to sustainability and livability, prepare them for implementation and to demonstrate on-the-ground results.

As the lead agency in pursuit of these goals, CARPC will facilitate the completion of the following deliverables of the Partnership.

SCRPG DELIVERABLES

12 Months

- Sustainability Commerce Center Business Plan
- 100 Percent Stormwater Infiltration in High-Density TOD guidelines and templates
- Fresh Market Vegetable Packing House Feasibility Study
- Local Fresh Food Market in Low-Income Neighborhood “Food Desert” – Business Plan

18 Months

- Transit Capacity Study (outcomes: goals and recommendations for enhancing transit, performance metrics)
- Infill and Redevelopment Inventory (outcomes: property inventory)
- Market Studies (outcomes: recommendations for meeting housing and commercial demand in transit-friendly, walkable developments)
- 1-3 Detailed Execution Plans for Urban Growth and Resource Protection (FUDA) (outcomes: designated preservation and development areas; development design principles and criteria; performance metrics)

24 Months

- Sustainability Commerce Center predevelopment work complete
- Fresh Market Vegetable Packing House financing in place

36 Months

- TOD Workshops & Concept Designs (outcomes: design and financial plans and report, performance metrics)
- TOD Plan Adoption (outcome: plan amendments)
- 4-9 (cumulative) Detailed Execution Plans for Urban Growth and Resource Protection (FUDA) (outcomes: designated preservation and development areas; development design principles and criteria; performance metrics)
- 3-6 Comprehensive Plan Amendments
- Sustainability Commerce Center break ground
- Fresh Market Vegetable Packing House start-up

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, economic development, 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 four 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 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 make adopted 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 was created as the successor entity to the DCRPC to continue these critical functions and services. The 2012-2017 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 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 2012 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 were dormant after 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 and land demand evaluations 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, the production of food and fiber, and economic well-being.
- 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 *Water Quality Plan* Technical 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. 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*). Appendix D (Urban Non-Point Source Analysis) was updated in 2011, and Appendix B (Water Quality Conditions & Trends) is currently being updated with an expected completion date of early 2012. Other technical appendixes need to be updated:
 - 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).
 - 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).

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 in this Work Program is dependent upon receiving funding for the indicated level of staffing and material support. Changes in the amount and source of available funding will cause changes in the level of effort for planning program activities.***

2012-2017 CARPC Overall Program Design

This 2012 Unified Planning Work Program represents the first-year planning activities of the 2012-2017 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 2012 and to note the basic 2012-2017 overall program activities expected in future years. Programmed work effort is expressed in direct person-months; 1 direct person-month is equivalent to approximately 173 hours of direct work activity, less earned leave.

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. CARPC contracts with the Madison Area Transportation Planning Board (MATPB, 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 MATPB Unified Planning Work Program. CARPC also receives funding from the Wisconsin Department of Transportation to integrate CARPC planning activities with those of the MATPB. 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, 2005 and 2010 land use inventories were completed in GIS for use and integration with the countywide system.

Work Element 1110: Land Use Inventories and Development Monitoring

The 2010 countywide land use inventory, which began in June 2010 and is expected to be completed by the end of 2011, involves the use of aerial photography, field review, and GIS data to produce maps and land use statistics. Work in 2012 will involve error-checking and refinement of the collected data and its synthesis with Census 2010 data, and analysis for regional growth and development trends and map preparation. This will utilize 3.0 person-months of effort by GIS Specialists, and 2.5 person-months of effort by Senior Planners. Additionally, 1.0 person-month of effort is planned to be made by interns for 2012, with 3.0 person-months for each future year pending sufficient funding.

Results: Land use 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.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	4.2	5.91	2.5	3	3	3	3	3
Intern Person-months	5.8	6	1.0	6	6	6	6	6
SCRPG Staff Person-months	0	0	3.0	3				

Work Element 1120: Demographic, Economic and Physical Features Studies

Work activities for 2012 will be to continue to review, evaluate and disseminate 2010 Census information. Physical features mapping and analysis will be provided as needed for local assistance, FUDA planning and other special projects. Approximately 3.0 person-months of effort from the Senior Planner and 2.0 person-months from the Community Planner are expected for this work element, supported by 1.0 person-month of intern effort. 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). This report will also include an evaluation of the land demand methodology for service area planning. Additionally, 3.0 person-months of the grant-supported Urban Designer and 1.0 person-month of the grant-supported GIS Specialist is included in support of FUDA planning inventories.

New planning initiatives starting in 2014, to update the Land Use & Transportation Plan will increase the work load in this element.

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

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.49	5.0	5	7	7	7	7
Intern Person-months	0	1	1.0	2	1	1	1	1
SCRPG Staff Person-months	0	0	4.0	4				

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. Three person-months of GIS Specialist and 1.0 person-month of work-study/intern effort are expected for this work element.

New planning initiatives starting in 2014, to update the Land Use & Transportation Plan will increase the work load in this 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.6	1.97	3	2	2	2	2	
Intern Person-months	3.4	1	1	1	1	1	1	
SCRPG Staff Person-months	0	0	0					

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 Master 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. CARPC reviewed and amended the *Plan* in 2007-2008, and adopted the updated *Regional Transportation Plan 2030* prepared and adopted by the MATPB 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 CARPC.

Work Element 1210: Land Use and Transportation Plan

Work activities in 2012 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 (sub-element 1213 pursues this work). 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 MATPB. About 2.5 person-months of combined effort from the Senior Planner (about 0.5 person-months for Element 1210 and 0.5 for Sub-Element 1213) and the Junior Planner (1.5 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 MATPB (an update to the 1997 *Land Use and Transportation Plan*).

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

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	6.1	2.46	2.0	6	12	12	12	12
SCRPG Staff Person-months	0	0	0	0				

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 MATPB 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.3	0.49	0.5	2	2	2	2	2

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	1.0	6	6	6	6	6

Work Element 1220: Plan Implementation

Work activities in 2012 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. Two person-months of Senior Planner effort, and 1.0 person-month each from the GIS Specialist and Graphic Designer are scheduled for 2012.

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

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	4.2	5	4.0	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 planned for completion in 2011. Additional work in this element is not programmed for 2012. The work element for FUDA planning (1500) does include housing as part of the SCRPG.

Results: None in 2012.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.98	0	1	1	1	1	1

Work Element 1240: Natural Resources

This work, which provides assistance to local governments with the natural resource protection element of local comprehensive plans, is not programmed for 2012 and subsequent years, because it has been replaced with the FUDA planning process.

Results: None programmed for this element.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	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 2012 for direct planning assistance to local governments in Dane County.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0.5	0.5	0.5	0.5	0.5

Work Element 1315: Agricultural Planning

Typical work in this element involves the review of amendments to the *Dane County Farmland Preservation Plan*; this work is not programmed in 2012.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.4	0	0	0	0	0	0	0

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.98	1.0	1	3	3	3	3

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, blogs, public hearing announcements, conferences, forums, brochures, and other information materials for citizens and officials. The development and maintenance of the CARPC and SCRPG websites also fall 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.98	1.5	1.5	1.5	1.5	1.5	1.5

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.98	0.5	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, annual conferences, planning forums, preparation and dissemination of informational and educational brochures, maintaining and updating the CARPC and SCRPG websites, 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 2012, about 13.5 person-months of planning and design staff time will be spent in this work element, in addition to 5.0 person-months of graphics staff. Much of this work supports the public participation and outreach efforts of the FUDA process.

Results: A CARPC Public Participation Program report, Annual Report, *Trends Report*, CARPC and SCRPG websites, public hearing advertisements and meetings, the annual conference, planning forums and webinars, outreach and information meetings on planning and policy issues, including FUDA planning meetings, reports and papers related to FUDA planning.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	12.9	12.8	12.5	12.5	19	19	19	19
SCRPG Staff Person-months	0	0	6	6				

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 resolution. 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 2012 is significantly expanded by the addition of SCRPG staff, and is expected to involve up to six FUDA plans, involving one Senior Planner who will be central to this task (9 person-months), 2 person-months from the Community Planner position, 2 person-months of Graphic Designer, 1.5 person-months of Deputy Director, and 1 person-month of GIS Specialist support. Among SCRPG staff, 9 person-months of effort will be made by the Senior Planner, 7 person-months by the Urban Designer, and 1 person-month by the GIS Specialist. Reductions in funding available for interns has consequently reduced programmed intern person-months from 6 in 2010 to 1 in 2011 and 2012.

Results: The CARPC formation resolution has deadlines and prioritization for the completion of FUDA plans. This is a continuing planning activity with 5-year updates for plans for each unit of government.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	12.9	15.75	15.5	16	30	30	30	30
Estimated Intern Person-months	1.8	1	1	6	6	6	6	6
SCRPG Staff Person-months	0	0	17.0	17				

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 and residual 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 resolution) mandate the development of “Environmental Conditions Reports” for the service areas in the region. These reports include the assessment of 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 2012 will 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Funding from Other Agencies	163,430	164,940	167,500	170,000	172,500	175,000	177,500	
SCRPG Staff Person-months	0	0	0	0				

Sub-Element 3122: Data Analysis

2012 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.3	0.49	1	1	1	1	1	1
SCRPG Staff Person-months	0	0	0	0				

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 made by the 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.98	0.75	3	3	3	3	3
SCRPG Staff Person-months	0	0	0	0				

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.98	0.5	1	1	1	1	1
SCRPG Staff Person-months	0	0	0	0				

Work Element 3140: Wastewater Systems

Sub-Element 3141: Wastewater Systems Planning

2012 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	1	1.97	1.8	9	3	3	3	3
SCRPG Staff Person-months	0	0	0	0				

Sub-Element 3142: Wastewater Systems Service

2012 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 (2 person-months) and the Division Director (1 person-month).

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

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	1	2.95	3	3	3	3	3	3
SCRPG Staff Person-months	0	0	0	0				

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

2012 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 (3 person-months), Division Director (2 PMs), Graphic Designer (1 PM), Community Planner (2 PMs), and the grant-funded Restoration Biologist-Ecologist (3 PMs). Work in 2012 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	6.4	4.92	8	8	6	6	6	6
Estimated Intern Person-months	1	1	1	1	1	1	1	1
SCRPG Staff Person-months	0	0	3	3				

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 2012, work will support formal adoption of 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.1	2.95	2	1	1	1	1	1
Estimated Intern Person-months	1	1	1	0	0	0	0	0
SCRPG Staff Person-months	0	0	0	0				

Work Element 3150: Water Quality Planning

Sub-Element 3151: Urban Nonpoint Source Management

2012 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.

Results: Data and review comments on watershed plans, projects, ordinances, and site development plans for water quality impacts.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	7	5.42	3	3	3	3	3	3
SCRPG Staff Person-months	0	0	0	0				

Sub-Element 3152: Agricultural Nonpoint Source Management

Work activities for 2012 include 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.2	0.2	4	4	0.2	0.2	0.2
SCRPG Staff Person-months	0	0	0	0				

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

2011 work activities include coordinating the completion and formal adoption of the update of Appendix B (*Water Quality Conditions*) of the *Water Quality Plan*. An update of a comprehensive monitoring program is also included in this technical appendix. Work on Appendix B update was initiated in 2010 by technical experts through a project-term contract.

Work activity in 2012 also includes participation with DNR staff in assessing stream and lake habitat conditions (2 PMs of Restoration Ecologist-Biologist effort).

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 with 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.

Future work includes 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	1.6	0.98	1	3	3	3	3	3
Intern Person-months	0	0	0	6	6	6	6	6
Pass-thru funding (DNR)	30,000	0	0	0	0	0	0	0
SCRPG Staff Person-months	0	0	2	2				

Sub-Element 3154: Wetland and Floodplain Protection

Work activities of this Element generally include providing 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.

Work in 2012 includes initiating 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: Initiate work on a Wetland Protection Plan as a technical appendix of the *Water Quality Plan*. Wetland impact evaluation and comment, wetland protection assistance to units of government and groups, policy and program research and recommendation.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.98	0	2	4	4	4	4
SCRPG Staff Person-months	0	0	2	2				

Sub-Element 3155: Groundwater Protection

2012 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 (2013).

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	1.4	0.98	1.75	8	3	3	3	3
SCRPG Staff Person-months	0	0	0	0				

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 2013, Appendix C (*Point-Source Inventory and Analysis*) in 2013, a complete update of the WQP Summary in 2014, and work related to the update of the *Land Use & Transportation Plan*.

Results: 2012 work involves continued collection and cataloguing of relevant research, data, maps, and other resources necessary for maintaining WQP up-to-date.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	1.4	0.98	2.5	2.5	10	3	3	3
SCRPG Staff Person-months	0	0	0	0				

Work Element 3160: Drainage and Flooding

Sub-Element 3161: Drainage and Flood Management Planning

No significant work activities are scheduled in this sub-element.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0	0	0	0	0
SCRPG Staff Person-months	0	0	0	0				

Sub-Element 3162: Drainage and Flood Management Service

2012 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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0.49	0.5	0.5	0.5	0.5	0.5	0.5
SCRPG Staff Person-months	0	0	0	0				

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. 2012 work activity includes coordinating the completion of the 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 is out of date and needed 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 \$300,000 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 2012. Provide assistance including groundwater modeling and mapping services.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.98	1	3	3	3	3	3
Funding from Other Agencies	165,306	163,027	0					
SCRPG Staff Person-months	0	0	0	0				

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.

Results: Technical assistance on detailed implementation plans and proposals.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.5	0.98	1	2	2	2	2	2
Pass-thru funding (DNR/Dane)	27,120	10,000	0					
SCRPG Staff Person-months	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 this element.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0	0	0	0	0
SCRPG Staff Person-months	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.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0.2	0.2	0.2	0.2	0.2	
SCRPG Staff Person-months	0	0	0	0				

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

Similar to previous years, no significant air quality management planning activities are scheduled for 2012. 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 and activities of SCRPG are generating data and considerations for this work.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	2	4	1	1	1
SCRPG Staff Person-months	0	0	0	2				

Work Element 3320: Air Quality Service Activities

Typically, 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 2012. However, the activities of SCRPG are generating data and considerations for this work in future years.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0.2	0.2	0.2	0.2	0.2
SCRPG Staff Person-months	0	0	0	0				

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 2012. 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. The activities of SCRPG are generating data and considerations for this work in future years.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	1	4	4	4	4
SCRPG Staff Person-months	0	0	0	0				

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 2012. The activities of SCRPG are generating data and considerations for this work in future years.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0.2	0.2	0.2	0.2	0.2
SCRPG Staff Person-months	0	0	0	0				

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. Work

includes assessment of adverse impact on habitat resources, conducted by the Restoration Ecologist-Biologist.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0.2	0.98	0.5	1	3	3	3	3
SCRPG Staff Person-months	0	0	2	2				

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 2012.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	0	0	0	0.5	0.5	0.5	0.5	0.5
SCRPG Staff Person-months	0	0	0	0				

Work Element 3530: Environmental Conditions Reports for FUDA Planning

The FUDA planning process is conducted under two general work activities: 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 #1 above 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 may 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 (1 person-month) and Environmental Engineer (0.5 PM), Graphic Designer (2 PMs), Environmental Resources Planner (3 PMs), and Restoration Ecologist-Biologist (3 PMs).

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 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Staff Person-months	3.7	6.89	7.5	7	10	10	10	10
SCRPG Staff Person-months	0	0	3	3				

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 commissioners for attendance at authorized meetings. This expense has been eliminated from the 2012 budget.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	5,380	5,300	0	5,500	5,600	5,700	5,800	5,900

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 estimate based on \$0.555 per mile (July 2011 IRS rate).

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	9,504	7,400	8,500	8,600	9,500	10,000	10,100	10,200
SCRPG Reimbursable Costs	0	3,500	6,500	6,500	900	0	0	0

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. SCRPG Costs in 2011 estimated to include new computer workstations, software, laptop, projector, desks, telephones, and new plotter.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	5,975	3,000	3,000	6,000	6,000	6,000	6,000	6,000
SCRPG Reimbursable Costs	0	34,310	0	0	0	0	0	0

Cost Element 4060: Office Space

Rent for office space. SCRPG provides additional resources for work or storage space for the term of the Grant.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	33,036	33,036	33,036	35,000	35,000	35,000	35,000	35,000
SCRPG Reimbursable Costs	0	4,300	8,800	8,800	1,400	0	0	0

Cost Element 4070: Information Management Services

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

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	21,000	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 (MATPB, 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: MATPB 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 2012 Work: The Capital Area Regional Planning Commission anticipates requiring MATPB analysis of the transportation impacts of approximately twelve (12) urban and limited service area amendments in 2012. The MATPB will also be asked to provide an update of transportation plans, projects and trends for 2012 publication of the 2011 *Regional Trends* report. MATPB may also be asked to provide transportation information in support of the FUDA planning process. Future work includes the update of the *Land Use & Transportation Plan* which will require the significant involvement of MATPB staff.

	2010 actual	2011 programmed	2012	2013	2014	2015	2016	2017
Estimated Costs	8,206	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).
- Development of climate change white papers on problem definition, and adaptation and mitigation strategies and measures.

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 and adopting a new salary structure in 2010. The long-term viability of the Commission would be supported by a formal succession plan.

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

2012 Cost Allocation Plan

Person-Month Calculation (To be updated upon budget adoption)

The 2012 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,xxx 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 dependent on the 2012 budget, and may change accordingly.

Direct Person-Months

$$10.625 \text{ Direct FTE} \times 12 = \underline{127.5 \text{ person-months}}$$

Cost Allocation Table (will be updated based on budget)

Catg	Element	Element Name	Person-month cost: \$10,xxx.xx			Funding Source		
			Pers-Mo	Cost	% of total	RPC / Dane County	DNR GPR/ EPA 604(b)	Other (see footnotes)
1000		Community & Regional Development Planning						
	1110	Land Use Inventories and Development Monitoring						
	1120	Demographic, Economic and Physical Features Studies						
	1130	Geographic Information System Maintenance						
	1210	Land Use and Transportation Plan						
	1213	Land Use and Transportation Plan Integration						
	1215	Intergovernmental Cooperation						
	1220	Plan Implementation						
	1230	Housing Element and Planning						
	1240	Natural Resources						
	1315	Agricultural Planning						
	1320	Comprehensive Planning/Smart Growth Law Assistance						
	1410	Economic Analysis						
	1420	Project Notification and Review						
	1430	Public Participation, Education, Information Dissemination and Outreach						
	1500	FUDA Planning						
		Category 1000 Total						
3000		Environmental Resources Planning						
	3121	Monitoring Program						
	3122	Data Analysis						
	3131	Water Supply Systems Planning						
	3132	Water Supply Systems Service						
	3141	Wastewater Systems Planning						
	3142	Wastewater Systems Service						(2)
	3143	Urban Service Area and Environmental Corridor Delineation						
	3144	On-Site Wastewater Systems						
	3151	Urban Non-Point Source Management						
	3152	Agricultural Non-Point Source Management						
	3153	Stream and Lake Water Quality Evaluation and Management						
	3154	Wetland and Floodplain Protection						
	3155	Groundwater Protection						
	3156	Water Quality Plan Update						
	3162	Drainage and Flood Management Service						
	3174	Regional Hydrologic Modeling and Management Program						
	3181	Lake and Watershed Management Planning						
	3510	Environmental Impact Evaluation						
	3530	Environmental Conditions Reports for FUDA Planning						
		Category 3000 Total						
TOTAL Cost of Work Activities								
		Other Direct Costs & Revenues						
	4010	Per Diem and Mileage		0			0	
	4020	Travel & Training Expenses		8,500			8,500	
	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)		0				(3)
		WDNR Stimulus Projects (Pass-Thru)		0				(4)
		Previous year fund balance						(5)
		Land Use Inventory Grant						(5)
		Fees: Annual Planning Conference registration						(5)
		Interest revenue						(5)
		Product sales						(5)
		Other Direct costs & Revenues Total		0.0			0	
Subtotal				127.5				
		Revenues applied to reduce County levy (5)						
TOTAL				127.5				

(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 Resolution)

[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: Report and Discussion on FUDA planning process

Decision Items:

1. None

This is a recurring agenda item to keep commissioners apprised on FUDA planning activities.

Also for Commission review and comment is a draft Environmental Conditions Report (ECR), which may be downloaded from the CARPC website by directing your web browser to http://www.capitalarearpc.org/North_Mendota_FUDA.html and clicking in the “Related Materials” link in the right-side “North Mendota FUDA” menu. In order to conserve paper, a hard copy of the draft ECR is not being provided.

Materials presented with Item:

1. FUDA Update to Commissioners

Contact for Further Information:

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

FUDA Update to CARPC Commissioners
Thursday, September 8, 2011

Draft Environmental Conditions Reports are complete for both current FUDA areas. Community meetings and outreach events are scheduled for all participating communities to conduct community planning. The first phase of community planning is a visual preference survey. A community meeting in each jurisdiction will solicit preferences for development options. Staff and Steering committees will use preferences to help define alternative development scenarios. Staff will attend a variety of community events, and conduct focus groups with stakeholder groups, to promote FUDA planning in participating communities.

A scenario planning composite base map was created for each FUDA area to provide guidance to scenario planning by identifying and classifying natural and agricultural resources. The maps combines natural resource layers into three levels of resource management – corridor (protected area), stewardship (sensitive areas requiring more detailed study and potential development standards), and amenity (adjacent to stewardship that create opportunities for enhancing natural systems) – and large concentrations of agriculture. An interactive PDF of the map allows viewers to turn on and off individual layers.

An evaluation of scenario modeling software tools was completed. Index, by Criterion Planners was selected for best meeting FUDA scenario planning needs. Work is underway to set up Index for use in October scenario planning community meetings.

The City of Madison will work with CARPC to prepare an Environmental Conditions Report for their northeast growth area. CARPC is reaching out to adjacent and nearby communities. Conversations have occurred with three other communities about potential FUDA planning.

Capital Region Sustainable Communities work groups met to establish purpose, scope and work plans. Work groups will provide guidance to CRSC activities including FUDA. Three new entities joined the CRSC consortium: Village of DeForest, Edgewood College, and Madison Area Bus Advocates. Conference program for October 27-28 is 75% complete. Next consortium meeting scheduled for September 15, 9 a.m., at United Way of Dane County. The Capital Region was selected by EPA as one of four regions to receive capacity-building assistance with sustainability performance measures. A one-day workshop will be held in September or October.

North Mendota Communities (V. Waunakee, T. Westport, C. Middleton, T. Springfield)

Environmental Conditions Report

- Draft complete and distributed to Commission and local communities

Community Planning

- Phase 1 community meetings, conducting Visual Preference Surveys, scheduled for Sept. 19 (Springfield), Sept. 26 (Middleton) and Sept. 27 (Waunakee/Westport). Draft visual preference survey complete. Survey to be available online and in paper form at community events.
- Phase 2 community meetings, scenario planning exercise, scheduled for Oct. 10 (Middleton), Oct. 17 (Springfield), and Oct. 25(Waunakee/Westport)
- Scheduled staff to attend a variety of public events such as farmer's markets and festivals to provide information about FUDA planning
- Planning focus groups with stakeholder groups

Northern USA (V. DeForest, T. Windsor, T. Vienna)

Environmental Conditions Report

- Draft complete and distributed to Commission and local communities

Community Planning

- Phase 1 community meetings, conducting Visual Preference Surveys, scheduled for Sept. 22 (DeForest), Sept. 28 (Vienna) and Sept. 29 (Windsor). Draft visual preference survey complete. Survey to be available online and in paper form at community events.
- Phase 2 community meetings, scenario planning exercise, scheduled for Oct. 13 (DeForest), Oct. 18 (Vienna), and Oct. 24 (Windsor)
- Scheduled staff to attend a variety of public events such as farmer's markets and festivals to provide information about FUDA planning
- Planning focus groups with stakeholder groups

Outreach

- Agreement with City of Madison to begin Environmental Conditions Report for northeast growth area
- Conversations with Village of Black Earth, City of Stoughton, and Village of Cottage Grove regarding potential FUDA planning. Design assistance arranged for Stoughton.

Other

- CARPC Policy and Criteria Committee meeting scheduled for September 8, from 5:00 to 7:00
- Evaluation of scenario modeling tools complete, selected Index
- Prepared draft scenario planning base maps to provide guidance to scenario planning by identifying and classifying natural and agricultural resources.
- Draft Market Study Request for Qualification complete and distributed to work groups and FUDA communities for review and comment.

Re: Discussion and potential consideration of moratorium on consideration of sewer service area amendments until adoption of FUDA plans

Decision Items:

1. Consider resolution

Commissioner Baylis introduced a draft resolution at the August meeting, the consideration of which was deferred. The resolution is attached. Department of Natural Resources (DNR) representatives were contacted for their input on this proposal. Their initial response is that a pause or moratorium would be in conflict with the continuing contractual obligations of the CARPC and with its on-going obligation as the agency in charge of a continuing water quality planning process that includes amendments to adopted plans. Additionally, such an action without consent from the affected cities, villages and towns would likely jeopardize the support necessary for the formal designation of CARPC as the areawide water quality management planning agency for the region.

