

**MINUTES**  
of the  
Capital Area Regional Planning Commission

November 8, 2018

CCB Rm 321, 210 Martin Luther King Jr Blvd, Madison WI

6:15 pm

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Commissioners Present: Brad Cantrell; Lauren Chare (arrived 6:19pm); Maureen Crombie (phoned in); Mark Geller; Ken Golden; Kris Hampton; Peter McKeever; Ed Minihan; Chair Larry Palm; David Pfeiffer; Bruce Stravinski; Caryl Terrell (phoned in)

Commissioners Absent: Tony Hartmann

Staff Present: Linda Firestone; Sean Higgins; Mike Rupiper; Caitlin Shanahan; Steve Steinhoff

Others Present: 4 members of the public

1. Roll Call

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

Ms. Shanahan, CARPC's new Community Planner, was introduced to the Commission and gave a brief biography of herself.

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

a. **Approval of Minutes of the October 11, 2018 CARPC Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the October 11, 2018 CARPC meeting; Mr. Cantrell seconded. The motion passed on a voice vote.

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

- (1) Review of Report on Additional Outreach and Marketing for the Greater Madison Vision Survey
- (2) **Consideration of Approval of Amendment #2 to the Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**
- (3) **Consideration of Authorizing the Deputy Director to Execute Memoranda of Understanding with the Towns of Berry, Springfield, Blue Mounds, Sun Prairie, Westport and Bristol for Data and Mapping Services in 2019 (*actionable item*)**
- (4) **Consideration of Authorizing the Deputy Director to Execute a Debt Collection Agreement with the Wisconsin Department of Revenue for Unpaid Invoices (*actionable item*)**
- (5) **Consideration of Adoption of Revisions to the Community Planner Job Description as well as Physical Demands Section of All CARPC Job Descriptions (*actionable item*)**
- (6) **Consideration of Authorizing the Deputy Director to Execute the 2019 Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board for Fiscal Services (*actionable item*)**
- (7) **Consideration of Approval of November 2018 Disbursements and Treasurer's Report for October 2018 (*actionable item*)**

Item b.(2) was removed from the report of the Executive Committee because amendment #2 had not yet been received from the Wisconsin Department of Natural Resources.

Mr. Golden moved to accept the amended consent agenda; Mr. McKeever seconded. The motion passed by a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public wished to speak.

4. Consideration of an Amendment of the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary in the Verona Urban Service Area
  - a. Overview of Staff Recommendations
  - b. Questions of Staff Recommendations
  - c. 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 in the Verona Urban Service Area (*actionable item*)

Mr. Ruper reported on the staff recommendations, and responded to Commissioners' questions.

There was one registrant: Adam Sayre (Director of Planning and Development, City of Verona) who supported the approval of the letter and was available for questions. He responded to Commissioners' questions and comments.

Mr. McKeever requested a sample of easements and maintenance agreements that are reviewed by municipalities and Dane County.

Mr. Golden moved approval of the letter with the change that the issue of the well be made a condition, and that language be added to that condition reflecting the point about informing people if by some chance the well is not built to that specification; Mr. McKeever seconded.

Chair Palm moved to amend the language of the motion so that the management letter included a requirement (note: condition in the management letter) that the well be drilled so it is safe for human consumption and does not cross-contaminate; Mr. McKeever seconded. The amended motion passed on a voice vote.

Mr. Hampton moved to amend recommendation #5 of the management letter by adding language to encourage Verona and surrounding municipalities to look at forming a drainage district to maintain the flow of Badger Mill Creek unobstructed to lessen the flooding risks in the future; Mr. Golden seconded. The motion passed on a voice vote.

Mr. Stravinski requested clarification of the first amendment to the motion. Chair Palm stated that requirement (note: condition in the management letter) #4 would be added to require the drinking water be safe for humans and that cross contamination would not occur, however that was solved. Recommendation #1 would not be changed.

The motion to approve the letter as amended passed by a voice vote.

Mr. McKeever requested that Commissioners get a copy of the final amended letter.

5. Consideration of Land Use Management Letter to the City of Verona
  - a. Overview of Staff Recommendations
  - b. Questions of Staff Recommendations
  - c. Consideration of Approval of a Management Letter from the Commission to the City of Verona Regarding Consistency of the Revised Urban Service Area Boundary in the Verona Urban Service Area with the *Dane County Land Use and Transportation Plan* (*actionable item*)

Mr. Higgins gave an overview of the management letter.

Mr. Golden moved to approve the management letter; Mr. Hampton seconded. The motion passed on a voice vote.

6. Presentations and Discussions
  - a. Report of the Members of the Madison Area Transportation Planning Board
    - (1) Joint MPO/CARPC Work Group Update

Chair Palm reported on the November 7th MATPB meeting. Commissioners discussed Fitchburg plans for reconstruction of Fish Hatchery Road in the City. He stated that staff would attempt to schedule a joint MPO/CARPC meeting in January.

b. Discussion of Proposed Regional Planning Commission's Response and Activities Regarding Ongoing Risks of Flooding

Mr. Rupiper gave an update on possible actions that the Commission could take and a recommended approach to use Yahara WINS as a model for intergovernmental collaboration. Staff recommended a consensus building process be used to build support for agreement on language of a joint resolution, a draft of which was included in the meeting packet. Discussion ensued during which Commissioners voiced support for the recommended approach.

Chair Palm suggested that the resolution be reviewed and approved at the Commission's next meeting.

Other suggestions included providing information on the structure and functions of the group created by the Yahara WINS intergovernmental agreement. It was also suggested that the DCCVA and the DCTA be contacted to determine their support for this approach.

7. Report of Directors

a. Report of Deputy Director on Division of Community and Regional Planning Activities  
(1) Presentation of Quarter 3 Work Program Progress

Mr. Steinhoff presented the report on the third quarter work program progress and gave an update on the AGMV survey.

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

Mr. Rupiper gave an update on various activities, including the Waubesa Wetlands Project.

8. Future Agenda Items (Next meetings: December 13 at 6:15 pm in Room 351, City-County Bldg (Joint CARPC-MPO meeting – tentative); and January 10, 2019 at 6:15 pm in Room 251, City-County Bldg)

The December Executive Committee meeting will be held right before the December CARPC meeting. Staff will attempt to schedule the joint MPO/CARPC meeting for January 9th. The January CARPC meeting will be held in Room 351 (not Room 251).

9. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Cantrell seconded. The motion passed on a voice vote. The meeting adjourned at 7:51pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
Kris Hampton, Secretary