

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

**May 6, 2019**

**CCB Room 321, 210 Martin Luther King Jr. Blvd., Madison WI**

**4:30 p.m.**

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Commissioners Present: Maureen Crombie (arrived 4:40pm), Mark Geller, Kris Hampton, Peter McKeever, Chair Larry Palm

Commissioners Absent: David Pfeiffer

Other Commissioners Present: Caryl Terrell

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

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:34pm. Quorum was established.

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the April 8, 2019 Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to approve the minutes of the April 8, 2019, Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. Presentations and Discussions

a. Wording of Executive Committee and Commission Agenda Items

Mr. Steinhoff and Chair Palm clarified how agenda items from the Executive Committee agenda, especially consent agenda items, will be shown on the CARPC agenda in the future. Discussion ensued.

b. Regional Land Use Plan Update Discussion at Commission Meeting

Mr. Higgins reviewed the update process and the notes from the April 11th Committee of the Whole discussion. The eight takeaways from the AGMV survey could be used as a resource to draft the land use plan. The takeaway list needs to be compared to the notes from the April 11th Committee of the Whole discussion so that one document contains insights from both the list and the notes. It is also necessary to identify how the regional land use plan could advance each of the eight takeaways. It was suggested that staff send the information to the county's engineering firms that are hired by communities to assist in the creation/update of local comprehensive plans. It was suggested that outreach to area communities about regional land use goals start early to gather input about what they wish to see. The plan should focus on a small number of things that should be accomplished, and the benefits of those strategies articulated.

c. Planning for Summer Agency Strategic Planning Session

Chair Palm explained the reasoning behind holding a strategic planning session in the summer. Discussion ensued.

5. **Action Items**

- a. **Consideration of Recommendation for Approval: Authorizing Agency Director to Execute Sublease Agreement with the City of Madison for Office Space at 100 State Street (*actionable item*)**

Mr. McKeever moved to recommend the approval for the Agency Director to execute the sublease agreement with the City of Madison; Ms. Crombie seconded. The motion passed on a voice vote.

- b. **Consideration of Approval of Natural Heritage Inventory Data License Agreement with the Wisconsin Dept. of Natural Resources (*actionable item*)**

Mr. McKeever moved to approve the execution of the Natural Heritage Inventory Data License Agreement; Mr. Hampton seconded. The motion passed on a voice vote.

- c. **Consideration of Recommendation to Adopt CARPC Resolution 2019-04 Adoption of CARPC Record Retention Policy (*actionable item*)**

Mr. Hampton moved to recommend the adoption of CARPC Resolution 2019-04 for the adoption of the CARPC record retention policy; Ms. Crombie seconded. The motion passed on a voice vote.

6. **Financials**

- a. **Consideration of Approval of May 2019 Disbursements and Treasurer's Report for April 2019 (*actionable item*)**

Mr. Geller moved to approve the May 2019 Disbursements and Treasurer's Report for April 2019; Mr. Hampton seconded. The motion passed on a voice vote.

7. **Future Agenda Items (Next meeting is at 4:30pm, June 10, 2019, in room 321 City-County Bldg, Madison, WI)**

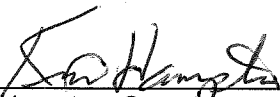
No future agenda items were announced.

8. **Adjournment**

Mr. McKeever moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 5:31 pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
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Kris Hampton, Secretary