

MINUTES
of the
Capital Area Regional Planning Commission

October 11, 2018

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

6:15 PM

Commissioners Present: Brad Cantrell, Lauren Chare (arrived 6:27pm), Maureen Crombie (departed 9:16pm), Mark Geller, Ken Golden, Kris Hampton, H. Tony Hartmann (arrived 6:26pm), Peter McKeever, Ed Minihan (departed at 9:26pm), Larry Palm (Chair), David Pfeiffer (arrived 6:26pm), Caryl Terrell

Commissioners Absent: Bruce Stravinski

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

Others Present: 3 members of the public

(NOTE: The numbers in parentheses indicate the sequence of order during the meeting.)

1. Roll Call

(1)

Chair Palm called the meeting to order at 6:16 PM. Quorum was established.

2. Consent Agenda (actionable item)

(2.1) a. **Approval of Minutes of the September 13, 2018 CARPC Meeting (actionable item)**

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

(1) Consideration of Authorizing the Deputy Director to Offer the Position of Community Planner at Step 2 (actionable item)

(2) Consideration of Approval of Amendments to the Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (Approval Only of First Amendment if Second Amendment Not Received) (actionable item)

(3) Consideration of Authorizing Three Actions to Prepare for Digitalization (actionable item)

(a) Consideration of Approval of the Scanning Clerk Job Description (actionable item)

(b) Consideration of Authorization to Hire Part-time Scanning Clerk(s) (actionable item)

(c) Consideration of Approval to Purchase Wide-Format Scanning Equipment (actionable item)

(4) Consideration of Adoption of Revisions to the CARPC Personnel Manual (actionable item)

(5) Consideration of Approval of October 2018 Disbursements and Treasurer's Report for September 2018 (actionable item)

(6) Discussion of the Review of the 2017 Annual Report

Item 2.b.(2): The second amendment has not been received from the Wisconsin Department of Natural Resources yet so the motion does not include approval of the second amendment to the WDNR/CARPC agreement.

Mr. Golden moved to accept the consent agenda; Mr. McKeever seconded. There were no separation of consent agenda items. The motion passed on a voice vote.

3. Public Comment on Matters not for Public Hearing

(3)

No members of the public wished to speak.

4. Presentations and Discussions

(4.1) a. Report of the Members of the Madison Area Transportation Planning Board
(1) Joint MPO/CARPC Work Group Update

Current CARPC Commissioners on MATPB Board: Chair Palm and Commissioners Minihan and Golden.

Chair Palm and Mr. Golden reported on the MPO's last meeting. The MPO/CARPC Work Group finalized the work group report and recommendations that will be presented at the joint MPO/CARPC meeting on October 25th.

(4.2) b. Presentation CARPC Sewer Extension Review Process (Tony Vandermuss)

Mr. Vandermuss gave a presentation which may be viewed at http://www.capitalarearpc.org/wp-content/uploads/2018/11/CARPC_Presentations_101118.pdf.

Mr. Golden requested that, in the future, a fourth column be added to the sewer extension review summary to show not just what is remaining in a USA but also what is remaining in that community. Mr. Vandermuss replied that it would take a great effort to get that information. Mr. Golden requested that some type of information be included as it would be useful. Mr. Vandermuss said some of the groundwork has already been done to get that accumulated data but many staff hours are still needed to make that data readily available.

Item 6a was discussed next.

(9) c. Discussion of the Regional Planning Commission's Role Regarding Flooding

Mr. Rupiper reviewed the information provided in the cover sheet.

Commissioners made the following suggestions for potential roles for the RPC regarding flooding:

1. Write letters of support for municipal budget proposals that devote resources to addressing flooding.
2. Identify potential stormwater runoff volume control / flood control projects in the region.
3. Evaluate the effectiveness of stormwater infrastructure during the recent flooding.
4. Evaluate the suitability of the rainfall data currently used in our stormwater modeling.
5. Take on more of an advocacy role in communicating the issues and need for action related to stormwater runoff volume control and flooding in the region.
6. Communication with Plan Commissions in each community regarding the issue of stormwater management and flooding, including potentially holding a conference about this topic. Could CARPC hold a conference to do this?
7. Serve as a coordinating agency for efforts to address flooding in the region, including those of non-RPC counties.
8. Communication with Columbia County regarding closed basins.
9. Conduct an analysis of the effect of an extreme rain event in one developed watershed.

Chair Palm requested that this topic be put on the November CARPC agenda in order to have a focused discussion on how the Commission can best advocate on this issue.

Mr. Golden suggested that the discussion would need to be in the context of the budget, in terms of available staff resources.

Staff was requested to identify resources who can help educate the Commissioners and the media about the issues and what other regions have done in this situation. Staff will need to provide support for presentations, talking points, and technical information.

5. Report of Directors

(10) a. Report of Deputy Director on Division of Community and Regional Planning Activities

Mr. Steinhoff reported on additional items not on the Director's report. He also gave an AGMV status report, which may be viewed at http://www.capitalarearpc.org/wp-content/uploads/2018/11/CARPC_Presentations_101118.pdf.

(11) b. Report and Discussion on Division of Environmental Resources Planning Activities

Mr. Rupiper was available for questions on the Director's report.

6. PUBLIC HEARINGS (7 p.m.)

(5) a. Public Hearing on Amendment of the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Sewer Service Area Boundary in the Verona Urban Service Area

- (1) Applicant Presentation – Amendment Overview
- (2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing
- (3) Staff Overview
- (4) Commissioner Questions and Discussion

The following public members registered for this public hearing:

1. Katherine Holt (Community Development Specialist – City of Verona) was in support of the amendment and did not wish to speak.
2. David Kanning (MPO) was neutral and was available for questions.
3. Adam Sayre (City of Verona City Planner) was in support of the amendment and wished to speak.

Mr. Sayre gave a presentation which may be viewed at http://www.capitalarearpc.org/wp-content/uploads/2018/11/CARPC_Presentations_101118.pdf. Discussion ensued.

Key comments and questions from Commissioners were related to the stormwater management plan for the area, the depth of the new well, the resulting cone of depression, and the history of nitrate contamination in that area. Additional comments were related to the lack of a specific land use plan for the area and transportation issues on Whalen Road.

Chair Palm opened the public hearing.

Mr. Kanning was asked to comment on traffic and bicycle paths. He reviewed MPO comments, which are included in the packet as item 6a starting on page 29.

Chair Palm closed the public hearing.

Mr. Rupiper gave an overview of the staff analysis that is in progress and will be presented during the November CARPC meeting.

Item 7a was moved ahead of Item 6b.

(7) b. Amendment of the *Dane County Land Use and Transportation Plan* by revising the Urban Service Area (USA) Boundaries in the Waunakee USA (2 areas), Oregon USA (1 area), and Central USA (1 area); AND by Revising Environmental Corridor Boundaries in the Waunakee USA (1 area), Oregon USA (1 area), and Central USA (1 area)

- (1) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing
- (2) Staff Overview
- (3) Commissioner Questions and Discussion

Chair Palm opened the public hearing. There were no registrants. Chair Palm closed the public hearing.

Mr. Higgins gave a presentation which may be viewed at http://www.capitalarearpc.org/wp-content/uploads/2018/11/CARPC_Presentations_101118.pdf

Mr. Higgins stated that the charts and information showed in his presentation could eventually be put on the CARPC website, but were not currently available to be sent to Commissioners. Mr. Higgins said he could send an overview of the information in his presentation to Commissioners.

Mr. Hartmann stated that this information would be helpful to have for local government discussions.

Mr. Higgins asked Commissioners to let him know what they wanted/needed to see. This information may be able to be embedded in the CARPC website.

Commissioners suggested:

1. incorporating non-sewer developments (rural developments with septic systems) in our regional data and maps because these areas impact water quality;
2. including an example on the website so people know what they are looking at;
3. having the multi-family vs. single-family distinction with an overlay of school districts to see to what extent school districts are absorbing comparable, or not comparable, amounts of multi-family housing; and
4. showing residential vs commercial vs industrial. (Mr. Higgins stated that this would require a completely different dataset.)

Item 7b was voted on next.

7. Action Items

- (6) a. **Consideration of Approval of Letter from the Commission to the City of Verona Regarding the Kettle Creek North Phase 2 & 3 Project (*actionable item*)**

Mr. McKeever moved to approve the letter; Mr. Hartman seconded.

Mr. McKeever complimented Chair Palm and CARPC staff on the preparation of the letter and fully endorsed the notion of sending a letter like this.

Staff have not had any other follow-up discussions with the community regarding this matter.

The motion passed on a voice vote.

- (8) b. **Consideration of Amendment of the *Dane County Land Use and Transportation Plan* by revising the Urban Service Area (USA) Boundaries in the Waunakee USA (2 areas), Oregon USA (1 area), and Central USA (1 area); AND by Revising Environmental Corridor Boundaries in the Waunakee USA (1 area), Oregon USA (1 area), and Central USA (1 area) (*actionable item; supermajority vote of at least 8 Commissioners needed*)**

Mr. Hampton moved to approve CARPC Resolution 2018-10, which amends the *Dane County Land Use and Transportation Plan*; Ms. Terrell seconded.

Discussion ensued.

A roll call vote was taken. Commissioners who voted aye: Mr. Cantrell, Ms. Cnare, Ms. Crombie, Mr. Geller, Mr. Golden, Mr. Hampton, Mr. Hartmann, Mr. McKeever, Mr. Minihan, Chair Palm, Mr. Pfeiffer, Ms. Terrell; Commissioners who voted nay: none; Commissioners who were absent: Mr. Stravinski.

The motion passed on a roll call vote.

Item 4c was discussed next.

- (12) c. **Reconsideration of CARPC Resolution 2018-09 Adoption of Capital Area Regional Planning Commission 2018 Budget Amendments (*actionable item*)**

Mr. Cantrell moved to reconsider CARPC Resolution 2018-09; Mr. Geller seconded. The motion passed on a voice vote.

Discussion ensued about the merits and demerits of the scientific survey, including a brief background of the scientific survey by Mr. Steinhoff.

Ms. Terrell requested that the minutes reflect the following comment by Chair Palm: If you make a motion to do version B, make sure to include authorization to allow the Deputy Director to contract for the services.

Ms. Terrell moved that the 2018 budget amendment version B be amended to include up to \$9,000 for a scientific survey by the UW-River Falls Survey Center with authorization for the Deputy Director to execute the contract; Mr. Golden seconded. Mr. Golden requested a roll call vote.

A roll call vote was taken. Commissioners who voted aye: Mr. Cantrell, Mr. Golden, Mr. McKeever, Ms. Terrell; Commissioners who voted nay: Ms. Cnare, Mr. Geller, Mr. Hampton, Mr. Pfeiffer, Mr. Hartmann, and Chair Palm; Commissioners who were absent: Ms. Crombie, Mr. Minihan, and Mr. Stravinski. The motion failed.

Ms. Cnare moved to give budget authority to the Deputy Director to spend up to \$10,000 from salary savings to invest in any other ways to encourage people who are not represented in the current survey results to take the survey; Mr. Hartmann seconded. The motion was changed to move approval of budget version B, subtract the scientific survey, and add up to \$10,000 for best promotion of surveys for minority and rural communities. Mr. Hartmann confirmed his second.

Mr. Golden stated that he hoped Commissioners would see a plan for how the \$10,000 will be spent. The report will go to the Executive Committee with a copy to all Commissioners. Ms. Terrell asked if the responses from this \$10,000 be tracked and Mr. Steinhoff stated that a special URL could be given out to track these responses.

Mr. Hartmann commented on the Neighborhood Navigator Program that Dane County started as a means of community outreach.

The motion passed on a voice vote.

8. Future Agenda Items (next meetings are November 8 at 6:15 pm in Room 321, City-County Bldg. (note room change); and December 13 at 6:15 pm in Room 351, City-County Bldg.
9. Adjournment

Mr. Hampton moved to adjourn; Ms. Cnare seconded. The motion passed on a voice vote. The meeting adjourned at 10:12pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary