

MINUTES
of the
Capital Area Regional Planning Commission

May 10, 2018

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

6:15 PM

Commissioners Present: Lauren Chare (arrived 6:28pm), Maureen Crombie, Mark Geller, Ken Golden, Kris Hampton, Tony Hartmann, Peter McKeever, Ed Minihan (arrived 6:24pm), Larry Palm (Chair), David Pfeiffer (arrived 6:27pm) Bruce Stravinski, Caryl Terrell

Commissioners Absent: Brad Cantrell

Staff Present: Matt Covert, Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: 4 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:18 PM. Quorum was established.

2. **Consent Agenda (*actionable item*)**

a. **Minutes of the April 12, 2018, CARPC Meeting (*actionable item*)**

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

(1) Revisions to CARPC Personnel Manual

(2) Revisions to the CARPC Bylaws

(3) Review of Preliminary CARPC 2019 Budget and Five-Year Budget Outlook

(4) Consideration of Approval of Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)

(5) Consideration of Approval of Agreement with Town of Verona for Comprehensive Planning Assistance (*actionable item*)

(6) Consideration of Approval of Policy Regarding Responding to Requests for Assistance from Local Communities (*actionable item*)

(7) Consideration of Approval of Agreement with U.W. Madison for Waubesa Wetlands Watershed Research Project (*actionable item*)

(8) Consideration of Approval of an Open Data Policy (*actionable item*)

(9) Approval of May 2018 Disbursements and Treasurer's Report for April 2018

Mr. Golden moved to accept the entire consent agenda; Ms. Crombie seconded. The motion passed on a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public wished to speak.

4. Presentations and Discussions

a. Presentation by Wegner CPAs on CARPC 2017 Audit

Jillian Runde and Natalie Rew from Wegner CPAs (CARPC's auditors) presented the 2017 audit findings. To review the presentation, see the attached handouts (presentation and draft audited financial statements).

b. Presentation by Brian Standing on Dane County Zoning Code Rewrite

Brian Standing, Senior Planner for the Dane County Department of Planning and Development, gave a presentation, which may be viewed at <https://plandev.countyofdane.com/zoning/pdf/OrdinanceSummary.pdf>.

c. Review of Preliminary CARPC 2019 Budget and Five-Year Budget Outlook

Mr. Steinhoff gave a presentation which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-05/CARPCPreliminary2019Budget_5YearOutlook_051018.pdf

Discussion points:

- (1) The uncollected revenue from past USA amendment reviews was discussed. This revenue is for one-time expenses (staff salaries/benefits and direct/indirect costs).
- (2) A request was made to identify revenue and expenses that were ongoing and revenue and expenses that were one-time.
- (3) Madison Metropolitan Sewerage District discovered that it never got back 100% of its expected repayment for sewers that had been put into the ground.
- (4) The 2% increase in the levy amount was discussed.
- (5) A question was asked on how USA amendment review fees and sewer extension review fees were set up. Were they created by resolution? USA amendment review fees were established by resolution; it is uncertain how sewer extension review fees were created.
- (6) The five-year projection was discussed, and whether the projection should assume that revenue will be increasing due to growth in the Madison area.
- (7) A suggestion was made that CARPC should start looking at offering comprehensive plan reviews to municipalities, which may mean that additional staff would need to be hired. This would need to be discussed at a future CARPC meeting, with staff giving the Commission possible options and their costs.
- (8) A suggestion was made that CARPC could possibly share resources and planning services with a group of municipalities instead of individual municipalities so that the municipalities could share costs.
- (9) Other suggestions included: (a) in future levy charge requests to Dane County, separate the percentage to show the increases of personnel expenses and other expenses; and (b) CARPC should state that it is working aggressively with the legislature to change the way this affects the Dane County levy.

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

(1) Joint MPO/CARPC Work Group Update

Chair Palm talked about the colocation of CARPC and the MPO. There were concerns about the perception of CARPC colocating with a City of Madison agency. Chair Palm stated that there was a decision made to not attempt to merge the two organizations. Both agencies would maintain their own policy boards, but there would be inter-governmental agreements created so that the agencies could work together on projects.

5. Action Items

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

Ms. Chare moved to hold a public hearing on the proposed bylaw amendments; Mr. Pfeiffer seconded. The motion passed on a voice vote.

6. Reports

a. Report of Directors

(1) Report of Deputy Director on Division of Community and Regional Planning Activities / PowerPoint Presentation on AGMV Draft Growth Scenarios by Matt Covert

Mr. Steinhoff distributed AGMV pledge forms and asked Commissioners to complete them.

Mr. Covert gave a presentation on AGMV scenarios which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-05/AGMV_Scenario_Concept_Presentation_051018.pdf

Discussion topics included:

- (a) Roadway enhancements;
- (b) Health indicators;
- (c) Reduction of resources from state and federal governments forcing communities to become more self-reliant;
- (d) UrbanFootprint;
- (e) Icons and titles used for the scenarios;
- (f) Purpose of the scenarios; and
- (g) Addition of percentages to the scenarios.

Chair Palm departed at 9:06pm and Vice Chair McKeever assumed the position of Chair.

(2) Report and Discussion of Environmental Resources Planning Activities

Mr. Rupiper gave a presentation which may be viewed at

https://danedocs.countyofdane.com/webdocs/PDF/capd/BoardSync/2018-05/ERPD_Update_051018.pdf

Commissioners supported the idea of holding a public hearing for a single lot USA amendment in the Waunakee Urban Service Area and then voting on the amendment during the June CARPC meeting.

Mr. Rupiper mentioned a potential legal challenge by an engineer and attorney on behalf of their client that could determine the impact of 2017 Wisconsin Act 243 on the sewer extension review process and whether a water quality plan condition of approval can exceed the 90% cap for infiltration in municipal ordinances established by Act 243. Staff is having ongoing conversations with the Wisconsin Department of Natural Resources regarding this.

b. Report of Executive Chair on Commission Outreach Activities

There was no report because Chair Palm was absent.

7. Future Agenda Items (Next meetings are June 11, 6:15pm in Room 321 (NOTE CHANGE IN ROOM), CCB, and July 12, 6:15pm in Room 351, CCB)

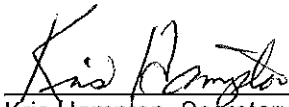
8. Adjournment

Mr. Hampton moved to adjourn; Mr. Hartmann seconded. The motion passed on a voice vote.

The meeting adjourned at 9:15pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary