# Planning Division

## Agency Overview

## Agency Mission

The mission of the Planning Division is to develop and recommend urban development policies, improve the quality of the downtown and existing neighborhoods, and plan for new neighborhoods and peripheral growth management.

## Agency Overview

The Agency compiles and analyzes statistical data relating to urban planning and management and implements adopted City land-use and development policies through maintaining development regulations and reviewing specific development proposals. The goal of the Planning Division is to prepare and maintain plan elements as guidance and management for City growth and development and to manage long-range transportation planning and programming for the City and metropolitan area. Planning will advance this goal by monitoring progress on Comprehensive Plan recommendations and continuing a Citywide long-range facilities plan.

## 2023 Budget Highlights

Service: Comprehensive Planning and Development Review

• Budget maintains current level of service.

Service: Metropolitan Planning Organization

- Provides additional General Fund support of \$40,380 to the Metropolitan Planning Organization (MPO) to leverage an additional \$161,523 in newly available federal funds. The City's additional contribution will be reduced if the MPO receives additional support from other municipalities. Additional funds will be used to:
  - Create a new 1.0 FTE MPO Communications position to support outreach to local units of government and the public
  - Support a consultant to complete a regional safety action plan
  - Provide continued access to mobility and employment data services
  - Prepare an annual vehicle miles traveled estimate for the City and region

Service: Neighborhood Planning, Preservation and Design

- Includes anticipated Wisconsin Arts Grants revenues and expenditures (\$10,500)
- Continues funding for the following programs:
  - Placemaking activities (\$7,000)
  - Neighborhood Grant Program (\$30,000)
  - Annual Municipal Arts Grant Program (\$80,500)
  - BLINK temporary art program (\$10,000)
  - Poet Laureate Program (\$1,500)

Planning	Function:	Planning & Development

Budget Overview

## Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	3,332,833	3,477,424	3,271,548	3,418,945	3,479,976
Other Grants	1,458,739	1,138,941	1,138,941	1,200,839	1,402,742
Total	\$ 4,791,572	\$ 4,616,365	\$ 4,410,489	\$ 4,619,784	\$ 4,882,718

## Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Comp Planning And Dev Review	1,933,018	1,918,273	1,891,511	1,908,251	1,921,854
Metropolitan Planning Org	1,569,157	1,281,245	1,287,589	1,343,347	1,585,630
Neigh Planning Pres And Design	1,289,397	1,416,847	1,231,389	1,368,186	1,375,234
	\$ 4,791,572	\$ 4,616,365	\$ 4,410,489	\$ 4,619,784	\$ 4,882,718

## Agency Budget by Major-Revenue

Major Revenue	202	21 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Intergov Revenues		-	(23,323)	-	(36,748)	(36,748)
Charges For Services		(24,209)	(5 <i>,</i> 457)	(28,780)	-	-
Invest Other Contrib		(7,517)	(1,500)	(1,068)	(1,500)	(1,500)
Transfer In		(3,000)	-	-	-	-
Total	\$	(34,726)	\$ (30,280)	\$ (29,848)	\$ (38,248)	\$ (38,248)

## Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Salaries	2,775,223	2,960,933	2,822,241	2,947,022	3,009,165
Benefits	881,349	863,059	824,631	856,538	884,205
Supplies	86,965	75,350	71,064	208,131	77,130
Purchased Services	608,334	517,076	446,676	396,955	673,246
Debt Othr Financing	249,494	-	45,498	13,535	-
Inter Depart Charges	90,278	90,495	90,495	88,150	89,140
Inter Depart Billing	(41,500)	(41,500)	(41,500)	(41,500)	(41,500)
Transfer Out	176,155	181,232	181,232	189,200	229,580
Total	\$ 4,826,298	\$ 4,646,645	\$ 4,440,337	\$ 4,658,032	\$ 4,920,966

Service Overview

Function:

Service:

Comp Planning And Dev Review

#### Service Description

This service maintains the City's urban development and growth management policy through the preparation and maintenance of longrange and Comprehensive Plan elements and subarea plans, maintains the City's land development regulations (primarily zoning and subdivision regulations) through the review and evaluation of specific land development proposals, and provides data, information, and mapping services, and maintains the City's geographic database. The goal of this service is to plan for equitable and sustainable growth, efficient use of land, efficient and equitable transportation systems, and complete neighborhoods.

#### Activities Performed by this Service

- Plan Creation: Creation of citywide and subarea plans to guide development and manage growth and change.
- Plan Implementation and Design: Implementation of recommendations in the Comprehensive Plan and other adopted plans, including coordination with and support for the work of other City agencies.
- Development Review: Review and evaluation of development proposals, support for development teams and others interested in development review processes, and staff support for the Plan Commission and Urban Design Commission.
- Data and Mapping: Maintenance of GIS data for the Planning Division and provision of maps, data, and data analysis to internal and external partners.
- Community Connections and Partnerships: Coordination of planning efforts with surrounding cities, villages, and towns, Dane County, the Capital Area Regional Planning Commission (CARPC), UW-Madison, area school districts, and other regional partners.

#### Service Budget by Fund

	20	21 Actual	2022 Adopted	20	022 Projected	2023 Request	20	23 Executive
General		1,925,444	1,918,273		1,891,511	1,908,251		1,921,854
Other-Expenditures		7,574	-		-	-		-
Total	\$	1,933,018	\$ 1,918,273	\$	1,891,511	\$ 1,908,251	\$	1,921,854

#### Service Budget by Account Type

	2	021 Actual	2022 Adopted	I	2022 Projected	2023 Re	quest	2	023 Executive
Revenue		-		-	-		-		-
Personnel		1,752,444	1,789	9,779	1,786,669		1,784,100		1,797,734
Non-Personnel		136,926	84	1,945	61,293		81,775		81,775
Agency Charges		43,648	43	3,549	43,549		42,376		42,345
Total	\$	1,933,018	\$ 1,91	3,273 \$	1,891,511	\$	1,908,251	\$	1,921,854

Service Overview

Function:

Service: Metropolitan Planning Org

#### Service Description

This service provides staff for the Metropolitan Planning Organization (MPO), which is the designated policy body responsible for cooperative and comprehensive regional transportation planning and decision making for the Madison Metropolitan Planning Area. The responsibilities of the MPO include conducting a planning process for making transportation investment decisions in the metropolitan area, preparing and maintaining a long-range multi-modal transportation plan, and preparing a five-year transportation improvement program to provide transportation investments that meet metropolitan transportation needs. The role of the MPO is to facilitate coordinated and comprehensive regional transportation planning and decision-making that is fair and impartial.

#### Activities Performed by this Service

- Long-range Multimodal System Wide Planning: Maintain and refine the Regional Transportation Plan through more detailed studies, including sub-elements of the plan such as the Bicycle Transportation Plan, as part of the continuing, comprehensive, multimodal transportation process for the metro area in accordance with federal rules.
- Data Collection and Analysis: Collect, monitor, and analyze data related to land use development, socioeconomic characteristics of the population, travel patterns, and other factors affecting travel, as well as environmental indicators and issues.
- Transportation System/Congestion Management Planning: Monitor transportation system performance and plan and prioritize investments to improve overall system efficiency and safety with an emphasis on use of technology and lower cost strategies.
- Short-range Transit and Specialized Transportation Planning: Plan near term (5-10 years) improvements to the public transit system as
  well as specialized transportation services designed to meet the needs of the elderly and persons with disabilities. Assist in coordinating
  transit and specialized transportation services provided by Metro Transit, Dane County, and other public and private providers.
- Transportation Improvement Program: Approve use of federal funding for transportation projects and services in the metro area through the TIP, which is updated annually. Monitor other major transportation projects and assist in coordinating projects where needed.
- Roadway and Transit Corridor and Special Studies: Lead or assist in planning for roadway and transit investments in major corridors or undertaking special studies that result in more detailed, project specific recommendations that refine the Regional Transportation Plan.
- Ridesharing/Travel Demand Management: Coordinate and implement programs and services designed to promote and encourage increased use of transit, car/vanpooling, bicycling, and walking.
- Administration: Manage the transportation planning program, including program development, administration, and reporting, staffing the MPO Board and committees, and involving policymakers and the public in the planning process.

#### Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	154,072	152,814	159,158	153,018	193,398
Other-Expenditures	1,415,085	1,128,431	1,128,431	1,190,329	1,392,232
Total	\$ 1,569,157 \$	1,281,245 \$	1,287,589 \$	5 1,343,347 \$	1,585,630

#### Service Budget by Account Type

	2	021 Actual	2022 A	dopted	2022 Projected	2	2023 Request	2023 Executive
Revenue		(24,209)		(28,780)	(28,780)		(36,748)	(36,748)
Personnel		851,277		872,157	868,211		886,012	955,107
Non-Personnel		739,110		434,471	444,761		490,686	662,821
Agency Charges		2,980		3,397	3,397		3,397	4,450
Total	\$	1,569,157	\$	1,281,245	\$ 1,287,589	\$	1,343,347	\$ 1,585,630

Service Overview

Function:

Service:

Neigh Planning Pres And Design

#### Service Description

This service maintains and strengthens existing residential and commercial neighborhoods focusing on the downtown, isthmus, and central city, as well as protecting and enhancing the City's natural, cultural, aesthetic, and historic resources. This service provides neighborhood planning services and technical services to neighborhoods, carries out the City's preservation planning program, administers the Madison Arts program, develops and maintains urban design guidelines, prepares development concept plans, and monitors and recommends changes to the City's land development regulations. The goal of this service is planning for efficient and equitable land use and complete neighborhoods in developed, mature parts of the City, balancing the growth and change in Madison with integration of art and cultural/historic preservation, and building leadership and capacity in neighborhoods.

#### Activities Performed by this Service

- Plan Creation: Creation of citywide topic area plans and subarea plans to guide development and manage growth and change, particularly in existing neighborhoods.
- Plan Implementation and Design: Implementation of recommendations in adopted plans, including coordination with and support for the work of other city agencies.
- Development Review: Review and evaluation of proposals for development and modifications, particularly to historic properties. Support for property owners, developers, and others interested in development review processes, and staff support for the Landmarks Commission.
- Support for the Arts: Administration of the Municipal Art Fund, Art Grant Program, Percent for the Arts, and staff support for the Madison Arts Commission.
- Community Connections and Partnerships: Support for and coordination of planning efforts with community organizations such as neighborhood associations, non-profit organizations, and other groups of residents and business owners across the city.

	20	21 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General		1,253,317	1,406,337	1,220,879	1,357,676	1,364,724
Other-Expenditures		36,080	10,510	10,510	10,510	10,510
Total	\$	1,289,397	\$ 1,416,847	\$ 1,231,389	\$ 1,368,186	\$ 1,375,234

# Service Budget by Fund

#### Service Budget by Account Type

	20	21 Actual	2022 A	dopted	2022 Projected	2023 Request	2023 Executive
Revenue		(10,517)		(1,500)	(1,068)	(1,500)	(1,500)
Personnel		1,052,852		1,162,056	991,992	1,133,449	1,140,529
Non-Personnel		244,912		254,242	238,416	235,360	235,360
Agency Charges		2,149		2,049	2,049	877	845
Total	\$	1,289,397	\$	1,416,847	\$ 1,231,389	\$ 1,368,186	\$ 1,375,234

lanning					Func	tion:	Pla	nning & Developm	ent	
ine Item Detail										
Agency Primary Fund:	General									
	202	21 Actual	202	2 Adopted	20	022 Projected		2023 Request	2023 Exe	cutive
Intergov Revenues										
Local Revenues Operating		-		(23,323)		-		(36,748)		(36,74
Intergov Revenues Total	\$	-	\$	(23,323)	\$	-	\$	(36,748)	\$	(36,748
Charges For Services										
Reimbursement Of Expense		(24,209)		(5,457)		(28,780)		-		-
Charges For Services Total	\$	(24,209)	\$	(5,457)	\$	(28,780)	\$	- 9	\$	-
Invest Other Contrib Contributions & Donations Invest Other Contrib Total Transfer In	\$	(7,517) <b>(7,517)</b>	\$	(1,500) <b>(1,500)</b>	\$	(1,068) (1,068)	\$	(1,500) (1,500) \$	\$	(1,50 <b>(1,50</b>
Transfer In From Grants		(3,000)		-		-		-		-
Transfer In Total	\$	(3,000)	\$	-	\$	-	\$	-	\$	-
Salaries										
Permanent Wages		2,069,161		2,285,330		2,111,571		2,301,954	2	,268,26
Salary Savings		-		(62,465)		-		(94,925)		(53 <i>,</i> 46
Pending Personnel		-		15,964		-		15,964		15,96
Furlough Savings		(3,137)		-		-		-		-
Premium Pay		4		-		1,233		-		-
Compensated Absence		31,054		24,001		31,633		24,001		24,00
Hourly Wages		1,877		17,000		7,767		14,000		14,00
Overtime Wages Permanent		5,992		-		1,761		-		-
Election Officials Wages		301		-		330		-		-
Salaries Total	\$	2,105,252	Ş	2,279,830	\$	2,154,294	\$	2,260,994	5 2,	,268,76

Benefits Total	\$	694,380 \$	672,005 \$	630,964 \$	656,686 \$	669,624
Post Employment Health Plan	s	3,103	1,719	2,424	2,460	2,460
FICA Medicare Benefits		156,221	175,488	156,744	178,264	174,665
WRS		141,701	148,549	137,461	147,438	154,242
Wage Insurance Benefit		11,363	12,310	10,919	11,404	11,404
Health Insurance Benefit		316,329	333,939	323,415	317,120	326,852
Comp Absence Escrow		65,664	-	-	-	-
Benefits						

## Planning

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	
Supplies						
Office Supplies	1,262	4,000	1,262	2,500	2,500	
Copy Printing Supplies	6,639	16,000	2,731	7,500	7,500	
Furniture	-	500	-	500	500	
Hardware Supplies	1,704	3,500	108	3,500	3,500	
Software Lic & Supplies	659	1,000	990	1,000	-	
Postage	23,232	16,000	20,000	24,000	24,000	
Program Supplies	19,134	-	-	-	-	
Books & Subscriptions	-	250	-	250	250	
Food And Beverage	-	1,500	156	500	500	
Building Supplies	-	1,000	-	1,500	1,500	
Supplies Total	\$ 52,630	\$ 43,750	\$ 25,247	\$ 41,250	\$ 41,250	
Purchased Services	2.070	2 464	2 464	2.450	2 450	
Telephone	2,078	3,464	3,464	2,450		
Cellular Telephone	471	600	407	500		
Facility Rental	95	3,000	_	3,000	,	
System & Software Mntc	10,747	15,000	10,000	12,000	-	
Recruitment	1,783	500		1,200		
Conferences & Training	2,381	17,000	10,808	15,500		
Memberships	6,544	8,000	6,358	6,435	6,435	
Storage Services	555	725	517	725	725	
Consulting Services	44,691	105,000	95,840	90,000	,	
Advertising Services	5,371	5,000	5,000	5,000	,	
Other Services & Expenses	110,544	5,000	23,580	7,000		
Grants	108,086	122,000	108,086	122,000		
Purchased Services Total	\$ 293,344	\$ 285,289	\$ 264,061	\$ 265,810	\$ 265,810	
Inter Depart Charges						
Inter Depart Charges ID Charge From Engineering	80,304	80,304	80,304	80,304	80,304	
ID Charge From Insurance	5,192	5,192	5,192	1,820	-	
ID Charge From Workers Comp	1,802	1,602	1,602	2,629		
Inter Depart Charges Total	\$ 87,298	,	1	,	,	
Inter Depart Charges Total	\$ 87,298	\$ 87,098	\$ 87,098	\$ 84,753	<u>\$ 84,690</u>	
Inter Depart Billing						
ID Billing To Community Dev	(41,500)	(41,500)	(41,500)	(41,500)	) (41,500	
Inter Depart Billing Total	\$ (41,500)	\$ (41,500)	\$ (41,500)	\$ (41,500)	) \$ (41,500	
Transfer Out Transfer Out To Grants	176,155	181,232	181,232	189,200	229,580	
Transfer Out To Grants	,	,	,	,		
Transfer Out Total	\$ 176,155	\$ 181,232	\$ 181,232	\$ 189,200	ə 229,58	

Planning & Development

Function:

# **Planning Division**

### Position Summary

		2022 Budget Adopted		2023 Budget			
Classification	CG			Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLK 1-20	20	2.00	117,428	2.00	118,014	2.00	118,014
ADMIN CLK 1-20 PT	20	0.50	24,288	0.50	48,819	0.50	48,81
MAD ARTS PROG ADMIN-18	18	1.00	94,905	1.00	97,161	1.00	97,16
NEW POSITION		-	-	-	-	1.00	60,000
PLAN GIS SPECIALIST-18	18	2.00	180,388	2.00	182,140	2.00	182,14
PLANNER 1-18	18	1.00	81,919	1.00	82,329	1.00	82,32
PLANNER 2-18	18	9.00	713,907	9.00	731,110	9.00	731,11
PLANNER 3-18	18	9.00	801,468	8.00	691,527	8.00	691,52
PLANNER 4-18	18	3.00	299,330	4.00	369,948	4.00	369,94
PLANNING DIV DIR-21	21	1.00	130,163	1.00	139,786	1.00	139,78
PRINCIPAL PLANNER-18	18	3.00	364,769	3.00	369,965	3.00	369,96
PROGRAM ASST 2-20	20	1.00	66,322	1.00	66,653	1.00	66,65
TRANSP PLANNING MGR-18	18	1.00	130,290	1.00	130,941	1.00	130,94
DTAL		33.50	3,005,177	33.50	3,028,393	34.50	3,088,39

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.