

MINUTES
of the
Capital Area Regional Planning Commission

April 12, 2018

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

6:15 PM

Background Documents

- a. (1) Mission-Vision Statements 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

Commissioners Present: Maureen Crombie, Mark Geller, Ken Golden, Kris Hampton, H. Tony Hartmann (phoned in); Ed Minihan (arrived 6:30pm); Chair Palm, Bruce Stravinski, Caryl Terrell (phoned in)

Commissioners Absent: Brad Cantrell, Lauren Cnare, Peter McKeever, David Pfeiffer

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

Others Present: 6 members of the public

Chair Palm called the meeting to order at 6:28 PM. Quorum was established.

2. Consent Agenda

a. **Approval of Minutes of the March 8, 2018 CARPC Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes; Ms. Crombie seconded. The motion passed on a voice vote.

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

- (1) Revisions to the CARPC Bylaws (separated as item #7.b. below)
- (2) Development of a Policy Regarding Responding to Requests for Assistance from Local Communities
- (3) Revisions to CARPC Personnel Manual
- (4) Proposed Revisions to the Biannual Amendment Process of the *Dane County Land Use and Transportation Plan* (separated as item #7.a. below)
- (5) Legislative Updates and Discussion
- (6) Approval of March 2018 Disbursements and Treasurer's Report for February 2018
- (7) Approval of April 2018 Disbursements and Treasurer's Report for March 2018

Chair Palm pointed out that items 2.b.(2) and 2.b.(3) were discussions and the items are still being worked on.

Mr. Golden moved to approve the report of the Executive Committee; Mr. Hampton seconded. No one wished to separate any of the items. The motion passed on a voice vote.

3. Public Comment on Matters not for Public Hearing

There were no members of the public who registered to speak.

4. Reports

a. Reports of Directors

Items #5 and #6 were moved ahead of item #4.

- (1) Report of Deputy Director on Division of Community and Regional Planning Activities

Mr. Steinhoff gave his monthly summary and also reported on the first quarter work program and projects. This presentation may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-04/2018_1Q_WorkProgramReport_041218.pdf

Discussion followed, which included looking at population figures of infill and land projections.

Other updates:

Next year staff will be shifting more toward updating the CARPC land use plan based on the AGMV plan;

The audit will be available for presentation at the May CARPC meeting; and

A five-year budget forecast will be discussed at the next meeting.

Commissioners were urged to get involved in AGMV.

(2) Report of Division Director on Environmental Resources Planning Activities

Mr. Rupiper highlighted a couple of items from the report in the packet and gave the monthly sewer service summary, which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-04/MonthlySewerServiceSummary_041218.pdf

b. Report of Executive Chair on Commission Outreach Activities

Chair Palm stated that he and Mr. Steinhoff would try to meet Commissioners one on one during the summer along with meeting Steering Committee members.

5. Consideration of Sewer Service Area Amendments in the Oregon Urban Service Area

a. Amendment of the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Oregon Urban Service Area

(1) Overview of Staff Recommendations

(2) Questions of Staff Recommendations

(3) Consideration of Approval of a Management Letter from the Commission to the Wisconsin Department of Natural Resources Regarding Amendment of the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Oregon Urban Service Area (actionable item)

This item was moved ahead of item #4.

Mr. Rupiper gave a presentation, which included staff recommendations, and which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-04/Oregon_USA_WQM_Presentation_041218.pdf

Mr. Hampton moved to approve the management letter; Mr. Geller seconded.

Public registrants included:

1. Bill Dunlop (JSD Professional Services), who was in support of the amendment and was available for questions.
2. Dan Eckberg (Vandewalle & Associates on behalf of the Village of Oregon), who was in support of the amendment and was available for questions.
3. Mike Gracz (Village of Oregon), who was in support of the amendment and was available for questions.
4. Jeff Rau (Village of Oregon), who was in support of the amendment and was available for questions.
5. Dennis Steinkraus (developer for Forward Development Group), who was in support of the amendment and was available for questions.

Discussion ensued between the Commission and the registrants.

The motion passed on a voice vote.

6. Consideration of Land Use Management Letter to the Village of Oregon

a. (1) Overview of Staff Recommendations

(2) Questions of Staff Recommendations

(3) Consideration of Approval of a Management Letter from the Commission to the Village of Oregon Regarding Consistency of the Revised Urban Service Area Boundary and Environmental Corridors in the Oregon Urban Service Area with the *Dane County Land Use and Transportation Plan* (actionable item)

This item was moved ahead of item #4.

Mr. Higgins gave a presentation, which included staff recommendations, and which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-04/Oregon_USA_LandUse_Presentation_041218.pdf

Mr. Hampton moved to approve the management letter; Mr. Stravinski seconded.

The public registrants are the same as for item #5.

Discussion ensued.

The motion passed on a voice vote.

7. Action Items

a. **Consideration of Proposed Revisions to the Biannual Amendment Process of the Dane County Land Use and Transportation Plan (actionable item)**

Per Chair Palm, the recommendation from the Executive Committee was option #2, which was to cancel the April consideration of SSA boundary amendments; then resume consideration of amendments at the October 2018 Commission meeting and remain on the biannual schedule of April and October amendments in 2019.

Mr. Hampton move to accept option #2; Mr. Golden seconded.

There was more discussion about infill, loss of agricultural land, and the need for the Commission to be updated periodically about the changes to the *Land Use and Transportation Plan*. Chair Palm stated that staff could give an update in April and/or October without there being a need to take a vote by the Commission.

The motion passed on a voice vote.

b. **Consideration of Holding a Public Hearing on Proposed Bylaw Amendments (actionable item)**

Mr. Steinhoff gave an overview, and stated that the bylaws were not ready to bring forward for a decision at this time.

Mr. Hampton moved to refer this to the next CARPC meeting; Mr. Golden seconded.

Mr. Stravinski asked for an edit in Article V Section 2 Executive Committee. Currently that section reads (after edits were made during the Executive Committee meeting):
The Executive Committee shall be appointed by the Commission and shall consist of officers of the Commission and up to two (2) additional Commissioners with not less than one (1) representative from each appointing authority. The Chairperson serves as the Chairperson of the Executive Committee.

This was revised to read:

The Executive Committee shall be appointed by the Commission and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson serves as the Chairperson of the Executive Committee.

The motion passed on a voice vote.

8. Presentations and Discussions

a. Report on Changes to CARPC Provision of Data and Trend Information

Mr. Higgins gave a presentation, which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-04/Provision_DataTrendInfo_041218.pdf

Mr. Golden suggested that some marketing occur if staff changes the method of delivering data.

b. Report of the Members of Madison Area Transportation Planning Board

(1) Joint MPO/CARPC Work Group Update

Chair Palm stated that the MPO was considering an image change with a new name and logo. The joint work group will be meeting on April 30th. Discussions are ongoing with the City of Madison for providing IT services if CARPC co-locates with the MPO.

9. Future Agenda Items (Next meetings are on May 10, 2018 in Room 351 CCB; and June 11, 6:15pm in Room 321, CCB; note change of date and room for June CARPC meeting)
10. Adjournment

Mr. Hampton moved to adjourn; Mr. Golden seconded. The motion passed on a voice vote. The meeting adjourned at 8:17pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary