

AGENDA

Annual Meeting of the Capital Area Regional Planning Commission

January 22, 2009 City-County Building Room 315, 210 Martin Luther King Jr. Blvd., Madison WI 7:30 p.m.

RPC Meeting Procedures and Deadlines

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

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

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

1. Roll Call
2. **Election of Officers: Chair, Vice-Chair, Secretary, and Treasurer (*actionable item*)**
3. **Selection of Executive Committee membership (*actionable item*)**
4. Approval of minutes of the November 13, 2008 meeting
5. Review of agenda
6. Public comment for items not on the agenda
7. New business
8. **Public Hearing: Consideration of CARPC No. 2009-1 adopting the CARPC 2009 Unified Planning Work Program and 2009-2014 Overall Program Design (*actionable item*)**
9. **Consideration of revising the deadline for the final report from the CARPC Policies and Criteria Advisory Group to January 2010 (*actionable item*)**
10. **Consideration of Resolution CARPC No. 2009-2 amending the CARPC 2008 Budget (*actionable item*)**
11. **Consideration of Resolution CARPC No. 2009-3 expressing appreciation to George Kamperschroer for his service and contribution to the Capital Area Regional Planning Commission (*actionable item*)**
12. **Consideration of CARPC 2009 meeting schedule (*actionable item*)**
13. Report of Personnel Committee and update on Executive Director recruitment

14. Communications
15. Report of Chair / Discussion
16. Report of Deputy Director / Discussion
17. Future agenda items
18. Adjournment

If you need a sign language interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact CARPC staff at 266-4137, or TDD 266-4529, at least 72 hours in advance of the meeting.

MINUTES

Capital Area Regional Planning Commission

November 13, 2008

City-County Building Rm 309, 210 MLK Jr Blvd, Madison WI

7:00 p.m.

Present: Zach Brandon, Curt Brink, Kristine Euclide, Carlton Hamre, Steve Hiniker, Sally Kefer, Harold Krantz, John Murray, Kurt Sonnentag, Phil Van Kampen

Absent: Martha Gibson, Jeff Miller, Larry Palm

Staff Present: Chris Gjestson, Kamran Mesbah, Bridgit Van Belleghem, Barbara Weber

1. Roll Call

Secretary Euclide took the Chair and called the meeting to order at 7:00 p.m.; roll was recorded. Ms. Euclide introduced Curt Brink as the new commissioner appointed by the City of Madison.

2. Approval of minutes of the October 23, 2008 meeting

Moved by Mr. Sonnentag, seconded by Mr. Murray, to approve the minutes of the October 23, 2008 meeting. Ms. Euclide noted that the minutes should indicate that Mr. Krantz was in attendance; amendment recognized as friendly without objection. Motion carried unanimously.

3. Review of agenda

No change.

4. Public comment for items not on the agenda

None.

5. New business

None.

6. Public Hearing

a. Staff Presentation on Town of Burke request to amend the *Dane County Land Use and Transportation Plan* and the *Dane County Water Quality Plan* by revising the Central Urban Service Area boundary and environmental corridors in the Town of Burke

Ms. Weber made a PowerPoint presentation on the amendment request, which proposes to add 22.3 acres to the Central Urban Service Area for redevelopment, of which 13.5 acres are existing right-of-way, 2.8 acres are existing developed land (two parking lots), and 6 acres are proposed to be in environmental corridors. She described the physical attributes of the amendment area and the proposed plans for the provision of sewer service. Mr. Mesbah noted that the northern portion of the amendment area was a source of sediment into Token Creek, and could be considered for easement for stream access. Ms. Weber described the impacts of the proposal, and the conditions and recommendations of approval of the CARPC staff report dated November 6, 2008. Staff answered questions from Commissioners.

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

Ms. Euclide opened the public hearing. Robert Hess, 3778 Hoepker Rd., Madison, representing the Town of Burke, registered to speak in support of the proposal. Mr. Hess stated that the proposal had been approved by Town Board and Plan Commission. Ms. Kefer asked how the proposal was approved when it was in the 100-year floodplain. Mr. Hess stated

that there were questions about the accuracy of the floodplain designation, and the flood boundary was being reassessed by FEMA. He stated that the Town Attorney had been working on the proposal to address a number of county-related issues, including flood mapping.

Hans Justeson, representing JSD Professional Services, Inc., 161 Horizon Dr., Verona, as engineer for Mad City Motor Sports, registered to speak in support of the proposal. Mr. Justeson stated that JSD had been involved in the surveying and engineering of the site since 2003. The stormwater management easements were already in place, and identified on the CSM. He stated that they had applied for a Letter of Map Revision (LOMAR) to FEMA to revise the floodplain map of the area; the new proposed maps had been used, but the LOMAR application had been sent back to them because FEMA was not able to take action on the revised maps. The new proposed maps indicated an elevation of 860 feet, beyond the 859 feet 100-year flood elevation. The LOMAR application is on hold until the maps are effective, which will likely be January 1, 2009. He stated that they had been working with the Town, sanitary district, and the Village to plan for the site. He stated that the previous USA delineation included a jog along a section line, which was likely done due to the lack of any other delineation guide, but it kept out a part of a developed commercial area; this amendment would add that area and designate part of the area within the existing USA as environmental corridors.

Ron Trachtenberg, 33 East Main St. #500, Madison, representing Vetesnik Enterprises LLC (owner), registered to speak in support of the proposal. Attorney Trachtenberg stated that the effluent from the site would be nominal. The need for the USA amendment to extend public sewer became known after all other permits had been secured. He described the collaborative work among the owner, town and county staff, and described the proposal as a significant improvement to the existing use.

George Vetesnik, 27347 Maple Ridge Ln., Richland Center, representing Mad City Power Sports, registered to speak in support of the proposal. Mr. Vetesnik stated that improvements were being made to the site, and have tried to retain the existing trees. Ms. Kefer asked about providing public access to the creek; Mr. Vetesnik stated that they did not have a problem with it, and the site has historically been used for access to the creek on the south side.

Ms. Euclide noted correspondence at commissioners' places from the City of Madison (letter dated November 10, 2008) indicating no objection to the proposal. Ms. Euclide closed the public hearing.

c. Consideration of Resolution CARPC No. 2008-24 amending the *Dane County Land Use and Transportation Plan* and the *Dane County Water Quality Plan* by revising the Central Urban Service Area boundary and environmental corridors in the Town of Burke

Moved by Mr. Sonnentag, seconded by Mr. Hamre, to adopt Resolution CARPC No. 2008-24 with the conditions and recommendations of the staff analysis dated November 6, 2008. Commissioners asked questions of staff. Ms. Euclide referred to the staff report recommendation that dedication of the parking area north of the creek be made for either public access or for the restoration to its natural condition; she asked why not both, and why was restoring to vegetative cover not proposed as a condition of approval. Mr. Mesbah stated that conditioning restoration to vegetative cover would foreclose any other runoff mitigation options; he suggested using more general terms to address the treatment of runoff from the area. Ms. Euclide agreed. Discussion continued. Mr. Trachtenberg stated that they did not have any problems with Mr. Mesbah's suggested change to the conditions of approval, but

believed any dedication requirements were beyond the scope of the USA amendment process. Ms. Euclide moved that the restoration language in the second recommendation be changed to a condition of approval, so that the parking area north of Token Creek is to be restored to its natural state or other erosion control measures are implemented to protect Token Creek; amendment recognized as friendly without objection. Motion to adopt carried 10-0 on roll call vote.

7. Re-consideration of Resolution CARPC No. 2008-23 adopting the *Regional Transportation Plan 2030* as part of the Master Plan for the Dane County region

Moved by Mr. Sonnentag, seconded by Mr. Hiniker, to approve Resolution CARPC No. 2008-23. Motion carried on voice vote.

8. Consideration of Resolution CARPC No. 2008-25 amending the CARPC 2008 Budget

Moved by Mr. Hiniker, seconded by Ms. Kefer, to adopt Resolution CARPC No. 2008-25. Mr. Brandon asked why the laptop cost estimate had been so different from actual; Mr. Mesbah stated that the laptop was to support remote GIS processing as part of the FUDA local planning process, which required much more advanced specifications than a typical laptop. Motion carried unanimously on voice vote.

9. Consideration of entering into contract to provide water quality management planning services to DNR effective July 2008 through June 2009

Moved by Mr. Hiniker, seconded by Mr. Sonnentag, to enter into the contract. Motion carried unanimously on voice vote.

10. Consideration of Executive Committee recommendation to amend the CARPC internal controls

Ms. Euclide stated that the Committee recommended the proposed changes, which addressed the control deficiencies identified in the 2007 financial audit. Moved by Mr. Brandon, seconded by Mr. Murray, to amend the CARPC internal controls; motion carried unanimously by voice vote.

11. Consideration of Executive Committee recommendation to approve an exception to CARPC policies to allow the carry-forward of all of the Deputy Director's vacation and holiday leave remaining on December 31, 2008, into 2009

Mr. Gjestson described the circumstances which resulted in Mr. Mesbah accumulating surplus vacation leave which he was at risk of losing according to CARPC personnel policies; the Executive Committee recommended the policy exception at its meeting of October 23. Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to approve the exception to CARPC policies to allow the carry-forward of all of the Deputy Director's vacation and holiday leave remaining on December 31, 2008, into 2009. Mr. Brandon expressed the need for CARPC policies to be clear that such an exception is for extenuating circumstances only. Discussion followed. Motion carried unanimously on voice vote.

12. Consideration of cancelling the meeting of December 11, 2008

Moved by Ms. Gibson, seconded by Mr. Sonnentag, to cancel the meeting of December 11, 2008. Motion carried unanimously by voice vote.

13. Communications

Provided in the meeting packet and by e-mail prior to the meeting.

14. Report of Chair / Discussion

a. Report on Executive Committee meeting of November 13

Ms. Euclide reported on the Committee meeting.

15. Report of Deputy Director / Discussion

Kamran reported on the status of the Executive Director recruitment as coordinated by the Personnel Committee. He reported that the first meeting of Policies/Criteria Advisory Group was scheduled for December 11, so CARPC would likely consider an extension of the Group's reporting deadline at the January CARPC meeting; the next CARPC meeting would be the January 22 Annual Meeting, which would include (1) election of officers; (2) a possible joint meeting between CARPC/BPP; (3) consideration of the 2009 work program, which staff was distributing to local units of government for comment; and (4) consideration of the 2009 meeting schedule, which staff proposed would be one meeting per month on 2nd Thursday, so long as Commissioners were available to meet on the 4th Thursdays in the event of urgent business.

16. Future agenda items

No other items discussed; the next meeting is scheduled for January 22, 2009.

17. Adjournment

Moved by Mr. Hamre, seconded by Mr. Krantz, to adjourn; motion carried at 8:30 p.m.

Recorded by Chris Gjestson

Re: Election of Officers: Chair, Vice-Chair, Secretary, and Treasurer

Decision Items:

1. Elect the CARPC officers

The CARPC Bylaws provide for four officers to be elected by the body as the first order of business at its Annual Meeting, although the Commission may choose to elect other officers if deemed necessary. Members remain in office for one year until the next Annual Meeting, or until they resign or are removed by the body. Other than the Chairperson, who also serves as Chair of the Executive Committee, officers are not automatically members of any committee of the Commission. However, in the past CARPC has set Executive Committee membership with all four officers plus one at-large member selected by the Commission. If CARPC elects to continue this practice, it may also wish to consider continuing the practice of ensuring that all four appointing authorities are represented in the offices.

The following summarizes the duties of each office, as indicated in the bylaws.

Chairperson. The Chairperson presides with full voting rights at all meetings of the Commission and the Executive Committee. The Chairperson is responsible for seeing that the agenda for each meeting of the Commission is prepared, and is authorized to sign or execute documents on behalf of the Commission. The Chair also performs other duties as required by law, the CARPC Bylaws, or as assigned by the Commission, and presents to the body any matters which, in his/her judgment, require its attention.

Vice Chairperson. In the absence of the Chairperson or in the event of his/her inability to act, or in the event of a vacancy in the position of Chairperson, the Vice Chairperson performs the duties of the Chairperson. The Vice Chairperson also performs other duties as assigned by the Commission.

Secretary. The Secretary ensures that all records of the Commission, including its resolutions, transactions, findings, determinations and any other records required by law, the Bylaws and the Commission to be maintained. The Secretary also executes all documents and papers of the Commission required to be countersigned, and performs other duties as assigned by the Commission.

Treasurer. The Treasurer of the Commission ensures that an accurate record of all receipts and disbursements of the Commission are maintained, and performs other duties as assigned by the Commission.

Commissioners should be prepared to nominate and elect its officers at the meeting.

Materials Presented with Item:

1. None

Contact for Further Information:

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

Re: Selection of Executive Committee membership

Decision Items:

1. Select Executive Committee members

The Commission (and the previous RPC) has had an informal practice of selecting five Commissioners to serve on the Executive Committee. The Chairperson of the CARPC is the only automatic Executive Committee member (serving as Committee Chair), the other four have been the other three CARPC officers plus one at-large member selected by the Commission.

Excerpt from the CARPC Bylaws:

Executive Committee. The purpose of the Executive Committee is to provide advice and counsel to the Executive Director on management, budget, and personnel matters to the extent specified in this section. The Executive Committee is not intended to make recommendations on policy matters. The Executive Committee shall be appointed by the Commission. The Chairperson of the Commission shall serve as Chairperson of the Executive Committee. The Executive Committee (i) shall be responsible for seeing that a proposed annual budget is presented to each Commissioner on or about June 1st of each year, and the Budget and Personnel Panel on or about July 1st of each year; (ii) shall have the authority to approve or disapprove disbursements on behalf of the Commission; (iii) shall have the authority to approve transfers between expenditure line items of the adopted Commission budget; (iv) shall lead the performance evaluations of the Executive Director; and (v) shall have only such additional powers and responsibilities as may be specified from time to time by the Commission. In no event shall the powers of the Executive Committee extend to adoption of the annual budget, the amendment of any urban or limited service area, the voting of any appropriation, the adoption of any part of any plan for the Commission's region or the rendering of planning advice on regional problems. The Executive Committee shall report its action on all matters to the Commission at the next meeting of the Commission following the taking of such action. A majority vote of the members when a quorum is present shall be controlling on any matter voted upon.

Materials Presented with Item:

1. None

Contact for Further Information:

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

Re: Consideration of CARPC No. 2009-1 adopting the CARPC 2009 Unified Planning Work Program and 2009-2014 Overall Program Design

Decision Items:

1. Consider adoption of the 2009 UPWP and 2009-2014 OPD

CARPC approved its draft 2009 Work Program at its meeting of June 26, 2008; staff distributed the document to all local units of government on December 1, 2008 for review and comment at the public hearing of January 22, 2009. The draft was also sent to the CARPC Budget and Personnel Panel, the Chair of the Dane County Board, the Chair of the Madison Area Transportation Planning Board, the chairs of three Dane County Board committees, and was copied to a number of other technical staff at DNR, DOT, MMSD and elsewhere. (*NOTE: Sub-element #1213 was added by staff to the Dec. 1 draft after its distribution in order provide more detail on work activities to integrate the Regional Transportation Plan into the regional Master Plan.*)

One letter of comment (enclosed) has been received as of 3:00 p.m. on January 16, 2009, from Mark Hazelbaker, legal counsel to Dane County Towns Association. Any other comments received prior to the meeting will be provided at the Commissioners' places and by e-mail (if available).

The 2009 Unified Work Program and 2009-2014 Overall Program Design communicates the direct work activities of CARPC in 2009, and provides a framework for activities over a six-year period. Direct work activities for 2009 are described in thirty-two different sub-categories, work elements, and sub-elements, although over one-quarter of all activities will be carried out under just two: FUDA Planning Local Collaboration (Subcategory #1500), and Public Participation, Education, Information Dissemination, and Outreach (Work Element #1430).

Materials Presented with Item:

1. Draft 2009 Unified Planning Work Program and 2009-2014 Overall Program Design, dated January 22, 2009
2. Resolution CARPC No. 2009-1
3. Letter of comment from Mark Hazelbaker (Attorney, Dane County Towns Association) dated January 16, 2009

Contact for Further Information:

Kamran Mesbah, Deputy Director
266-9283
KamranM@CapitalAreaRPC.org

Capital Area Regional Planning Commission

DRAFT 2009 Annual Unified Planning Work Program*
and
2009-2014 Overall Program Design

*As revised to reflect the CARPC 2009 Budget approved by the
CARPC Budget & Personnel Panel on July 16, 2008, and adopted
by CARPC on September 23, 2008

CARPC
DRAFT 2009 Annual Unified Planning Work Program

and

2009-2014 Overall Program Design Report

January 22, 2009

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

Jeff Miller, Chairperson
Kristine Euclide, Secretary
Phil Van Kampen, Treasurer
Zach Brandon
Curt Brink
Martha Gibson
Carlton Hamre
Steve Hiniker
Sally Kefer
Harold Krantz
John Murray
Larry Palm
Kurt Sonnentag

Commission Staff

Kamran Mesbah, Deputy Director / Director, Environmental Resources Planning
Chris Gjestson, Administrative Services Manager
David Greene, Senior Community/Environmental Planner
Mike Kakuska, Senior Environmental Resources Planner
Aaron Krebs, GIS Specialist (contracted)
Mike Rupiper, Environmental Engineer
Bridgit Van Belleghem, Junior Planner
Steve Wagner, Graphic Designer
Barbara Weber, Senior Community Planner

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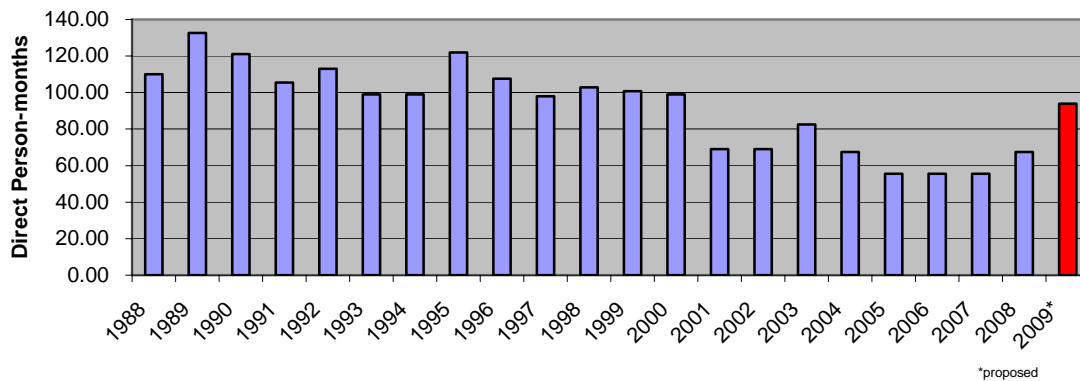
Introduction

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 including its incorporated areas. 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 in September 2004. The staff of the former RPC carried on the planning functions of the agency in the absence of a policy body between September 2004 and May 2007. Staffing levels (not related to transportation planning) have fallen since the start of the dissolution drive in 1998, reflecting the attrition associated with an agency preparing to shut down. Staffing levels fell to 67.5 direct person-months in the dissolution year of 2004. CARPC was created in 2007 with not only water quality planning duties and the statutory responsibility of master planning for the region, it was charged with undertaking a Future Urban Development Area (FUDA) planning process for each sewer service area in Dane County. Recognizing the requirements associated with this work, the Commission began addressing its staffing levels in 2008. The 2009 Work Program continues this trend by proposing 94 direct person-months. This level of staffing represents 77% of 1995 levels, the last time the Commission engaged in a major planning initiative (the Vision 2020 planning process).

RPC/CAPD Direct Person-Months



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

Overview of Duties and Responsibilities

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

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

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

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

The Need for Areawide Planning and Coordination

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

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

With the recent formation of the Capital Area Regional Planning Commission (CARPC) in May 2007, there is now a successor entity to the DCRPC to continue these critical functions and services. The 2009-2014 CARPC Work Program reflects the planning issues and priorities for the region in support of this renewed effort.

Planning Issues, Priorities, and Opportunities

The planning-related issues and priorities which guide the development of the Unified Planning Work program activities have been well established over nearly three 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 draft Overall Program Design Report has been prepared in order to outline the general scope of CARPC activities over a rolling six-year horizon. This first 2008 report also includes a draft Planning Work Program for 2009. The draft document will be distributed to all units of government in the region for comment. In future years this process will be completed in two steps. First, a brief *RPC Program Review Paper* will be prepared by June of each year, outlining work activities being undertaken for the current year and detailing work activities anticipated to be undertaken in the following year. This *RPC Program Review Paper* will be distributed as a discussion draft to all local units of government throughout the region, in addition to pertinent committees and agencies for review and comment. As a second step, the work activities are put into a Draft Unified Planning Work Program that is widely distributed each September with a final Work Program approved in November based on available funding.

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

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

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

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

- Include sustainability as a goal in planning considerations.
- Promote, conserve and restore the quality and quantity of regional water resources.
- Restore environmental resources where opportunities exist.
- Encourage increased density in new urban development and redevelopment to improve the efficient use of land at the urban edge, and to optimize the use of existing urban infrastructure and services.
- Encourage infill and redevelopment to improve the efficient use of land at the urban edge, and to optimize the use of existing urban infrastructure and services.
- Preserve and restore native biodiversity.
- Seek approaches to mitigate farmland loss to urban development.

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

There are six (6) important events or tasks within the six-year period of this work program that require significant preparation, staffing, and resources:

1. 2010 deadline for compliance with the Comprehensive Planning Law (s. 66.1001 Wis. Stats.) which specifically designates the Master Plan for the region as the comprehensive plan for the region, and requires regional master plans to include and address the nine planning elements outlined in the statutes (creating the Master Plan for the region is the “duty and responsibility” of RPCs in each region of the state [§66.0309(9) and (10)]). To meet this requirement, new planning elements need to be developed regionally to address the following:
 - (a) Public participation and involvement
 - (b) Issues and opportunities
 - (c) Housing element
 - (d) Transportation element
 - (e) Utilities and community facilities element
 - (f) Agricultural, natural and cultural resources element
 - (g) Economic development element
 - (h) Intergovernmental cooperation element
 - (i) Land use element
 - (j) Implementation element

Elements concerning public participation, issues and opportunities, intergovernmental cooperation (especially conflict resolution mechanisms and procedures), housing (including an economic and market analysis), agricultural resources (specifically the interaction between agriculture and urban development, and including an economic

analysis of this interaction), and plan implementation need to be developed prior to the 2010 deadline. Statewide efforts to extend the deadline have been unsuccessful but continue. It is advisable *not* to count on an extension of the deadline.

Some of the required planning elements are already part of the Regional Master Plan, or exist in a regional context and can be adopted as part of the Regional Master Plan in current or updated form. These include the following:

- The *Water Quality Plan*
 - The *Regional Transportation Plan* (adopted by CARPC in November 2008 as part of the Regional Master Plan)
 - The *Park and Open Space Plan*
 - The *Solid Waste Plan and Recycling Plan*
 - The *Farmland Preservation Plan*
 - The initiatives being developed by the Regional Economic Development Entity
2. 2010 Population Census and associated activities related to the Census Clearinghouse functions of the CARPC, which is a State Data Center Affiliate.
 3. 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.
 4. 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.
 5. 2012-13 release of 2040 population projection for Dane County and associated activities related to generating population projections for individual units of government per NR121 requirements and through DOA approval.
 6. 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 MPO and transportation planning activities will be necessary in advance of growth and population projection activities. Ideally, the work of creating a 2040 Regional Development Framework would be conducted jointly with the MPO. The result would be a 2040 Land Use and Transportation Plan, which integrates development and transportation issues in one process and document as was done in the 2020 *Dane County Land Use and Transportation Plan*.
- New and emerging issues in environmental planning need to be addressed, including the following:
 - Climate change and its impact on water resources, habitat, and effectiveness of best management practices.
 - Greenhouse gases and local approaches and practices to reduce them.

- Energy cost concerns and their impact on development and land use patterns and the production of food and fiber.
- Important environmental elements missing from the *Water Quality Plan* need to be introduced into 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.
 - 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 Regional Groundwater Model needs to be updated. This model was a national pilot research model when it was undertaken in 1992. New scientific information and technological advances have made it necessary to update this model to allow a more rigorous analysis of groundwater sustainability in the region, and to allow a better analysis of the interaction and interrelationship between regional groundwater resources and surface water resources.
- Technical appendixes of the *Dane County Water Quality Plan* (WQP) need to be updated in preparation for the required (NR121) periodic update of the *Water Quality Plan Summary* in 2013 (after DOA has released 2040 population projections), and in preparation for the 2014 start of work on of a Regional Development Framework (replacement for the *Dane County Land Use and Transportation Plan*). In particular, the following technical appendices need to be updated:
 - Urban Non-point Source Analysis (App. D of the WQP; last updated 1979).
 - Agricultural Non-point Source Analysis (App. E of the WQP; this will be in collaboration with the DCL&WRD and by integrating FUDA plans into watershed plans; last updated 1988).
 - Point Source Inventory and Analysis (App. C of the WQP; update needed following 2040 population projection for USAs; last updated 2004).
 - Groundwater Protection Plan, including new approaches to water balance in the region (App. G of the WQP; update needed following 2040 population projections for USAs and the availability of an updated Regional Groundwater Model; last updated 1999).
 - Water Quality Conditions and Trends (App B of the WQP; 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 is dependent upon receiving funding for the indicated level of staffing. Changes in the amount and source of available funding will cause changes in the level of effort for planning program activities.***

2009-2014 CARPC Overall Program Design

This 2009 Unified Planning Work Program represents the first-year planning activities of the 2009-2014 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 2009 and to note the basic 2009-2014 overall program activities expected in future years.

The CARPC work program is organized into three main categories:

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

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

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

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

Furthermore, the work program assumes that 50% of the effort of the Executive Director is targeted to administrative activities. Other administrative staff, such as the Administrative Services Manager (Chris Gjestson), Program Assistant (currently vacant and unfunded), and Accounting Specialist (duties assumed by Chris Gjestson since the dissolution of the DCRPC) are also not included in the program. It is assumed that adequate staffing to support the administrative portion of the CARPC will be provided as the need arises. The sum of these

administrative support costs 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 and the 2010 deadline which applies to them, the required elements of the Regional Master Plan, required preparations and work associated with the 2010 population Census and Land Use Inventory, and the preparation and deadlines associated with the Future Urban Development Area planning.

Subcategory 1100: Basic Studies and Analysis

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

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

Work Element 1110: Land Use Inventories and Development Monitoring

A major work activity for 2009 will be to prepare for the 2010 countywide land use inventory to coincide with the year 2010 census of population. The inventory will involve use of aerial photography, field review, and use of GIS database producing maps and land use statistics. Work during 2009 will involve 2 person-months of effort by the GIS Specialist, and 4 person-months of effort by the Senior Planners to complete preparations for the 2010 Land Use Inventory (*if staff time is not available, the project management for this effort may fall upon the Executive Director*). Workload in 2010 and 2011 reflects activities associated with the Census and Land Use Inventory projects. It is expected that similar staff time will be expended in these years. Additionally, 6 person-months of effort is planned each year from work-study/interns working on these projects.

Results: Preparation for year 2010 land use inventory by establishing procedures and approaches, securing aerial photography concurrent with the 2010 Census (April 2010), and establishing necessary work-study help for the work in 2010 and 2011. Inventory data are analyzed and presented in the annual *Regional Trends* report. Additional analysis of existing data and growth and development trends are included to track the impact of various policies and planning activities.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	6	6	6	3	6	3
Intern Person-months	6	6	6			

Work Element 1120: Demographic, Economic and Physical Features Studies

Work activities for 2009 will be to assist in the dissemination and review of proposed approaches to the 2010 Census. Physical features mapping and analysis will be provided as needed for local assistance and other special projects. One-half person-months of effort from the Senior Planner and one person-month from a work-study/intern is expected for this work element.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.5	3	4	4	3	3
Intern Person-months	1	1	2	2	1	1

Work Element 1130: Geographic Information System Maintenance

Work activities for 2009 include maintaining and updating GIS layers on natural resources, land use, service area boundaries and environmental corridors for the region. Participate in interdepartmental staff meetings to coordinate the GIS activities of the RPC with the rest of GIS enterprises in the region. Two person-months of GIS specialist and one person-month of work-study/intern effort is expected for this work element.

Results: Arc/Info compatible digital natural resource layers and environmental corridor delineations, land use, and service area boundaries, on the 2005 Dane County orthophoto base for the Dane County region.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	2	2	2	2	2	2
Intern Person-months	1	1	1	1	1	1

Subcategory 1200: Land Use and Transportation Planning

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

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

The *Dane County Land Use and Transportation Plan* was developed through intensive RPC staff effort over several years (Vision 2020) and was adopted in June 1997. The CARPC reviewed and

amended the *Plan* in 2007-2008. It is the basic areawide planning document for the Regional Planning Commission.

Work Element 1210: Land Use and Transportation Plan

Work activities in 2009 will focus on refining and implementing the amended *Land Use and Transportation Plan* in the region. The *Plan* integrates land use and transportation planning but has since become out of date with the development of the *Regional Transportation Plan 2030*, and other new planning initiatives and updates. Work will deal with land use and growth policies, community separation issues, farmland loss mitigation approaches, redevelopment, infill development, and increased development density. Work will include solicitation and consideration of input from municipalities regarding the 2008 amendments to the *Land Use and Transportation Plan*. Five and one-half person-months of combined effort from the Senior Planner (0.5 person-months) and the Junior Planner (5 person-months) is proposed.

Results: Analysis, working papers, refined policies and more detailed plans and implementation recommendations. The proposed reduction will decrease Junior Planner availability and decreases work in new initiatives such as farmland loss mitigation activities.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	5.5	5.5	5.5	3.5	3.5	11.5

Sub-Element 1213: Land Use and Transportation Plan Integration

This work element involves CARPC staff developing and planning a process for an update to the regional land use and transportation plan, which will require coordination and integration of the CARPC land use and environmental planning and TPB transportation planning activities. This will not duplicate the work of the MPO, but will rather integrate the land use planning and environmental work of the CARPC and the transportation planning work of the MPO into a cohesive, coordinated and comprehensive overall Master Plan for the region, to be adopted by the CARPC. (The major plan update is programmed for 2014-2017; the 2009 work develops a strategy and outlines an approach to preparing for the major plan update.)

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.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.5	0.5	0.5	0.5	0.5	0.5

Work Element 1215: Intergovernmental Cooperation

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

intergovernmental planning organization. Work activities in 2009 will involve refinement and implementation of the new objectives and policies of the *Dane County Land Use and Transportation Plan*. This work effort is expected to be carried by the Executive Director.

Results: Mechanisms and approaches for achieving collaboration, cooperation, and conflict resolution in plan and policy development and implementation.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	6	6	6	6	6	6

Work Element 1220: Plan Implementation

Work activities in 2009 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, staffs, 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. Four person-months of joint Senior Planner and Junior Planner effort and 1 person-month of GIS Specialist effort are scheduled for 2009.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	5	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 will also focus 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, it may be necessary to conduct a regional housing market and economics study. In 2009, three person-months of effort by a Junior Planner is expected in this area. It may be necessary to contract with UW for consulting services.

Results: Data on housing, research, working papers, and assessment of approach to addressing the housing element in regional plans, to include an evaluation of the need for a regional housing market and economics study.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	3	4	1	1	1	1

Work Element 1240: Natural Resources

Work activities in 2009 will involve evaluation of natural resources as required by the Smart Growth Law, and inclusion of elements needing to be addressed in the Regional Master Plan. This will involve 1 person-month of effort from a Junior Planner.

Results: Research and working papers on approach to addressing the natural resources element in regional plans.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	3	1	1	1	1

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 update, and participation in the Lower Wisconsin River Recreation Plan with DNR as the lead planning agency.

Work Element 1310: Countywide Assistance

No allowance is provided in 2009 for direct planning assistance to the County government, the analysis of county issues, or alternative strategies that the county can employ.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.0	0.5	0.5	0.5	0.5	0.5

Work Element 1315: Agricultural Planning

Work activities in 2009 involve providing limited assistance to Dane County in review of amendments to the *Dane County Farmland Preservation Plan* in order to maintain that plan as an element of the Regional Master Plan.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.5	0.5	0.5	0.5	0.5	0.5

Work Element 1320: Comprehensive Planning/Smart Growth Law Assistance

No work is planned in 2009 to provide local planning assistance and support data and information for local governments for Comprehensive Planning required by the state Smart Growth Law.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0	1	1	1	1	1

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

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

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

Work Element 1410: Economic Analysis

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

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	1	1	1	1

Work Element 1420: Project Notification and Review

Work activities focus on regional clearinghouse activities and project consistency review functions as part of the project notification and review system in coordination with the State Clearinghouse.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	1	1	1	1

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

This work element includes creation of a CARPC Public Participation Program to fulfill the requirements of the State Smart Growth Law. It also involves the preparation of the *CARPC Newsletter*, *CARPC Annual Report* (statutory requirement), the *Trends Report*, arranging and conducting public information and outreach meetings, preparation and dissemination of informational and educational brochures, maintaining and updating the CARPC website, maintaining and expanding interaction through the use of information technology,

advertising and holding public hearing meetings, and soliciting input from stakeholders and citizens in the region. In 2009, five person-months of planning staff time will be spent in this work element (includes 2 person-months for FUDA), in addition to 6 person-months of graphics staff.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	11	9	9	9	9	9

Subcategory 1500: Future Urban Development Area Planning Local Collaboration

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

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

Work in 2009: Work effort in 2009 is expected to involve six to 10 FUDA plans, involving one Senior Planner who will be central to this task (9 person-months), two part-time work-study/interns (6 person-months), 6 person-months of Graphic Designer, and one person-month of GIS Specialist.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	16	16	16	16	16	16
Intern Person-months	6	6	6	6	6	6

Category 3000: Environmental and Natural Resources Planning

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

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

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

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

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

Work activities for 2009 will be to continue to coordinate 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. Future initiatives include expansion of the monitoring program to habitat and biological monitoring activities.

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..

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.3	1.2	1.2	1.2	1.2	1.2
Funding from Other Agencies	175,730	181,000	186,500	192,000	197,800	203,700

Sub-Element 3122: Data Analysis

2009 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*. Future work includes data analysis related to habitat and biological health and restoration potential.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.5	1.5	1.5	1.5	1.5	1.5

Work Element 3130: Water Use and Supply

Sub-Element 3131: Water Supply Systems Planning

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	2	3	3	3	3

Sub-Element 3132: Water Supply Systems Service

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	1	1	1	1

Work Element 3140: Wastewater Systems

Sub-Element 3141: Wastewater Systems Planning

2009 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 facilities planning; 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 includes technical assistance and review is provided to the WDNR through WPDES permit reviews regarding land application of biosolids from wastewater treatment plants in the region. Work effort is by the Environmental Engineer (1 person-months) and the Division Director (2 person-month).

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 2014. The purpose of the 2014 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, and special point source studies.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	3	3	3	3	6	6

Sub-Element 3142: Wastewater Systems Service

2009 work activities include review of all public and private sewer extensions (estimate 120/yr) for consistency with plans and service areas; 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 (2 person-months).

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	4	3	3	3	3	3

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

2009 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 12); providing support data to DNR for service area and environmental corridor revisions and environmental assessments. Work effort is by Environmental Engineer (1.5 person-months), and Division Director (3 person-months). Further initiatives will include update of the Environmental Corridors report to 2011-2012 to include 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. Future work will also include expansion of planning activities to include consideration of habitat and biological resources in service area analyses.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	4.5	6	6	6	6	6

Sub-Element 3144: On-Site Wastewater Systems

2009 work activities include implementation assistance to Dane County in carrying out the on-site wastewater system program recommendations developed in the updated Appendix I (*On-Site Wastewater Systems Management*) of the *Water Quality Plan*, adopted in 1998. Provide 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. Work effort is by Division Director. Future initiatives include an update of Appendix I of the WQP in 2011-2012.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	3	3	1	1

Work Element 3150: Water Quality Planning

Sub-Element 3151: Urban Nonpoint Source Management

2009 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.

In addition, the *Urban Nonpoint Source Analysis* (Appendix D) of the *Dane County Water Quality Plan* needs to be updated. The analysis and recommendations will update this technical appendix (last updated in 1979) of the *Plan* to the latest in the science and practice of urban stormwater quality and quantity management and impact mitigation. The update will include coverage of low-impact development, LEED, and green standards. Work effort involves Environmental Engineer (6 person-months) and Division Director (2 person-months).

Results: Updated *Urban Nonpoint Source Analysis* (Appendix D) of the *Dane County Water Quality Plan*; data and review comments on watershed plans, projects, ordinances, and site development plans for water quality impacts.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	8	3	3	3	3	3

Sub-Element 3152: Agricultural Nonpoint Source Management

Work activities for 2009 include limited continuing agricultural nonpoint source assistance activities to the Dane County Land Conservation Committee and state and federal agencies in implementing the agricultural nonpoint source recommendations of the *Dane County Water Quality Plan*, the *Dane County Land and Water Resource Management Plan*, and the State Nonpoint Source Pollution Control Program. Participation and review of plans and studies relative to agricultural nonpoint source control, and participation in discussions concerning agricultural nonpoint source control issues in Dane County.

Future initiatives (starting in 2012) include integrating FUDA plans into watershed plans as an update of the *Agricultural Nonpoint Source Analysis* (App. E of the WQP). This effort will be in collaboration with the DCL&WRD.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.2	0.2	0.2	4	4	0.2

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

2009 work activities include evaluating water quality data and aquatic habitat surveys of streams and lakes for updates to the state basin plans and to the *Dane County Water Quality Plan*. Provide assistance to DNR and Dane County departments and the Lakes and Watershed Commission in lake and stream studies and evaluations. Assist Dane County in implementing the Lakes and Watershed Implementation Plan, in stream and lake management planning and implementation projects, and in developing and submitting applications for lake management and river protection grants.

Engage in public information and education efforts related to the Yahara Lakes and other streams and lakes, including presentations to groups and organizations, distribution of brochures and summaries, and posting of materials on the CARPC website. Provide

assistance to private and citizen groups in evaluating stream and lake water quality and use problems, and in promoting solutions and approaches to those problems.

Future initiatives include integration of water quality considerations in the *Parks and Open Space Plan (2011)*, and updating 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.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	4	2	1	1

Sub-Element 3154: Wetland and Floodplain Protection

2009 work activities include providing limited assistance to local units in delineation of 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.

Future initiatives (2010-2011) include the development of a wetland protection and restoration plan as a technical appendix of the *Dane County Water Quality Plan*. Wetland protection and restoration is an important component of water quality planning. However, the *Dane County Water Quality Plan*, which is the official area-wide water quality management plan for the region, has not focused on this area to date. The purpose of the plan is to identify and recommend policy and management practices for the protection and restoration of wetlands. This can also help reduce the impacts of development and agriculture on water quality and quantity, as well as reversing the historic losses and degradation of wetlands.

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	4	4	1	1	1

Sub-Element 3155: Groundwater Protection

2009 work activities include providing assistance to Dane County and management agencies in implementing the *Groundwater Protection Plan* (Appendix G of the *Water Quality Plan*), which was updated and revised in 1999.

Provide assistance and information to Dane County and other management agencies in evaluating land use, siting and zoning decisions with regard to groundwater impacts. Assist and participate with other agencies in conducting local groundwater quality studies and evaluations for particular critical areas, and in evaluation of groundwater quality impacts of specific major siting or development proposals in Dane County. Use the improved recharge

component of the current groundwater model, expected to be completed in 2008, to evaluate groundwater quantity susceptibilities and improved recharge opportunities, and develop policies and programs based on the new recharge data. Future activities involve the inclusion of the mapped recharge areas in the *Groundwater Protection Plan* (2011) and update of the *Water Quality Conditions* report (2010).

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

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	2	3	3	8	1	1

Sub-Element 3156: Water Quality Plan Update

The *Dane County Water Quality Plan* is the official areawide water quality management plan for Dane County, Wisconsin. The purpose of the plan is to provide a policy framework and guidance for federal, state, and local water quality protection programs in Dane County. The last update was 2004. The next update is scheduled to incorporate information from the next decennial 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. Appendix D (*Urban Nonpoint Source Analysis*) is programmed for revision and update in 2009 (work effort is reflected in sub-element 3151).

Future initiatives include revision and update of Appendix G (*Groundwater Protection Plan*; 3155) in 2012, Appendix B (*Water Quality Condition*; 3155) in 2010, Appendix C (*Point-Source Inventory and Analysis*; 3141) in 2013, and a complete update of the WQP Summary in 2013-2014.

Results: 2009 work involves continued collection and cataloguing of relevant research, data, maps, and other resources necessary for maintaining WQP up to date.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	1	1	10	3

Work Element 3160: Drainage and Flooding

Sub-Element 3161: Drainage and Flood Management Planning

No significant work activities are scheduled for 2009 except as indicated under Sub-Elements 3151, 3154 and 3170.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0	0	0	0	0	0

Sub-Element 3162: Drainage and Flood Management Service

2009 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).

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.5	0.5	0.5	0.5	0.5	0.5

Work Element 3170: Special Water Resources Programs and Projects

Sub-Element 3174: Regional Hydrologic Modeling and Management Program

On-going work activities include using computer models to conduct management proposals and hydrologic impact evaluations requested by participating agencies. 2009 work activity includes coordinating an update of the Dane County Regional Hydrologic Model. The Model has been an important tool for groundwater planning and management for over a decade. It has fostered important research investigations. However, the basic architecture of the model has not changed since it was first developed in the early 1990's and needs to be updated. This will provide new information and management tools to better address the more difficult questions being asked today regarding groundwater sustainability and interaction between groundwater and surface water feature. In 2009, CARPC staff will work with WGNHS, USGS, and local management agencies to raise needed funds to coordinate and initiate the project. This multi-agency effort is expected to leverage a total of \$300,000 in matching funds to improve and update the Regional Groundwater Model based on up-to-

date computer software and the latest hydrogeologic research and information. Unless fundraising is met with success in 2009, the update is unlikely in 2010.

Results: Coordination and development of detailed contracts and funding sources, project and contract administration, and technical assistance. Target date for an improved groundwater model is 2011. Provide assistance including groundwater modeling and mapping services.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	3	3	3	3	3
Funding from Other Agencies	0	300,000	10,000	10,000	10,000	10,000

Sub-Element 3181: Lake and Watershed Management Planning

2009 work activities include 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: Detailed implementation plans and proposals.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	2	2	2	2	2

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 2009.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0	0	0	0	0	0

Work Element 3220: Solid Waste Service Activities

No work activity is planned in 2009 for this element which would normally include continuing activities to implement 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.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.0	0.2	0.2	0.2	0.2	0.2

Subcategory 3300: Air Quality Management

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

Work Element 3310: Air Quality Management Planning

No significant air quality management planning activities are scheduled for 2009. 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.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0	0	3	3	1	1

Work Element 3320: Air Quality Service Activities

No significant air quality service activities are scheduled for 2009. Future work activities include incorporating consideration of air quality concerns into project and environmental impact reviews, into comprehensive regional and community plans, reviewing proposed WDNR air pollution permits, and providing air quality information to interested governments and parties as requested.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.0	0.2	0.2	0.2	0.2	0.2

Subcategory 3400: Energy Management

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

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

Work Element 3410: Energy Management Planning

No significant energy management planning activities are scheduled for 2009. Future initiatives include developing regional approaches and development patterns to reduce dependence on energy sources that contribute to increased concentrations of greenhouse gases.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0	0	1	1	4	4

Work Element 3420: Energy Management Service Activities

No significant energy management service activities are scheduled for 2009. Future work programs may include initiatives to provide information and assistance to local units of government regarding energy management and conservation, attend meetings, maintain intergovernmental liaison, and monitor legislation and research.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.0	0.2	0.2	0.2	0.2	0.2

Subcategory 3500: Other Environmental Studies

Work Element 3510: Environmental Impact Evaluation

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

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	1	1	1	1	1	1

Work Element 3520: Other Special Studies

Provide limited service and support in special studies or reviews not elsewhere categorized (such as electric utility plans, transmission line siting, dog-track siting, etc.); attend meetings and prepare and present testimony and supporting materials as necessary. Review and monitor proposed legislation and participate in committees and discussions related to general environmental issues. No work is planned in this area for 2009.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	0.0	0.5	0.5	0.5	0.5	0.5

Work Element 3530: Environmental Conditions Reports for FUDA Planning

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

Work directed to sub-element 1 will include the screening and collection of natural resources information (presence and condition) in study areas surrounding existing urban service areas in Dane County. Each Environmental Conditions Report is estimated to take 2-3 months to assemble and will include an analysis and presentation of available environmental, natural resource, infrastructure and cultural resource data for each study area. The CARPC Environmental Resources Technical Advisory Committee will be involved in the development of the technical details or metrics associated with each item (e.g., surface and groundwater resources, wildlife habitat, etc.). The reports will also include the

identification of mitigation measures, applicability, effectiveness, and limitations. Environmental Conditions Reports will provide the basis for further work conducted under sub-element 2. Work effort involves Environmental Resources Planner (2 person-months), and the Deputy Director (1 person-month). Future work involves increasing the pace of work by adding required staffing as funding allows.

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.

	2009	2010	2011	2012	2013	2014
Estimated Staff Person-months	3	7	7	7	7	7

Category 4000: Other Expenses

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

Cost Element 4010: Commissioner Per Diem and Mileage

Per diem and mileage allowances granted to Regional Planning Commissioners for attendance at authorized meetings.

	2009	2010	2011	2012	2013	2014
Estimated Costs	9,110	11,500	12,000	12,500	13,000	13,500

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. Reduction is commensurate with reduced work activities.

	2009	2010	2011	2012	2013	2014
Estimated Costs	9,950	10,550	11,000	12,500	14,250	16,250

Cost Element 4030: Furniture and Equipment

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

	2009	2010	2011	2012	2013	2014
Estimated Costs	6,100	6,000	7,500	7,500	6,000	6,000

Cost Element 4060: Office Space

Rent for office space.

	2009	2010	2011	2012	2013	2014
Estimated Costs	33,036	35,000	35,000	35,000	35,000	35,000

Cost Element 4070: Information Management Services

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

	2009	2010	2011	2012	2013	2014
Estimated Costs	21,000	21,000	22,000	23,000	25,000	25,000

Cost Element 4080: Transportation Planning Services

Contract with MPO staff for transportation planning services related to amendments to the *Land Use and Transportation Plan*.

	2009	2010	2011	2012	2013	2014
Estimated Costs	25,000	25,000	25,000	25,000	25,000	25,000

Additional Environmental Resources Initiatives

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

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

Staff and Resource Development

As resources allow, the following four plans and programs will be developed and refined in order to carry out the work of the Commission in the most efficient and effective manner possible:

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

2009 Cost Allocation Plan

Person-Month Calculation

The 2009 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 \$10,478 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, based on the draft 2009 budget, is determined as follows.

Direct Person-Months

$$7.833 \text{ Direct FTE} \times 12 = \underline{94.0 \text{ person-months}}$$

Direct Costs

Direct Employee Salaries	\$ 529,854
Direct Employee Benefits	<u>206,315</u>

Total Direct Costs 736,169

Indirect Costs

Indirect Employee Salaries	\$ 99,862
Indirect Employee Benefits	33,583
Retiree Benefits	12,944
Office Supplies	22,500
Membership Dues	3,810
Workstudy/Interns	17,100
GIS Software	5,800
Legal Services	30,000
Audit	6,000
Consulting Services	10,000
Advertising	1,000
Insurance	7,600
Telephone	<u>4,500</u>

Total Indirect Costs \$ 254,699

Calculation

Total Indirect Costs	<u>\$ 254,699</u>	=	34.6%
Total Direct Costs	<u>\$ 736,169</u>		

$$\text{Direct Cost per person-month} \quad 94.0 \text{ person-months} / \$ 736,169 = \$ 7,832$$

$$\text{Indirect Cost per person-month} \quad \$ 7,832 \times 34.6\% = \$ 2,710$$

TOTAL PERSON-MONTH COST = \$ 7,832 + 2,710 = \$ 10,541 per person-month

Cost Allocation Tables

Catg	Element	Element Name	Person-month cost: \$10,541.14			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	6.0	63,247	6.38%	63,247		
	1120	Demographic, Economic and Physical Features Studies	0.5	5,271	0.53%	5,271		
	1130	Geographic Information System Maintenance	2.0	21,082	2.13%	21,082		
	1210	Land Use and Transportation Plan	5.5	57,976	5.32%	57,976		
	1213	Land Use and Transportation Plan Integration	0.5	5,271	0.53%	5,271		
	1215	Intergovernmental Cooperation	6.0	63,247	6.38%	63,247		
	1220	Plan Implementation	5.0	52,706	5.32%	47,707		5,000 (1)
	1230	Housing Element and Planning	3.0	31,623	3.19%	31,623		
	1240	Natural Resources	1.0	10,541	1.06%	10,541		
	1315	Agricultural Planning	0.5	5,271	0.53%	5,271		
	1410	Economic Analysis	1.0	10,541	1.06%	10,541		
	1420	Project Notification and Review	1.0	10,541	1.06%	10,541		
	1430	Public Participation, Education, Information Dissemination and Outreach	11.0	115,953	11.70%	115,953		
	1500	FUDA Planning	16.0	168,658	17.02%	168,658		
		Category 1000 Total	59.0	621,927	62.77%	616,928	0	5,000
3000		Environmental Resources Planning						
	3121	Monitoring Program	0.3	3,162	0.32%	3,162		
	3122	Data Analysis	0.5	5,271	0.53%	5,271		
	3131	Water Supply Systems Planning	1.0	10,541	1.06%	10,541		
	3132	Water Supply Systems Service	1.0	10,541	1.06%	10,541		
	3141	Wastewater Systems Planning	3.0	31,623	3.19%	20,600	11,024	
	3142	Wastewater Systems Service	4.0	42,165	4.26%	(2,534)	14,699	30,000 (2)
	3143	Urban Service Area and Environmental Corridor Delineation	4.5	47,435	4.79%	30,899	16,536	
	3144	On-Site Wastewater Systems	1.0	10,541	1.06%	10,541		
	3151	Urban Non-Point Source Management	8.0	84,329	8.51%	54,932	29,397	
	3152	Agricultural Non-Point Source Management	0.2	2,108	0.21%	2,108		
	3153	Stream and Lake Water Quality Evaluation and Management	1.0	10,541	1.06%	10,541		
	3154	Wetland and Floodplain Protection	1.0	10,541	1.06%	10,541		
	3155	Groundwater Protection	2.0	21,082	2.13%	21,082		
	3156	Water Quality Plan Update	1.0	10,541	1.06%	10,541		
	3162	Drainage and Flood Management Service	0.5	5,271	0.53%	5,271		
	3174	Regional Hydrologic Modeling and Management Program	1.0	10,541	1.06%	6,867	3,675	
	3181	Lake and Watershed Management Planning	1.0	10,541	1.06%	10,541		
	3510	Environmental Impact Evaluation	1.0	10,541	1.06%	10,541		
	3530	Environmental Conditions Reports for FUDA Planning	3.0	31,623	3.19%	31,623		
		Category 3000 Total	35.0	368,940	37.23%	263,610	75,330	30,000
TOTAL Cost of Work Activities			94.0	990,867	100.00%	880,538	75,330	35,000
		Other Direct Costs & Revenues						
	4010	Per Diem and Mileage		9,110		9,110		
	4020	Travel & Training Expenses		9,950		9,950		
	4030	Furniture and Equipment		6,100		6,100		
	4060	Office Space		33,036		33,036		
	4070	IM Services		21,000		21,000		
	4080	Transportation Planning Services (Pass-Thru)		25,000				25,000 (1)
	3121	Monitoring Program (Pass-Thru)		99,110				99,110 (3)
		Previous year fund balance						139,149 (4)
		Interest revenue						12,500 (4)
		Product sales						1,000 (4)
		Other Direct costs & Revenues Total	0.0	203,306		79,196	0	276,759
Subtotal			94.0	1,194,173		959,734	75,330	311,759
Revenues applied to reduce County levy						(152,649)		
TOTAL			94.00	1,194,173		807,085	75,330	311,759
						67.6%	6.3%	26.1%

- (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) Revenues which reduce the levy amount charged to Dane County

Appendices

EXECUTIVE ORDER # 197

Relating to the Creation of the Capital Area Regional Planning Commission

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

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

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

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

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

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

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

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

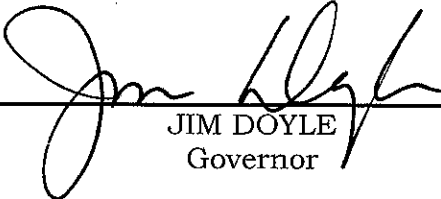
WHEREAS, a hearing was held in Madison on the petitions from the governing bodies on December 20, 2006; and

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

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

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

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



JIM DOYLE
Governor

By the Governor:

DOUGLAS LA FOLLETTE
Secretary of State

Appendix 2: Model Resolution (CARPC Formation Agreement)

[Draft 14, Printed 5-10-06]

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution CARPC No. 2009-1

Adopting the CARPC 2009 Unified Planning Work Program and 2009-2014 Overall Program Design

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) adopted the 2009 CARPC Budget on September 25, 2008 which was developed to support a draft 2009 Unified Planning Work Program and 2009-2014 Overall Program Design (“Work Program”); and

WHEREAS, the Work Program for CARPC is annually updated, and is the first year of a six-year Overall Program Design; and

WHEREAS, the Work Program effectively communicates to stakeholders the work activities to be carried out by CARPC in 2009, and provides a framework for work in future years; and

WHEREAS, the CARPC distributed the draft Work Program on December 1, 2008, to all local units of government in Dane County, the CARPC Budget and Personnel Panel, the Chair of the Madison Area Transportation Planning Board, the Chair of the Dane County Board of Supervisors and chairpersons of three Dane County Board committees, and other interested parties, and invited their comments; and

WHEREAS, all comments have been received and were fully considered by CARPC at a public hearing held on January 22, 2009; and

WHEREAS, the Work Program provides a basis for receiving various state and federal planning financial assistance; and

WHEREAS, the CARPC is a legally constituted entity under the laws of the State of Wisconsin and is legally able to receive these funds.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission adopts the CARPC 2009 Unified Planning Work Program and 2009-2014 Overall Program Design.

January 22, 2009
Date Adopted

Jeff Miller, Chairperson

Mark B. Hazelbaker

Hazelbaker & Associates, S.C.

Attorneys at Law

Sheryl K. Albers
Kevin M. C. Johnson
William H. Stanley

Elaine Wilson,
Office Manager

3555 University Avenue, Madison, WI 53705
608-663-9770 Fax 608-204-9631

Memorandum

To: Capital Area Regional Planning Commissioners
From: Mark B. Hazelbaker
Date: January 16, 2009
Read: The CARPC's 2009 Proposed Work Program

I write to offer comments on the proposed 2009 work program of the CARPC. The program is ambitious and forward – looking. The Dane County Towns Association believes that before RPC moves forward to perform the long – term planning initiatives contemplated, it should inventory the existing plans that affect Dane County communities. Additionally, we believe that considerations of the impact of land-use planning decisions on schools should, for the first time, be included in regional planning decisions. We suggest that the work plan be revised to incorporate these two concepts.

Plan Inventory

There are 61 municipal units of government in Dane County. Each of them has or will have a comprehensive plan. In addition, however, there are also innumerable other plans which touch and concern water quality and land-use planning. These include the Dane County farmland preservation plan, the Dane County land-use and transportation plan, transportation plans adopted by the Metropolitan Planning Organization; the Dane County bicycle transportation network plan; Park plans; and other plans of which we are unaware

Every plan is adopted to guide decision-making related to the subject of the plan. No plan can succeed, therefore, unless people who should be considering the plan are aware of it. Currently, many plans fail to be implemented because there is no way for people who are to be influenced or controlled by them to be aware of the plan's existence. The Towns Association believes that prior to embarking upon the future urban development area delineation process, it would be good to inventory all of the existing plans that may be elements in the formulation of those development areas.

It never ceases to amaze me how, during land-use issues, someone will turn up at a public hearing and bring up a plan which has an impact on the proposed land-use issue. Often, the developer, the community and the neighborhood was utterly unaware of the plan. Sometimes, these plans are not really binding, but nonetheless of significance.

Sometimes, the plans are arguably binding, but awareness is highly limited. Further, it is quite possible that different agencies with overlapping responsibilities could enact plans that contradict one another.

We believe the regional planning commission can and should play the role of serving as the repository for all plans which are adopted by municipalities or governmental organizations in Dane County which are intended to be considered in any land-use decision. This repository would serve as a reference guide not only for the RPC, but for all communities. We believe that the regional planning commission should not perform any role in determining whether or not a plan is valid, or appropriate. We are not suggesting that the RPC would have any kind of oversight over, for example, the Dane County Bicycle plan. Rather, we are suggesting that the the RPC would serve as a central library for all such plans so that entities performing planning would be able to check for applicable plans before moving ahead with planning efforts.

In addition to enhancing the effectiveness of the many plans that have been adopted that are in effect, the repository may also save money. From my perspective advising many communities, I have noticed that much of the same information and data ends up in comprehensive plans and other documents. Communities may be paying for highly duplicate efforts to find and report the very same data. A central repository of information and plans may serve to minimize the cost of this information.

Specific recommended course of action:

We recommend that the CARPC add to its 2009 work plan the goal of creating an ongoing process of building a central repository of plans in effect in the Dane County area. That goal would be facilitated by having all 61 municipalities in Dane County adopt an ordinance committing to deposit their adopted plans with the RPC, together with revisions of those such plans. The ordinance would also provide that each plan would be accompanied by an executive summary which would make it simple for a reader to quickly determine what the plan regulates, who would have facts, and what term is intended to be a fact.

Planning is ultimately about efficiently using our resources and protecting your replaceable assets that make our community unique. Each particular plan exists because some entity has determined that somebody should be given authority and responsibility for creating a vision to achieve those goals. We now know as the result of recent experiences that our society is an interconnected web of systems. Our ability to plan for the efficient operation of that web depends upon knowing what we are all planning. This repository is intended as a means to that end.

Communication With and Consideration of School Needs in the Planning Process

Recently, I met with the Dane County school district superintendents to discuss improving the communications between schools and municipalities. Generally, schools are in a reactive mode when it comes to land-use. That is, cities, villages and towns plan for additional development, and the schools deal with the consequences of that development.

Unsurprisingly, the process of land-use planning has shortcomings. Schools wind up being about a decade behind growth trends. Growth patterns don't match other factors

that are important in school planning, resulting in boundary disputes and other issues that are related to achieving racial and economic balance. Ultimately, we are not doing as good a job of planning our communities or educating our children as we could if school officials and municipal planning officials communicated concerning school needs and planning issues.

One significant issue of immediate concern is that the preferable school districts in Dane County are experiencing serious enrollment declines. In some instances, these declines pose serious threats to the long-term viability of the school districts, and therefore, the communities themselves. Policies need to consider the importance of sustaining the preferable school districts and their communities.

The Dane County towns Association believes that as a goal for 2009, the CARPC should begin a dialogue with school districts, most notably the superintendents, to come up with a means by which school needs can be effectively interjected into the land-use planning process.

Thank you for your consideration of these comments.

Cc: Dane County Towns
Dane County Cities and Villages

Re: Consideration of Resolution CARPC No. 2009-2 amending the CARPC 2008 Budget

Decision Items:

1. Consider amending the 2008 budget

CARPC amended its 2008 budget at the meeting of November 13, 2008, in order to accommodate over- and under-expenditures in 2008. A minor “housekeeping” item was intended to be included, but was inadvertently left out of the amendment by staff. The result of this item will be a net increase in revenue of approximately \$3,846, which will correspondingly increase the end-of-year fund balance.

The Commission authorized a contract for transportation planning services with the Madison Area Transportation Planning Board (MATPB) at its meeting of March 13, 2008, which provided that CARPC pay MATPB for the costs of its 2008 transportation planning services up to \$25,000. The contract allowed CARPC to include necessary transportation planning in its sewer service area amendment review process, and to receive funds from WDOT, which had approved a Transportation Planning Grant for CARPC up to \$30,000 contingent on a 10% local match.

The cost of transportation planning services by MATPB for CARPC in 2008 is estimated to be \$2,500 (based on latest information available); CARPC will bill WDOT for 90% (\$2,250) of the cost to pass-through to MATPB. The cost of CARPC staff to work on integrating the transportation plan into the regional Master Plan (work element #1213) was \$4,551 for direct work activities and travel; CARPC will bill WDOT for 90% (\$4,096) of this cost. Therefore, it would be appropriate to add line items to the 2008 budget in order receive and expend these funds. Exact amounts of the pass-through funds may vary based on the final December bill from MATPB (expected to be between \$250 and \$500).

Materials Presented with Item:

1. Resolution CARPC No. 2009-2

Contact for Further Information:

Barbara Weber, Senior Community Planner
266-9113
BarbaraW@CapitalAreaRPC.org

Resolution CARPC No. 2009-2

Amending the 2008 CARPC Budget

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) adopted the 2008 CARPC Budget (“budget”) on September 27, 2007 and amended the same on November 13, 2008; and

WHEREAS, the Master Planning work activities conducted by CARPC include transportation planning, which is conducted by the Madison Area Transportation Planning Board (“MATPB”); and

WHEREAS, the CARPC secured a Transportation Planning Grant on January 28, 2008 from the Wisconsin Department of Transportation (“WDOT”) which provides funds to meet 90% of the cost of the CARPC Transportation Planning Annual Work Program; and

WHEREAS, the CARPC approved a contract with the Madison Area Transportation Planning Board (“MATPB”) on March 13, 2008 for transportation planning services at a cost not to exceed \$25,000; and

WHEREAS, the actual cost of MATPB transportation planning services was approximately \$2,500, of which \$2,250 will be billed to WDOT and passed through to MATPB, and the actual cost of CARPC direct work activities and travel in support of integrating the Regional Transportation Plan into the Dane County Land Use and Transportation Plan was \$4,550, of which \$4,100 will be billed to WDOT for reimbursement; and

WHEREAS, the result of the amendment is a net increase in revenue and corresponding increase in the year-end fund balance; and

WHEREAS, the CARPC has reviewed the proposed amendment and believes it to be in the best interest of the Commission and its constituents, and is authorized to make such an amendment.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission amends its 2008 budget as follows:

The sum of \$4,100 is hereby added as a revenue Line Item entitled “FHA/WDOT Transportation Planning Funds”; and

The sum of \$2,500 is hereby added as an expenditure Line Item entitled “MPO Transportation Planning/Pass-Through” and \$2,250 as a revenue Line Item entitled the same.

