



Capital Area Regional Planning Commission

2019 Work Program

and

Long-Term Work Planning

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



Capital Area Regional Planning Commission

Larry Palm, Chairperson
Peter McKeever, Vice-Chairperson
Kris Hampton, Secretary
Mark Geller, Treasurer
Brad Cantrell
Lauren Cnare
Maureen Crombie
Ken Golden
H. Tony Hartmann
Ed Minihan
David Pfeiffer
Bruce Stravinski
Caryl Terrell

Commission Staff

Steve Steinhoff, Deputy Director / Director of Regional and Community Development Planning
Mike Rupiper, Director of Environmental Resources Planning
Community Planner
Danica Derks, GIS Specialist
Linda Firestone, Administrative Services Manager
Sean Higgins, Senior Community Planner
Sarah Fuller, Environmental Resources Planner
Tony Vandermuss, Environmental Engineer

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INTRODUCTION TO 2019 DRAFT WORK PROGRAM

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

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

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

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

REGIONAL PLAN COMMISSION STRATEGIC VISION AND MISSION

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

Vision

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

Mission

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

Values

- open government
- environmental equity

- everyone having a voice in the process
- process and results that reflect the values of the community

Key Stakeholders

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

Strategies

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

Since adoption of these statements, the Regional Planning Commission has made progress on a number of fronts towards carrying out approved strategies and furthering the mission. At the same time, much work remains.

Achievements and Progress

- Conducted stakeholder outreach and public participation campaign including a region-wide scenario survey, with Commissioner assistance, for A Greater Madison Vision
- Completed the Madison Metropolitan Sewerage District Collection System Evaluation
- Collaborated with the Dane County Lakes and Watershed Commission on a Stormwater Technical Advisory Committee that developed recommendations for reducing the increased risk of flooding
- Completed 2015 Land Use Inventory
- Continued to Revise Process for Amending the boundaries of Sewer Service Areas and Environmental Corridors
- Processed applications for 7 Sewer Service Area/Environmental Corridor Amendments
- Reviewed 109 sanitary sewer extension requests, including associated stormwater management plans review, for consistency with conditions of approval
- Created interactive, online data portal to better communicate key trends and increase access to regional data and maps
- Hired Executive Chairperson
- Established joint work group of Regional Planning Commission and the Madison Area Transportation Planning Board (the MPO for the region) and prepared recommendations for better integration of land use and transportation planning, including potential colocation of agency staff

- Provided data and planning services including housing study for City of Verona
- Conducted a Capacity Study for the Pleasant Springs Sanitary District (anticipated completion in 2018).

Remaining Work

- Greater number of direct engagement with local communities through meetings, presentations and workshops
- Better integration of regional and local comprehensive planning following adoption of the Greater Madison Vision and Plan, and update of the regional land use plan
- Continue building positive relations with appointing authorities and organizations in the region
- Continue improving quality and reach of publications and other communications
- Continue improving provision of regional trend data based on assessment of community needs

A few projects consumed most of staff resources in 2018. These were:

- A Greater Madison Vision/update of regional land use plan
- Conformance reviews of sanitary sewer extensions, including environmental corridors, and stormwater management plans.
- Collection System Capacity Study for the Madison Metropolitan Sewerage District
- Applications for revising Sewer Service Area and Environmental Corridor boundaries in the Dane County Water Quality Plan
- Mapping of internally drained areas.

WORK PROGRAM SUMMARY

Table 1 below shows the summary of staff hours for the projects and activities associated with agency strategies. About half of staff time will be devoted to carrying out **strategy I** that focuses on region-wide and regional planning activities – reflecting the importance of this strategy to the agency’s mission. About 4.7 full-time equivalent (FTE) staff will be devoted to this category

Strategy II includes projects and activities to provide services to communities and stakeholders. In 2019, about 1.3 FTE staff will be devoted to this category. In future years, more time may be allocated to strategy II as the emphasis shifts from developing regional plans, to assisting local communities to incorporate regional goals into local plans.

About 1.2 FTE is allocated to **strategy III**.

About 1.8 FTE is allocated to administration.

Table 1: Work Program 2019 Summary Table: Staff Hours

Activities	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Totals	Percent
Strategy I						
A. A Greater Madison Vision	576	490	344	260	1,670	9%
B. Update Regional Land Use Plan	90	288	222	258	858	5%
C. Water Quality Planning Activities	746	736	792	718	2,992	16%
D. Water Quality Plan Amendments	210	300	210	290	1,010	5%
E. Water Quality Plan Consistency	330	420	360	230	1,340	7%
F. Other Regional Water Quality/Quantity Planning	140	140	160	160	600	3%
G. Land Use Plan Amendments	40	16	40	16	112	1%
H. Land Use and Transportation Plan Integration	30	30	30	29	119	1%
<i>Subtotals</i>	<i>2,162</i>	<i>2,420</i>	<i>2,158</i>	<i>1,961</i>	<i>8,701</i>	<i>47%</i>
Strategy II					-	
A. Planning and Data Services	488	596	632	692	2,408	13%
Strategy III					-	
A. Education and Outreach	619	469	561	624	2,273	12%
					-	
Administration	901	917	806	633	3,257	17%
Paid Time Off	510	380	536	610	2,036	11%
TOTALS	4,680	4,782	4,693	4,520	18,675	100%

2019 WORK PROGRAM

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

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

Central to CARPC's mission is development, adoption and implementation of plans for the physical development of the region and concurrent protection of water quality and other vital natural resources. Like all regional planning commissions in Wisconsin, CARPC is charged under state statutes with "the function and duty of making and adopting a master plan for the physical development of the region."

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

Carrying out this strategy includes preparing, adopting, implementing and amending regional plans. CARPC adopted *Vision 2020: Dane County Land Use and Transportation Plan* in 2008. The Commission amended the plan in 2017 by adopting the Goals and Policies of the *Regional Transportation Plan 2050 for the Madison Area*. Currently, CARPC facilitates the initiative A Greater Madison Vision to develop a

shared vision and plan for growth in the region, which will guide the Commission's update of the regional land use plan. CARPC also implements and updates the *Dane County Water Quality Plan*, which consists of a Summary Plan and technical appendices.

A. A Greater Madison Vision

1. Description

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

2. Previous Work

2019 will be the final year of the AGMV initiative focusing on preparing a vision and plan for how the region grows. In 2016, CARPC established the Steering Committee, researched best practices, prepared a Regional Baseline Assessment of area trends, and developed a work plan and community engagement strategy. In 2017, AGMV focused on stakeholder outreach and public participation. CARPC staff, with the help of Steering Committee members made 39 presentations to a broad range of public and private groups. They led 19 workshops and participated in a number of events such as the Dane County Fair. Overall, AGMV outreach activities reached more than 1,100 people.

3. 2018 Objectives and Progress

Objectives

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

Progress (as of August)

- a. Scenarios prepared
- b. Survey prepared
- c. Stakeholder outreach conducted
- d. Scenario marketing conducted
- e. Survey completed (scheduled September 12 to November 12)

4. 2019 Objectives and Milestones

Objectives

- a. Prepare vision and plan for growth of the region
- b. Update regional land use plan

Milestones

Quarter 1:

- Scenario polling results analyzed
- Draft vision and plan developed
- Framework for update of regional land use plan approved by Commission
- Plans for future of AGMV Steering Committee prepared

Quarter 2:

- Stakeholder feedback obtained
- Update of regional land use plan underway
- Plans for future of AGMV Steering Committee finalized

Quarter 3:

- Final vision and plan approved by Steering Committee

Quarter 4:

- Draft update of regional land use plan completed

5. Staffing

A total of 1,670 staff hours is planned for carrying out A Greater Madison Vision. Steve Steinhoff is project lead.

Staff	Hours
Mike Rupiper	80
Steve Steinhoff	536
Community Planner	762
Linda Firestone	56
<i>Interns</i>	236
TOTALS	1,670

Staff activities will break down in the following categories

Activity	Code	Total Hours
AGMV Regional Land Use Planning	151	1,034
AGMV Admin	150	16
AGMV Outreach	152	175
AGMV Information and Education	153	375
AGMV Events	157	70
TOTALS		1,670

6. 2020-2021 Activities

Following 2019, AGMV will focus promoting a regional plan for growth. AGMV Steering Committee members will be recruited as champions of priority actions identified in the plan. CARPC Community and Regional Development Planning staff will focus on completing the

update of the regional land use plan, and assisting communities with local comprehensive planning and promoting consistency between regional and local land use plans.

B. Update Regional Land Use Plan

1. Description

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

2. Previous Work

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

3. 2019 Objectives and Milestones

Objective: Land use plan adoption by Commission

Milestones:

Quarter 1:

- Framework for update of regional land use plan approved by Commission

Quarter 2:

- Stakeholder feedback obtained
- Update of regional land use plan underway

Quarter 3:

- Initial draft and updates to regional land use plan

Quarter 4:

- Final draft of regional land use plan completed

4. Staffing

A total of 768 staff hours is planned for updating the regional land use plan. Sean Higgins is lead staff.

Staff	Hours
Steve Steinhoff	198
Sean Higgins	320
Community Planner	250
TOTALS	768

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

5. 2020-2021 Activities

CARPC anticipates adopting an update to the regional land use plan in early 2020, and promoting alignment of regional and local land use plans through education and provision of assistance to local planning efforts in 2020 and 2021.

C. Water Quality Planning Activities

1. Description

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

2. Previous Work

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

3. 2019 Objectives

- a. Regional Water Quality Plan Integration
 - i. Continue collaboration with the DNR on water quality planning.
 - ii. Continue collaboration with the Clean Lakes Alliance associated with the implementation of the Yahara CLEAN Strategic Action Plan for Reducing Phosphorus.
 - iii. Continue collaboration with the Madison Area Municipal Stormwater Partnership and Green Tier Clear Waters Initiative on stormwater management and erosion control in the region.
 - iv. Continue collaboration with the WI Salt Wise partnership on efforts to reduce salt pollution in our lakes, streams and drinking water.
- b. Water Quality Planning Services
 - i. The Mapping of Environmentally Sensitive Areas outside of current sewer service area and environmental corridor boundaries was initiated in 2018 and will carry over into 2019. This will aid the regional land use plan update work of A Greater Madison Vision, as well as, help inform the future comprehensive and neighborhood plans of communities in the region.
 - ii. Continue to collaborate with the WDNR, U.W. Madison Water Resources Management Practicum, and other stakeholders on the development (primarily 2018) and implementation (primarily 2019) of a resource management plan for the Waubesa Wetlands Watershed.
 - iii. Respond to requests for information and investigate issues related to wetland resources protection, water quality conditions, groundwater management, stormwater management, and environmental corridors.
- c. Data Studies and Services
 - i. Coordinate the annual cooperative water resources monitoring program among the United States Geological Survey (USGS) and local units of government.

- ii. Continue submittal of materials, reports, data, and correspondence to the DNR Surface Water Integrated Monitoring System (SWIMS).
- iii. Assist DNR with the updating water quality assessment data.
- iv. Expand data sharing via web services.

4. Staffing

A total of 2,992 staff hours is planned for carrying out Water Quality Planning Activities. Mike Rupiper is project lead.

Staff	Hours
Mike Rupiper	684
Tony Vandermuss	218
Sarah Fuller	1190
Danica Derks	900
Interns	0
TOTALS	2,992

Staff activities will break down in the following categories

Activity	Code	Total Hours
DNR Admin	200	60
DNR Water Quality Plan Integration	201	310
Waubesa Wetlands Study	204	320
DNR Water Quality Planning Services	204	1,102
DNR Data Studies & Services	205	1,004
DNR Conference & Training	208	184
USGS Monitoring	301	12
TOTALS		2,992

5. 2020-2021 Activities

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

D. Water Quality Plan Amendments

1. Description

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

Sewer Service Area planning is one component of areawide water quality management planning. One purpose of this planning process is to help communities develop cost-effective and environmentally sound wastewater collection and treatment systems. Sewer Service Area planning identifies areas most suitable for sewer development as well as Environmental Corridors for the protection of environmentally sensitive areas. These plans also identify the

best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

2. Previous Work

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

3. 2019 Objectives

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

4. Staffing

A total of 1,010 staff hours is planned for Water Quality Plan Amendments. Mike Rupiper is lead staff. Historically, CARPC has received an average of six applications for amendments to sewer service area and environmental corridor boundaries per year. The number of applications typically increases when development levels are high, and decreases during construction downturns. The projected staffing is based on receiving six applications for amendments to sewer service area and environmental corridor boundaries, and two applications for environmental corridor variances in 2019.

Staff	Hours
Mike Rupiper	250
Tony Vandermuss	280
Sarah Fuller	240
Danica Derks	200
Sean Higgins	40
<i>Interns</i>	0
TOTALS	1,010

Staff activities will break down in the following categories.

Activity	Code	Total Hours
DNR Water Quality Plan Amendments	202	70
Water Quality Plan (SSA) Amendments	261	760
Water Quality Plan (EC) Amendments	262	180
TOTALS		1,010

5. 2020-2021 Activities

This is an ongoing activity of the agency.

E. Water Quality Plan Consistency**1. Description**

The majority of this work is reviewing urban development plans (sanitary sewer extension requests) for consistency with the Dane County Water Quality Plan and its conditions of approval. Review includes consistency with the adopted policies and criteria for environmental corridors (environmentally sensitive areas), the conditions of approval regarding stormwater management, and the approved sanitary sewer service areas in the adopted regional water quality management plan. This category also includes some work associated with reviewing wastewater facility plans and WPDES permits for consistency with the Dane County Water Quality Plan, as well as, reviewing plats and development plans for consistency with the environmental corridors adopted in the Dane County Water Quality Plan.

2. Previous Work

This is an ongoing activity of the agency. 109 sanitary sewer extension requests and associated stormwater management plans were reviewed in 2017.

3. 2019 Objectives

Complete sewer extension, stormwater management plan, and environmental corridor reviews on a timely basis to ensure consistency with the Dane County Water Quality Plan and its conditions of approval.

4. Staffing

A total of 1,340 staff hours is planned for water quality plan consistency. Tony Vandermuss is lead staff. Staffing for 2019 is based on reviewing a similar number of sanitary sewer extension requests as in 2017.

Staff	Total
Mike Rupiper	200
Tony Vandermuss	900
Sarah Fuller	80
Danica Derks	160
<i>Interns</i>	0
TOTALS	1,340

Staff activities will break down in the following categories.

Activity	Code	Total Hours
DNR Water Quality Plan Consistency	203	490
Sewer Extensions / SWMP Reviews	241	850
TOTALS		1,340

5. 2020-2021 Activities

This is an ongoing activity for the agency

F. Other Environmental Resources Planning Activities

1. Description

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

2. Previous Work

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

a. Internally Drained Area Mapping

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

3. 2019 Objectives

a. Stormwater Work Group

CARPC and the Dane County Lakes and Watersheds Commission have formed a joint work group to continue to evaluate options for the stormwater volume trading recommendations of the joint Stormwater TAC. This work was initiated in 2017 planning for implementation is expected to continue in 2019.

b. Regional Water Quantity Issues

CARPC provides assistance with facilitating watersheds-wide efforts to examine and address concerns of flooding and higher water levels, such as was requested in 2018 by the Town of Verona for Badger Mill Creek.

4. Staffing

A total of 600 staff hours is planned for these activities. Mike Rupiper is lead staff.

Staff	Total
Mike Rupiper	320
Tony Vandermuss	40
Sarah Fuller	240
Danica Derks	0
<i>Interns</i>	0
TOTALS	600

Staff activities will break down in the following categories.

Activity	Code	Total Hours
Regional Water Quantity Issues	133	440
Stormwater Work Group	133	160
TOTALS		600

5. 2020-2021 Activities

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

G. Land Use Plan Amendments

1. Description

Amendments to the *Dane County Land Use & Transportation Plan* result from applications to revise Sewer Service Area boundaries (including Urban Service Areas and Limited Service Areas) and Environmental Corridor boundaries and plans.

2. Previous Work

CARPC has amended the boundaries of Sewer Service Area (specifically Urban Service Area) boundaries in the *Dane County Land Use & Transportation Plan* since its formation. The process changed in 2016 and 2017. In 2016, CARPC revised the process to separate amendments to the *Dane County Land Use & Transportation Plan* from amendments to the *Dane County Water Quality Plan*. The Commission chose to amend Urban Service Area boundaries in the *Dane County Land Use & Transportation Plan* once or twice a year, instead of during review of every amendment application. In 2017 the Commission decided to take action on “management letters” on Urban Service Area amendment applications. Management letters provide recommendations regarding consistency between the *Dane County Land Use & Transportation*.

3. 2019 Objectives and Milestones

Objective

Carry out Sewer Service Area amendment processes as required by areawide water quality management planning consistent with legal standards.

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

4. Staffing

A total of 112 staff hours is planned for land use plan amendments. Sean Higgins is lead staff.

Staff	Total
Steve Steinhoff	32
Sean Higgins	80
TOTALS	112

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

5. 2020-2021 Activities

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

H. Land Use and Transportation Planning Integration**1. Description**

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

2. Previous Work

Integration of transportation and land use planning between the MPO and CARPC has been an ongoing activity for many years. Periodically, CARPC updates projections of population and demand for urban land development at the urban service area level, which the MPO uses for updates of the regional transportation plan. CARPC last updated urban service area population and land demand in 2015.

In 2017, CARPC and the MPO held a joint policy board meeting. A result of that meeting was establishment by both agencies of a Joint MPO-CARPC Work Group to investigate options, and make recommendations, for increased regional land use and transportation planning integration, including potential merger of the two agencies. In 2018, the Joint MPO-CARPC Work Group met three times and prepared recommendations for increased integration of land use and transportation planning. A key recommendation was colocation of CARPC and MPO staff.

3. 2018 Objectives and Progress

- a. Integration of transportation-related analysis of sewer service area amendments.
Progress: MPO provided comments on amendments.
- b. Coordination between the travel demand model and the scenarios planning model for the update of the regional land use plan (A Greater Madison Vision) – quarters 1 and 2.
Progress: Completed.
- c. Coordination and cooperation on demographic data and analysis tools being updated by MPO with help of a consultant.
Progress: Consultant hired, first meeting held.
- d. Preparation of recommendations by the MPO-CARPC Joint Work Group.
Progress: to be completed third quarter 2018.
- e. Coordination of future land use mapping. CARPC and the MPO jointly developed methodology to update and maintain a regional future land use map that can be used for regional plan updates as well as current planning.

4. 2019 Objectives

- a. Integration of transportation-related analysis of sewer service area amendments - ongoing.

- b. Coordination and cooperation on MPO work to improve their travel model and other planning analysis tools and data to support it. CARPC will provide input related to land use and transportation interaction as the MPO implements consultant recommendations.
- c. Implementation of recommendations of the MPO-CARPC Joint Work Group. CARPC will work with MPO to carry out Joint Work Group recommendations for short-term actions, adopted or approved by each body:
 - i. Office co-location of staff, but with no change in staffing
 - ii. Align planning cycles of long-range land use and transportation plans to enable integrated land use, environmental and transportation planning
 - iii. Joint review of, and comment on each other's work programs
 - iv. Joint CARPC and MPO staff meetings to discuss, provide updates on planning activities and other relevant issues (as needed but approximately quarterly)
- d. Coordinate with the MPO on updating the regional land use plan. CARPC intends to update the regional land use plan, which will build on the Greater Madison Vision plan. The MPO will provide input related to transportation and land use interaction.
- e. Coordination of future land use mapping. This involves joint efforts to develop a countywide existing and planned housing unit geodatabase and a planned land use geodatabase. The "point data" for the housing database will provide more detailed data, such as number of units and building height, which will enhance each agency's planning and analysis capacities. CARPC and the MPO will prepare a scope of work for CARPC to continue to update and maintain this database. The MPO will use future land use database and mapping for transportation planning purposes, including update of the regional transportation plan.
- f. Prepare plan and budget for CARPC to prepare, for the MPO, updated traffic analysis zone (TAZ) level household and employment forecasts for their Regional Transportation Plan update that [are](#) consistent with the regional land use plan.

5. Staffing

A total of 119 staff hours is planned land use and transportation plan integration. Steve Steinhoff is lead staff.

Staff	Hours
Steve Steinhoff	80
Sean Higgins	32
Linda Firestone	7
TOTALS	119

Staff activities will break down in the following categories

Activity	Code	Total Hours
DOT Regional Land Use Plan Integration	221	112
DOT Regional Land Use Plan Amendments	222	-
DOT Admin	220	7
TOTALS		119

6. 2020-2021 Activities

Based on draft recommendations from the MPO-CARPC Joint Work Group, co-location of agency staff will likely occur in 2019. In 2020, CARPC anticipates revising population and land demand projections for urban service areas, following the scheduled release in 2018, by the Wisconsin Department of Administration, of municipal population estimates and projections.

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

A. Planning and Data Services

1. Description

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

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

2. Previous Work

In 2018, CARPC conducted (anticipated completion) a capacity evaluation for the Pleasant Springs Sanitary District. This study will assist the sanitary district and Town of Pleasant Springs in determining if this collection system has sufficient capacity, existing and available, to serve additional new development.

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

Historically, CARPC published annual Regional Trends reports that presented demographic, land use, development, economic, environmental and other trend data in bound paper documents. Over time, the agency also made these available electronically in PDF form. However, in recent years, people increasingly expect information to be available faster and in more accessible format online. In 2018, the agency began to make data more readily available online through two formats. First, the most current data is presented in interactive charts and graphs, and

available for download. CARPC issued building permit data in this format in the Spring of 2018. Second, CARPC presented trend information in an interactive storyline that goes beyond simply providing data, to presenting analyses in a story format. Other data anticipated to be made available in these online formats in 2018 are land use, farming and water quality management indicators.

Future Land Use maps are snapshots of each community's vision for their future. In 2018, CARPC updated future land use maps in Dane County as part of its capacity study completed for the Madison Metropolitan Sewerage District. By tracking the sum total of proposed future land uses in the region, CARPC is able to show one of many possible future development scenarios. Combining these data with monitoring of recent and proposed construction and infill will help plot the current trajectory of regional development: where we are, where we are headed, and where we said we would like to be.

3. 2019 Objectives

a. Continue to provide mapping and data services to six Towns (Higgins)

b. Expand online regional trend data (Higgins)

In 2019, staff will explore additional topics of current or ongoing concern in the region to add to the data portal . One likely area of inquiry is demographic change.

c. Prepare an annual development trend update (Higgins)

Staff will develop a format for, and produce, an annual report of physical development trends in Dane County. The intent of the report is to update decision makers and others on development changes in the region on an annual basis.

d. Maintain mapping of adopted local future land use plans (Higgins) - ongoing

CARPC will update and maintain the regional future land use (FLU) map as local comprehensive plan updates are adopted. The FLU map will be used by both CARPC and the MPO.

e. Provide data, maps and other information upon request (various) - ongoing

4. Staffing

A total of 2,408 staff hours is planned for planning and data services.

Staff	Hours
Danica Derks	856
Steve Steinhoff	96
Sean Higgins	768
Community Planner	380
<i>Interns</i>	308
TOTALS	2,408

Staff activities will break down in the following categories

Activity	Code	Total Hours
Future Land Use Mapping	132	512
Fee for Service Land Use Planning	322	154
Fee for Service Data Studies	323	80
Fee for Service Admin	320	98
County Levy Planning Services	134	202
County Levy Data Studies	136	1,060
TOTALS		2,106

5. 2020-2021 Activities

CARPC anticipates continued data and mapping services to local units of government upon request, such as those currently provided to Towns. The longer-term objective of the online data portal is to build a comprehensive online data source, and to continue to provide analyses and “data stories” about current topics. The agency will continue to maintain the regional future land use map. Other activities vary from year to year depending on the requests for assistance and the needs of collaborating municipalities or organizations.

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

A. Education and Outreach

1. Description

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

2. Previous Work

In 2017 staff increased the frequency of the agency newsletter from monthly to bi-weekly, and added an interactive map to communicate news stories from around the region. This format continued in 2018.

3. 2018 Objectives and Anticipated Progress

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

Staff will conduct outreach to local staff **at each of the 56 municipalities in Dane County.**

This may include visiting communities and attending local meetings to demonstrate available tools and offer services. Meetings in communities throughout the county may be selected based on agenda items that deal with development and other regionally significant

challenges like connecting workers to jobs, preserving adequate farmland, etc. This will ensure that CARPC is present as a resource to the community. Staff may give short presentations on trend data relevant to individual communities or simply be present to listen and take notes on what challenges the communities are facing and to suggest any assistance we may be able to offer. This time may also be used for meeting directly with municipal staff. This objective prioritizes in-person contact with CARPC constituents in order to give the agency a face and to develop strong working relationships between professionals.

- b. Produce bi-weekly newsletters that generate increasing levels of readership and positive responses (Community Planner)
Progress: completed
- c. Produce Annual Report (Higgins/Community Planner) – quarter 3
Progress: completed
- d. Maintain agency website with easily accessible, up-to-date information (Firestone)
Progress: completed. Website data portal added for better presentation of regional trends and improved access to data.
- e. Develop and disseminate a guide to highlight the use of Green Infrastructure in the region.

4. 2019 Objectives

- a. Continue reaching out to stakeholders and constituents to strengthen relationships about agency planning (Steinhoff and Higgins).
- b. Continue generating regular newsletters, produce an annual report, and maintain and update the website.

5. Staffing

A total of 2,273 staff hours is planned for providing education and information.

Staff	Total
Mike Rupiper	102
Tony Vandermuss	384
Sarah Fuller	72
Danica Derks	8
Steve Steinhoff	304
Sean Higgins	464
Community Planner	400
Linda Firestone	59
Interns	480
TOTALS	2,273

Staff activities will break down in the following categories:

Activity	Code	Total Hours
County Levy Education and Information	137	1,323
County Levy Outreach	138	384
DNR Education & Information (GI Guide)	206	430
DNR Education & Information (newsletters)	206	136
TOTALS		2,273

6. 2020-2021 Activities

These are ongoing activities

ADMINISTRATION

1. Description

Administration includes budgeting, personnel and human resources, finance, IT, payroll, and general administration (e.g. mail, ordering and stocking supplies and equipment, meeting coordination). Staff also provide support to the Commission including meeting agendas, scheduling, reporting, and minutes.

2. Previous Work

In 2018 the Administrative Services Manager revised the personnel manual and the CARPC retention policy. The accounting system was converted to a more standardized system. Staff started the review and archival of stored files, and planned the move to a different location with multiple agencies.

3. 2019 Objectives

- a. Office move to a different location.
A recommendation (pending) from the CARPC-MPO Joint Work Group is that staff from both agencies collocate to allow increased collaboration and integration of land use and transportation planning. Staff are preparing plans and recommendations for a move of CARPC office to a joint location with the MPO staff.
- b. Document archive and recycling
- c. Office reorganization after move
- d. Development of administrative procedures manual

4. Staffing

A total of 3,257 staff hours is planned for Administration. Linda Firestone is lead.

Staff	Hours
Mike Rupiper	172
Tony Vandermuss	26
Sarah Fuller	26
Danica Derks	26
Steve Steinhoff	544
Sean Higgins	56
Community Planner	48
Scanner LTE	625
Linda Firestone	1718
Interns	16
TOTALS	3,257

Staff activities will break down in the following categories:

Activity	Code	Total Hours
Admin (including document digitalization)	110	1,227
Work Program / Budget	111	286
Commission Meetings and Support	112	634
Admin Finance	113	496
Admin Personnel / HR	114	244
Staff / Div. Dir. Meetings	119	274
County Levy Conference & Training	139	96
TOTALS		3,257

5. 2020-2021 Activities

These are ongoing activities

Paid Time Off

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

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
TOTALS	510	380	536	610	2,036

**Capital Area Regional Planning Commission Organization Chart with Staff Positions
(effective August 4, 2018)**