Materials Presented with Item:

1. Draft resolution

Contact for Further Information:

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

Whereas, CARPC is charged with developing a Future Urban Development Area Plan (FUDA) for Dane County municipalities' urban growth and development ; and

Whereas, each municipality with urban services needs to have a completed FUDA Plan in place before accepting, reviewing or approving any extension of urban services to any land lying outside of its existing urban services area; and

Whereas, Dane County needs to prevent a potential rush of development proposals seeking to gain approval of their projects before the FUDA planning process can be completed; and

Whereas, the CARPC staff must take time and resources from the FUDA planning process to review new Urban Service Area extension requests; and

Whereas, the CARPC is considering a service charge to recover the actual cost of reviewing Urban Service Area Extension requests,

Therefore, be it resolved; that CARPC instructs its staff and/or consultants to defer the analysis and consideration of any Urban Service Area Extension request until 30 days after the FUDA Planning process in Dane County is completed and accepted by CARPC, and a policy for assessing a user fee is in place.

Further that, If a municipality believes that this deferral poses a unique and unreasonable hardship, CARPC will consider and determine, on an individual basis, whether an unreasonable hardship is created by this staff instruction; and

Further that, In the event that the instruction creates a potential unreasonable hardship, CARPC will hold a public hearing, and if CARPC finds that there is indeed a unique and unreasonable hardship, CARPC may instruct the staff to process the application in the usual manner.

Further that, This resolution will take effect immediately upon passage.

Re: Consideration of Resolution CARPC No. 2011-17 amending the CARPC Bylaws to identify Commission budget certification procedures

Decision Items:

1. Adopt Resolution 2011-17 to amend the Bylaws

Chair Palm introduced Resolution CARPC No. 2011-17 at the August meeting, which included four points of change:

- 1) Deleting Article III “Budget & Personnel Panel” in entirety;
- 2) Amending Articles IV and V to Articles III and IV, respectively;
- 3) Adding deleted language in #1 above as new Section 4 in new Article III “Committees”;
and
- 4) Amending Section 1 “Annual Budget” of Article VII “Budget & Finances” by inserting the following sentence after the first sentence of Section 1: “The Commission shall direct the Chairperson to certify to the county clerk, before August 1 of each year, the proportionate amount of the budget charged to the county for the services of the Commission.” And by striking “...and the Budget and Personnel Panel...” in the last sentence of Section 1.

The Dane County Towns Association registered opposition to any changes to the Bylaw language regarding the Budget & Personnel Panel, stating that such language would “undermine the carefully-negotiated balance of power which was an essential element of the CARPC.” In respect of this position, Chair Palm deleted points #1, 2 and 3 from the Resolution, without objection. The remaining point #4 remains solely to clarify that it is the Chair of the Commission who certifies the annual budget charge to the County, consistent with state law.

The amended Resolution is attached for consideration.

Materials Presented with Item:

1. Amended Resolution CARPC No. 2011-17

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Re: Approval of September disbursements and Treasurer's Report for August 2011

Decision Items:

1. Approve payment of CARPC bills for September and the August 2011 Treasurer's Report

CARPC internal controls require that bills be approved by CARPC or its Executive Committee and also that the Treasurer routinely review the CARPC bank statement, the entries and balance of the cash account of the general ledger, the bank account reconciliation prepared by staff, and the previous month's ending cash balance. This review by the Treasurer is regularly confirmed by his or her signature on the Treasurer's Report.

These bills and the Report are attached. Also provided is the year-to-date revenue and expenses as related to the adopted 2011 budget. Staff will secure Mr. Sonnentag's signature on the Treasurer's Report prior to the meeting.

Materials Presented with Item:

1. September 2011 Voucher Bills and August 2011 Treasurer's Report, plus CARPC year-to-date revenues and expenses

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Voucher Bills for September 2011

8-Sep-11

Capital Area Regional Planning Commission

The following list of bills have been encumbered by the Capital Area Regional Planning Commission and are true and correct.

Kamran Mesbah, Deputy Director

Date

The Capital Area Regional Planning Commission or its Executive Committee has examined the following list of bills and approves payment.

Vouchers No. 1 through 21 totaling \$ 112,721.45

September 8, 2011

Date Approved

Larry Palm, Vice-Chairperson

Kurt Sonnentag, Treasurer

Voucher Bills for September 2011

8-Sep-11

Capital Area Regional Planning Commission

<u>No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>	
1	Amcore Bank Visa	Office supplies (to be paid in September)	300.00	<i>estimated</i>
2	AT&T	August phone use	100.00	<i>estimated</i>
3	CARPC Employees	Travel expenses	85.00	<i>estimated</i>
4	CARPC Employees	Payroll 19A, 20B and 21A	66,450.00	<i>estimated</i>
5	Delta Dental	October dental insurance	717.12	
6	Edgerton, St. Peter, Petak & Rosenfeldt	August HUD GRANT legal counsel (0.0 hrs; \$0 sundry)	0.00	<i>estimated</i>
7	Edgerton, St. Peter, Petak & Rosenfeldt	August legal counsel: County litigation (x.x hrs; \$0.00 sundry)	3,250.00	<i>estimated</i>
8	Edgerton, St. Peter, Petak & Rosenfeldt	August standard legal counsel (x.x hrs; \$0.00 sundry)	200.00	<i>estimated</i>
9	Kamran Mesbah	Reimbursement for BlackBerry data plan (August)	47.00	
10	Madison Area TPB	August transportation planning	350.00	<i>estimated</i>
11	Minnesota Mutual	October life insurance (CARPC contribution)	21.12	
12	Physicians Plus	October health insurance	7,984.44	
13	SFM	Workers Comp insurance (quarterly)	991.00	<i>paid</i>
14	Unemployment Insurance	Employer assessment for federal interest payments	224.21	<i>paid</i>
15	Unum Life Insurance Company	October disability insurance (CARPC-paid)	38.60	
16	Wisconsin Retirement System	August employer contribution	3,762.41	
<u>HUD - SCRIP Grant (Reimbursed Expenses)</u>				
17	CARPC Employees	Payroll 19A, 20B and 21A	25,500.00	<i>estimated</i>
18	CARPC Employees	Travel expenses	125.00	<i>estimated</i>
19	Delta Dental	October dental insurance	85.64	
20	Physicians Plus	October health insurance	1,035.04	
21	Wisconsin Retirement System	August employer contribution	1,454.87	
TOTAL			<u>\$ 112,721.45</u>	

Recommended for Approval: _____
 Kamran Mesbah, Deputy Director

Report: August Estimated Amounts as Paid

		<u>Estimated/Approved</u>	<u>Paid/Incurred</u>	<u>Difference</u>
Amcore Bank Visa	Office supplies (paid in August)	300.00	113.10	(186.90)
AT&T	July phone use	400.00	436.85	36.85
CARPC Employees	Travel expenses	85.00	255.41	170.41
CARPC Employees	Payroll 17B and 18C	44,300.00	44,715.20	415.20
Madison Area TPB	July transportation planning	350.00	281.41	(68.59)
<u>HUD-SCRIP Grant (Reimbursed Expenses)</u>				
CARPC Employees	Payroll 17B and 18C	17,000.00	16,603.20	(396.80)
CARPC Employees	Travel expenses	125.00	678.10	553.10
TOTAL Over (Under) Estimated Amounts				<u>\$ 523.27</u>

estimate off by: 0.84%

Treasurer's Report August 2011

8-Sep-11

Capital Area Regional Planning Commission

August 2011

CHECKING

Reconciled Cash Balance July 31, 2011		68,634.91
August Disbursements		
Personnel (includes HUD)	(99,374.77)	
Operating Expenses	(4,484.95)	
Pass-thru expenses	(61,791.58)	
Contractual (MATPB)	<u>(281.41)</u>	
Total Disbursements		(165,932.71)
August Deposits		
Transfer from Money Market	160,000.00	
WDNR pass-thru (EPA/DNR stimulus)	28,000.00	
Dane County 2011 budget charge (2 of 2; less Rent/IM)	289,286.50	
HUD-SCRIP Grant Reimbursement (for June expenses)	20,143.51	
David Greene (COBRA)	196.12	
AWRPC reimbursement for meeting expense	1,787.00	
Insight reimbursement for overpayment	29.61	
Sewer extension fees	<u>3,800.00</u>	
Total Deposits		503,242.74

MONEY MARKET

Cash Balance July 31, 2011		365,994.21
August Disbursements (x-fer to Checking)	(160,000.00)	
August Deposits	0.00	
August Interest	<u>173.10</u>	
Net Change August 2011		<u>(159,826.90)</u>

Reconciled Total Cash Balance August 31, 2011 \$ 612,112.25

I have reviewed for the month(s) indicated above the CARPC bank statement, the entries and balance of the cash account of the general ledger, and the bank account reconciliation prepared by staff, and hereby find to the best of my knowledge the reconciled Cash Balance indicated above to be true and correct.

signed: _____ date: _____
Kurt Sonnentag, Treasurer

September 2011 (estimated)

Estimated September Disbursements		\$ (112,721.45)
Estimated September Deposits		
HUD reimbursement	20,000.00	
Sewer extensions	200.00	
Interest	500.00	
David Greene (COBRA payment)	196.12	
Total Estimated Deposits		<u>20,896.12</u>
Estimated Cash Balance September 30, 2011		<u><u>\$ 520,286.92</u></u>

