

MINUTES
of the
ANNUAL MEETING
of the
Capital Area Regional Planning Commission

January 11, 2018

Rm 351, CCB, 210 Martin Luther King Jr Blvd, Madison WI

6:15 PM

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, H. Tony Hartmann (arrived at 6:46pm), Peter McKeever, Bruce Stravinski, Larry Palm (Chair), David Pfeiffer

Commissioners Absent: Brad Cantrell, Maureen Crombie, Lauren Cnare, Ed Minihan, Caryl Terrell

Staff Present: Linda Firestone, Sarah Fuller, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: 4 members of the public; Forbes McIntosh; Bill Schaefer (MATPB)

Meeting sequence is in parentheses next to the item.

Background Documents

- a. (1) Strategic Plan Summary and Operating Agreements
- (2) Categories of Decision Making (revised November 2017)
- (3) Code of Conduct/Conflict of Interest Policy (revised November 2017)
- (4) Commissioner Committees (revised November 2017)

1. Roll Call

(1)

Chair Palm called the meeting to order at 6:15pm. Quorum was established.

2. Relaxing the Rules to Discuss Informally (*actionable item*)

(2)

Mr. Hampton moved to relax Robert's Rules so there could be informal discussion; Mr. McKeever seconded. The motion passed on a voice vote.

3. Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer

(3) a. **Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (*actionable item*)**

Chair Palm asked Vice Chairperson McKeever to preside over the election of the Chairperson. Mr. Pfeiffer nominated Larry Palm for the position of Chairperson; Mr. Geller seconded. The nomination passed on a voice vote.

Vice Chairperson McKeever transferred control of the meeting back to Chair Palm.

Mr. Golden nominated Mr. McKeever for the position of Vice Chairperson; Mr. Hampton seconded. The nomination passed on a voice vote.

Mr. Geller nominated Mr. Hampton for the position of Secretary; Mr. Pfeiffer seconded. The nomination passed on a voice vote.

Mr. Golden nominated Mr. Geller for the position of Treasurer; Mr. McKeever seconded. The nomination passed on a voice vote.

4. Appointment of Executive Committee Members

(4) a. **Appointment of Executive Committee Members (*actionable item*)**

Mr. McKeever nominated Mr. Golden to continue to be on the Executive Committee; Mr. Geller seconded. The nomination passed on a voice vote.

Mr. Golden moved that the four CARPC officers serve on the Executive Committee; Mr. Stravinski seconded.

The motion passed on a voice vote.

Mr. Geller nominated Ms. Crombie to continue to be on the Executive Committee; Mr. Golden seconded. The motion passed on a voice vote.

5. Designation of Chairperson as CARPC Employee with Title "Executive Chairperson"

(5) a. **Designation of Chairperson as CARPC Employee with Title "Executive Chairperson" (actionable item)**

Mr. Golden moved to designate the Chairperson as a CARPC employee with the title "Executive Chairperson"; Mr. McKeever seconded. The motion passed on a voice vote.

6. CARPC Resolution 2018-01 Expression of Appreciation for Executive Committee Service in 2017

(6) a. **CARPC Resolution 2018-01 Expression of Appreciation for Executive Committee Service in 2017 (actionable item)**

Mr. Stravinski moved to adopt CARPC Resolution 2018-01; Mr. Pfeiffer seconded. The motion passed on a voice vote.

7. Motion to Return to Standard Robert's Rules (actionable item)

(11) Mr. McKeever moved to return to standard Robert's Rules; Mr. Hartmann seconded. The motion passed on a voice vote.

8. Consent Agenda

(7)

a. **Minutes of the 12/14/17 CARPC Meeting (actionable item)**

b. **Report of the Executive Committee (actionable item)**

(1) Approval of Executive Committee Action on Commission Options When an Appointing Authority Does Not Keep Appointments Current

(2) Approval of Agreement to Provide Services to the Pleasant Springs Sanitary District for a Collection System Capacity Evaluation

(3) Approval of Agreement with designCraft for Marketing Services to A Greater Madison Vision

(4) Approval of Agreement with Dane County for the Services of GIS Specialist

(5) Approval of Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources

(6) Discussion of Continuation of Legal Services

(7) Approval of January 2018 Disbursements and Treasurer's Report for December 2017

Mr. Golden moved to approve the consent agenda; Mr. Hampton seconded.

Mr. Steinhoff pointed out that item 8.b.3. had to be approved as a separate item from the report of the Executive Committee.

Mr. Golden moved to separate item 8.b.3. from the consent agenda; Mr. Geller seconded.

Chair Palm reviewed each item on the report of the Executive Committee.

Mr. McKeever requested that item 8.b.4. be separated from the consent agenda; no second was needed because the separation was a request.

The motion to approve the rest of the items on the consent agenda passed on a voice vote.

Mr. McKeever moved to approve item 8.b.3; Mr. Golden seconded.

Mr. Steinhoff gave an update on some changes to the Statement of Work and agreement with designCraft.

The motion passed on a voice vote.

There was a discussion regarding item 8.b.4. (the agreement between CARPC and Dane County for GIS services).

9. Public Comment on Matters not for Public Hearing

(8) No member of the public registered to speak.

10. Report of Executive Chair / Discussion

Chair Palm had no report.

11. Report of Directors

(9) a. (1) Report of Deputy Director / Report and Discussion on Division of Community and Regional Planning Activities

(2) Report and Discussion on Division of Environmental Resources Planning Activities

Mr. Steinhoff reviewed the Planning Division part of the report. Additional information included:

(a) Chair Palm is the 2018 Chair of AWRPC, Mr. Steinhoff is chair of the AWRPC Directors Committee. A summit of all RPCs in the state is being planned for Thursday, June 14, at Stevens Point. Mr. Steinhoff will send out an email to confirm the date.

(b) Mr. Steinhoff was asked to participate on Dane County Climate Council's Transportation and Land Use Working Group.

Mr. Rupiper gave a presentation which included the following:

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-01/ERPD_Updates_011118.pdf

12. PUBLIC HEARINGS (7 p.m.)

(12)

a. Amendment of the *Dane County Water Quality Management Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area, Requested by the City of Madison

1. Applicant Presentation - Amendment Overview
2. Open Public Hearing to Take Testimony from Registrants; Close Public Hearing
3. Staff Overview - Water Quality
4. Staff Overview - Land Use
5. MPO Overview - Transportation
6. Commissioner Questions and Discussion

Mr. Greger gave the applicant presentation, which included the following:

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-01/Elderberry_CUSA_Amendment_Final_CARPC_011118.pdf

Discussion ensued.

Chair Palm opened the public hearing.

There were four registrants for the public hearing:

1. Phil Gaebler, City of Madison, was in support of the amendment and was available for questions.
2. Sharon Goss, Elderberry Neighborhood Association, opposed the amendment and wished to speak.
3. Jeff Greger, City of Madison planner, was in support of the amendment and wished to speak.
4. Mark Moder, City of Madison Engineer IV, was in support of the amendment and was available for questions.

Ms. Goss spoke.

Discussion ensued.

Chair Palm closed public hearing.

Mr. Schaefer addressed transportation concerns in the area.

Mr. Rupiper gave the preliminary staff assessment for water quality, which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-01/WaterQuality_Presentation_PublicHearing_011118.pdf

Mr. Higgins gave the preliminary staff assessment for land use, which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-01/LandUse_Presentation_PublicHearing_011118.pdf

Discussion ensued during which Mr. McKeever asked if the City of Madison could provide a map to the Commission of the locations for community garden opportunities in the Central USA.

13. Presentations and Discussions
(10)

a. Potential Revisions to 2018 CARPC Work Program

Mr. Steinhoff gave an overview of why revisions are needed. He explained the handout "2017 CARPC Year End Staff Person Months Report" (attached to these minutes).

b. CARPC Bylaws as They Relate to: a) Service Area Amendments; b) Provision Regarding Commissioners Continuing to Serve until Replaced; and c) Increasing the Number of Executive Committee Members

Chair Palm stated that (b) should not have been included due to the actions of the Executive Committee at its 1/9/18 meeting. He then gave a summary on (a) and (c). Discussion ensued, during which it was suggested that the bylaws language on service area amendments be updated, and the number of Executive Committee members be revised as a scale with a minimum and a maximum number of Executive Committee members. The Executive Committee will look at revised language at an upcoming Executive Committee meeting.

c. Report of the Madison Area Transportation Planning Board

Chair Palm gave an update, during which he stated that co-location was and will continue to be discussed. Mr. Steinhoff gave an update on his conversation with Bill Schaefer. There may be some office space available in the Veterans Building once the renovated Madison Municipal Building reopens. Chair Palm stated that a wrinkle would be who signs the actual lease on the shared space.

d. Introduction of New Staff Member

Mr. Rupiper introduced Sarah Fuller, who is CARPC's new Environmental Resources Planner (replacing Mike Kakuska), and gave some background on Ms. Fuller.

e. Legislative Updates

i. AB 770 / SB 640 (Development Property Modernization Act of 2017)

ii. AB 547 / SB 600 (Permitting and Mitigation Requirements for Nonfederal and Artificial Wetlands)

Mr. McIntosh gave an update on both amendments, plus mentioned that there is an additional third amendment for rental housing. All three amendments may be on the January 23rd agenda for the Assembly.

14. Future Agenda Items (Next meetings are February 8th and March 8th in Room 351 CCB)

The AGMV Steering Committee's next meeting is on Monday, January 22, at 11:30am at Madison College. The Committee will be reviewing the draft AGMV scenarios.

The next Joint MPO-CARPC Workgroup meeting is on Tuesday, January 23, at 7pm in Room 103A of the CCB.

15. Adjournment

Mr. Hampton moved to adjourn; Mr. Hartman seconded. The motion passed on a voice vote. The meeting adjourned at 8:24pm.

Minutes taken by Linda Firestone

Respectfully Submitted:


Kris Hampton, Secretary

HANDOUT AT JANUARY 2018 CARPC MEETING

**2017 CARPC YEAR END STAFF
PERSON MONTHS REPORT**

Person Months (173.3 hours per month) 173.3

		2017 Work Program	2017 Actual	Difference
REGIONAL PLANNING				
Regional Land Use Plan	P01	22.5	20.1	-2.4
Regional Water Quality Plan	P02	2.2	4.4	2.2
Regional Plan Integration	P03	4.5	1.9	-2.6
Regional Plan Other	P04	0.0	0.3	0.3
REGIONAL PLAN AMENDMENTS				
Water Quality Plan Amendments	A01	3.9	3.8	-0.1
Land Use Plan Amendments	A02	3.0	1.8	-1.2
Environmental Corridor Amendments	A03	1.2	0.7	-0.5
REGIONAL PLAN CONSISTENCY				
Water Quality Plan Consistency	C01	6.6	8.6	2.0
Regional Plan Consistency	C02	0.7	0.0	-0.7
Consistency Other	C03	1.6	0.1	-1.5
PLANNING SERVICES				
FUDA Planning	S01	2.8	0.1	-2.7
MMSD Planning Services	S02	13.5	10.2	-3.3
Other Planning Services	S03	3.5	3.4	-0.1
DATA AND ANALYSIS				
Land Use Inventories & GIS	D01	3.2	3.4	0.2
Data Studies	D02	6.9	4.0	-2.9
Data Services	D03	0.8	4.9	4.1
USGS Monitoring	D04	0.2	0.1	-0.1
EDUCATION, INFORMATION, OUTREACH				
Information and Education	E01	9.3	7.6	-1.7
Outreach	E02	4.0	5.2	1.2
Events	E03	2.0	1.2	-0.8
STAFF DEVELOPMENT				
Trainings and Conferences	T01	1.2	1.3	0.1
Personal Development	T02	0.5	0.1	-0.4
ADMINISTRATION				
General	M01	6.7	3.3	-3.4
Commission Support	M02	3.0	5.2	2.2
Budget and Work Program	M03	3.8	0.9	-2.9
Personnel/Human Resources	M04	2.1	1.4	-0.7
Financial	M05	2.5	3.3	0.8
Staff Meetings/Supervision	M06	1.8	1.4	-0.4
TOTAL		114.0	98.7	
Paid Time Off	PTO		13.4	
TOTAL INC. PTO		114.0	112.13	-1.9