January 22, 2009

Date Adopted

Jeff Miller, Chairperson

Resolution CARPC No. 2009-3

**Expressing Appreciation to George Kamperschroer for His Service
and Contribution to the Capital Area Regional Planning Commission**

WHEREAS, George Kamperschroer has served on the Capital Area Regional Planning Commission since May 2007, having been appointed by the Mayor of the City of Madison; and

WHEREAS, Mr. Kamperschroer has provided leadership to this Commission as its Vice-Chairperson and as a member of its Executive Committee since March 2008; and

WHEREAS, Mr. Kamperschroer has brought to this Commission a sense of collaboration and a willingness to work with his fellow Commissioners to address County growth and development issues;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby expresses its sincere gratitude and appreciation to George Kamperschroer for his service and contribution to this organization and to Dane County.

January 22, 2009

Date Adopted

Jeff Miller, Chairperson

Re: Consideration of CARPC 2009 meeting schedule

Decision Items:

1. Consider the 2009 CARPC meeting schedule

At the CARPC meeting of November 13, 2008, Commissioners expressed a desire to convene once monthly, rather than twice as has been past practice, and supported having the meeting on the 2nd Thursday of each month. Staff suggested that meeting once monthly could be practicable and would probably not present undue delays for sewer service area amendment applicants. However, in order to address any unforeseen urgent matters, staff recommends that the 4th Thursday of each month be reserved by Commissioners in case a meeting needs to be called.

As usual, the 2nd Thursday-of-the-month meetings will convene at 7:00 p.m., and the CARPC Executive Committee will meet immediately prior at 6:00 p.m. Personnel Committee meetings will be held as requested by its members. A draft 2009 meeting calendar is attached. (Note: Commissioners may wish to consider changing the April meeting date in order to prevent conflict with the Maundy Thursday holiday. Staff was not aware of any other holiday conflicts.)

Materials Presented with Item:

1. Draft CARPC/CARPC Executive Committee 2009 meeting calendar

Contact for Further Information:

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

NOTE: 4th Thursdays of each month should be reserved for CARPC meetings (to be called as needed).

January						
sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

* April 9 is Maundy Thursday starting at 5:00 p.m.

July						
sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September						
sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Re: Communications

Decision Items:

1. None

As indicated in the attached letter to CARPC dated December 11, 2008, WDNR has approved the CARPC policies and criteria as an amendment to the *Dane County Water Quality Plan*, as adopted by CARPC on February 28, 2008. However, the letter indicates that the approval is, in part, "...premised on the expectation that an advisory group and various other efforts will be initiated to study and possibly further revise certain plan policies and procedures." The letter recognizes the creation of the Advisory Group as "an important and necessary step" and this group has begun meeting.

The letter also indicates the importance of the Commission demonstrating "substantial local support" per NR 121.06(2)(b), Wis. Adm. Code, prior to being recommended for designation as the areawide water quality planning agency for Dane County.

Materials Presented with Item:

1. Letter of approval dated Dec. 11, 2008, from WDNR
2. Letter from Steffi Harris dated January 1, 2009 (e-mailed to Commissioners Jan. 5)

Contact for Further Information:

Kamran Mesbah, Deputy Director
266-9283
KamranM@CapitalAreaRPC.org



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

December 11, 2008

Mr. Kamran Mesbah, Deputy Director
Capital Area Regional Planning Commission
City County Building, Room 362
210 Martin Luther King Jr. Blvd.
Madison, WI 53703



DNR File No. DC-0118

Subject: Amendment to the *Dane County Water Quality Plan*, Revising the Policies and Procedures Related to Urban and Limited Service Area Expansions and Environmental Corridors

Dear Mr. Mesbah:

We have completed our review of the subject plan amendment that was submitted to the Department on May 7, 2008 by the Capital Area Regional Planning Commission. The Department hereby approves the Amendment to the Dane County Water Quality Plan.

The proposed amendment was adopted by the Capital Area Regional Planning Commission per Resolution CARPC No. 2008-1 on February 28, 2008. The specific plan revisions are as contained in the document entitled: "CARPC – Urban and Limited Service Area Policies, Environmental Corridors Policies, and Criteria for the Review of Urban and Limited Service Area Amendments – CARPC Redline Review Draft 12/14/07 as Amended and adopted on 2/28/08."

The Department has determined that CARPC followed an acceptable public participation process in accordance with ch. NR 121, Wis. Am. Code, and adequately analyzed and addressed the received comments. We recognize that there were a number of comments and objections expressed by local citizens, communities, and community associations. In consideration of this, the Department wishes to emphasize that our approval is, in part, premised on the expectation that an advisory group and various other efforts will be initiated to study and possibly further revise certain plan policies and procedures. A number of possible initiatives were mentioned in the "Staff Analysis of Comments" document and referred to further development and possible adoption of policies and procedures as a result of the Future Urban Development Area (FUDA) process. We also view the implementation of an advisory group, as it was adopted in the CARPC Resolution No. 2008-1, as an important and necessary step.

In general, we strongly encourage CARPC to consider some of the more controversial aspects of the newly adopted policies and procedures as short-term measures that should be subjected to additional study in conjunction with the developing FUDA process and advisory group with additional outreach and educational efforts, as warranted.

As you know, the Department is still awaiting the submittal of additional information before proceeding with the process to recommend designation of CARPC as the areawide water quality

planning agency for Dane County. One important aspect of this recommendation, per s. NR 121.06(2)(b), Wis. Adm. Code, is that there is a demonstration of “substantial local support” for the designation.

If you believe you have a right to challenge this decision made by the Department, you should know that Wisconsin statutes, administrative codes and case law establish time periods and requirements for reviewing Department decisions.

To seek judicial review of the Department’s decision, sections 227.52 and 227.53, Stats., establish criteria for filing a petition for judicial review. Such a petition shall be filed with the appropriate circuit court and shall be served on the Department. The petition shall name the Department of Natural Resources as the respondent.

Sincerely,



Todd L. Ambs, Administrator
Division of Water

cc: Tom Gilbert – WT/3
Ken Johnson - SCR - Fitchburg

To: CARPC - All members and Staff

1-1-09

On 9-25-08 CARPC adopted a resolution granting the Village of Mount Horeb an urban service area (USA) extension based on a number of specific conditions. The most significant CARPC imposed conditions are:

- (1) That prior to any soil disturbing activities anywhere within the USA extension as defined by the Revised Map 1, a detailed stormwater management plan for the new development should be submitted to DNR for review and to CARPC and DCL&WRD for both, review and approval. USA on Revised Map 1 includes Lukken and Schroeder farms and a part of Baker farm.
- (2) A regional facility (to treat runoff from developed parts of the village into Schlapbach creek) should be constructed no later than the end of 2011 and prior to any development on the Lukken parcel.

After the Mount Horeb Village board had learned that the regional treatment facility for runoff from developed parts of the village carried the price tag of 1.2 million dollars, they instructed the village attorney, Matt Dregne, to “challenge (that) requirement (Mount Horeb Mail 11-13-08).

Matt Dregne’s advice to the village board at the monthly village meeting (Mount Horeb Mail 11-13-08) was to advocate for the development on Schroeder and Baker parcels prior to construction of any stormwater facilities. He said, “Instead of saying that you can’t have any development without the pond (they will) allow you to have some development but (they will) make you put the pond in by 2011”. He did not mention the need for draft and review by relevant agencies of any kind of a stormwater treatment plan. He even says, “It seems highly unlikely that the DNR would require exclusion or removal of any improvements installed prior to the 2011 deadline”.

All of CARPC commissioners present at the 9-25-09 meeting unanimously voted for granting this USA request, partly based on verbal and written promises of Mount Horeb officials and their hired helpers that they will produce a “watershed protection effort that goes well beyond what could be required by CARPC (Mount Horeb Administrator Larry Bierke’s letter to CARPC 9-16-08).

So where are those so-called efforts now? Less than two months after the award of the USA extension the village officials have discovered they have no money for the CARPC imposed environmental protection projects and are beginning to look around for ways to evade their obligations and responsibilities. What is CARPC, or any other agency involved in a permitting loop for these types of urban service area extensions and the unsuitable and unsustainable urban sprawl they create, prepared to do about clearing up this mess in the making?

Stefi Harris

Western Dane Environmental/Smart Growth Coalition