Capital Area Regional Planning Commission

2011 Revenue & Expenditures as of
8/31/11

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
EXPENDITURES				
Personal Services (no grant staff)				
1 Salaries & Wages (includes GIS Specialist)	\$ 371,985	\$ 18,385	\$ 390,369	\$ 585,554 ***
2 Workstudy / Intern	14,924	(7,891)	7,033	10,550
3 Wisconsin Retirement	25,574	(2,933)	22,641	33,962 ***
4 Social Security / Medicare	30,966	(1,102)	29,863	44,795 ***
5 Employee / Retiree Insurance (less COBRA refund)	68,257	7,269	75,527	113,290
6 Furloughs (4 days; included in lines 1-4 in Col. A)	-	-	-	(10,220)
7 Total Personal Services	\$ 511,705	\$ 13,728	\$ 525,434	\$ 777,931
Operating Expenses				
8 Commissioner Per Diem & Travel	\$ 3,698	\$ (165)	\$ 3,533	\$ 5,300
9 Employee Travel & Meeting Exp	1,068	2,266	3,333	5,000
10 Conference & Training	1,372	228	1,600	2,400
11 Office Supplies (Postage, printing, copies, etc.)	7,455	3,211	10,667	16,000
12 Dues / Membership Fees	886	1,654	2,540	3,810
13 GIS Software	-	3,867	3,867	5,800
14 Recruitment	-	-	-	-
15 Telephone / Internet	7,054	(1,387)	5,667	8,500 ***
16 Office Space (Rent)	33,036	(11,012)	22,024	33,036
17 Legal Services	16,022	3,978	20,000	30,000
18 Advertising	-	-	-	-
19 Audit Services	6,340	(2,340)	4,000	6,000
20 Insurance (Package, WC, D&O)	2,973	2,360	5,333	8,000
21 Total Operating	\$ 79,904	\$ 2,660	\$ 82,564	\$ 123,846
Capital Outlay				
22 Office / Computer Equipment and Furniture	\$ 820	\$ 1,180	\$ 2,000	\$ 3,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 Total Capital Outlay	\$ 820	\$ 1,180	\$ 2,000	\$ 3,000
Contractual				
26 Consulting Services	\$ -	\$ 6,667	\$ 6,667	\$ 10,000 ***
27 IM Services	21,000	(7,000)	14,000	21,000
28 Total Contractual	\$ 21,000	\$ (333)	\$ 20,667	\$ 31,000
Pass-Thru				
29 Cooperative Water Resources Monitoring	\$ 51,456	\$ 12,593	\$ 64,049	\$ 96,074
30 Groundwater Model Update	95,500	13,184	108,685	163,027 ***
31 EPA/DNR Stimulus Programs	38,000	(12,667)	25,333	38,000 ***
32 MPO Transp Planning/Pass-Thru	6,289	377	6,667	10,000
33 Total Pass-Thru	\$ 191,246	\$ 13,488	\$ 204,734	\$ 307,101
Pass-Thru: HUD GRANT^				
34 Salaries & Wages	\$ 68,921	\$ 56,172	\$ 125,093	\$ 187,639 ^
35 Fringe Benefits	11,899	24,325	36,223	54,335 ^
36 Travel Costs	1,077	2,046	3,123	4,685 ^
37 General Office Supplies	-	659	659	989 ^
34 Non-Consumable Materials	4,768	1,390	6,158	9,237 ^
35 Consultants	-	58,333	58,333	87,500 ^
36 Contracts & Sub-Grantees	-	115,560	115,560	173,340 ^
37 Other Direct Costs	4,112	10,437	14,549	21,823 ^
38 Total HUD Grant	\$ 90,776	\$ 268,922	\$ 359,699	\$ 539,548 ^
39 GROSS Expenditures	\$ 895,451	\$ 299,646	\$ 1,195,097	\$ 1,782,426
40 NET Expenditures (No Pass-Thru or HUD Grant)	\$ 613,429	\$ 17,235	\$ 630,664	\$ 935,777

Capital Area Regional Planning Commission

2011 Revenue & Expenditures as of
8/31/11

REVENUES					
Non-Dane County Revenue					
41	Fees: sewer extensions	\$ 8,600	\$ 3,533	\$ 5,067	\$ 7,600
42	Conference Registration Revenue	-	(933)	933	1,400
43	Land Use Inventory grant revenue	-	(4,000)	4,000	6,000
44	Local Planning Assistance	-	-	-	-
45	MMSD	-	-	-	-
46	EPA/DNR Water Quality Planning	31,700	(15,787)	47,487	71,230
47	FHA/WDOT Transp Planning Funds	4,590	3,090	1,500	2,250
48	Interest Income (less bank fees)	2,388	1,722	667	1,000
49	Product Sales	-	(67)	67	100
50	PASS-THRU: MPO Transp Planning	3,757	(2,243)	6,000	9,000
51	PASS-THRU: Groundwater Model	163,027	54,342	108,685	163,027 ***
52	PASS-THRU: EPA/DNR Stimulus	38,000	12,667	25,333	38,000 ***
53	PASS-THRU: Coop Water Resources Monitoring	96,074	32,025	64,049	96,074
54	Fund Balance *	97,701	-	97,701	146,552 *
55	Dane County Property Tax **	686,645	228,882	457,763	686,645 **
56	HUD GRANT^	60,531	(299,168)	359,699	539,548 ^
57	GROSS Revenue	\$ 1,193,013	\$ 14,062	\$ 1,178,951	\$ 1,768,426
58	NET Revenue (No Pass-Thru or HUD Grant)	\$ 831,624	\$ 216,440	\$ 615,185	\$ 922,777

* Portion used to reduce County levy; Actual = Pro-Rated for tracking purposes

** includes \$54,036 in annual services (rent, IM support) provided in-lieu of cash

*** Amended, or to be amended by CARPC

^ HUD Grant pass-thru is estimated and presented for information/tracking purposes only; authorization and administration of HUD funds is based on 3-year contract

Excess Revenue over Expenses	\$	218,195
Less Depreciation		0
YTD Excess Revenue	<u>\$</u>	<u>218,195</u>