MINUTES
of the Capital Area Regional Planning Commission

February 13, 2020  Windsor Elementary School, 4352 Windsor Rd, Windsor, WI 6:00 p.m.

Commissioners Present:  Lauren Cnare (arrived 6:09pm), Maureen Crombie (phoned in), Grant Foster, Mark Geller, Kris Hampton, Ed Minihan, Heidi Murphy, Chair Larry Palm, David Pfeiffer, Bruce Stravinski, Caryl Terrell (phoned in at 6:15pm)

Commissioners Absent:  Ken Golden; Peter McKeever

Staff Present:  Linda Firestone, Sarah Fuller, Sean Higgins, Mike Ruciper, Steve Steinhoff

Others Present:  Zia Brucaya (MATPB), 8 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:05pm. Quorum was established.

2. Public Comment on Matters not for Public Hearing

No members of the public wished to speak at this time.

3. Committee of the Whole

Mr. Hampton moved to move into the Committee of the Whole to discuss the Agency mission statement; Mr. Minihan seconded. The motion passed on a voice vote.

a. Consideration of Options for Agency Mission Statement (actionable item)

The mission and vision statements as proposed by the Executive Committee:

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges

Ms. Cnare moved to approve both the mission and vision statements; Ms. Murphy seconded.

Ms. Cnare moved to amend the mission statement by removing the Oxford comma after "collaboration"; Ms. Murphy seconded. The amendment passed on a voice vote.

The amended motion passed on a voice vote.

Ms. Cnare moved to leave the Committee of the Whole; Mr. Minihan seconded. The motion passed on a voice vote.

4. Presentation and Discussion on Branding Initiative from Madison Area Transportation Planning Board

Ms. Brucaya gave a presentation on the MATPB's rebranding initiative. Discussion ensued, including interest in exploring options for CARPC to participate in the MATPB branding effort, and the planning of a joint CARPC/MPO meeting on May 6th.

5. PUBLIC HEARINGS (7 pm)

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 and Environmental Corridors in the Northern Urban Service Area

(1) Applicant Presentation – Amendment Overview

Mike Slaveley spoke briefly, then Ben Rohr gave a presentation (link to document). Commissioners then asked questions of Mr. Rohr.
(2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

Chair Palm opened the public hearing.

The following members of the public registered:
- Roy Bernards (representing DeForest Area School District) was in support and was available for questions.
- Mark Langer (from Baxter and Woodman, representing Village of Windsor) was in support and was available for questions.
- John Rauwolf (representing DeForest Area School District) was in support, wished to speak, and was available for questions.
- Ben Rohr (Planner, Village of Windsor) was in support and wished to speak.
- Jamie Rybarczyk (Deputy Administrator, Village of Windsor) was in support and was available for questions.
- Mike Slaveley (representing DeForest Area School District) was in support and was available for questions.
- Bob Wipperfurth (President of Village of Windsor) was in support, wished to speak, and was available for questions.

Mr. Wipperfurth made a statement in support of this amendment.

Commissioners sought verification that all of the amendment area was to be used by the school. Representatives of the Village of Windsor and the DeForest Area School District confirmed that this is the case. They stated that Lot 4 (the amendment area north of the intermittent stream) will be used as an agricultural lab for the school and that an environmental / natural resource theme is intended for the school, which is also planned to have a geothermal heating system and roof mounted solar panels.

Chair Palm closed the public hearing.

(3) Commissioner Questions and Discussion

Commissioners’ questions for registrants were asked previously.

b. Public Hearing on Amendment of the Dane County Water Quality Plan by Creating a Process, Policies and Criteria for Minor Amendments to Sewer Service Area Boundaries

(1) Staff Presentation

Mr. Rupiper gave a presentation (link to document), after which Commissioners asked questions.

Mr. Hampton asked if homeowners who connected to sewer without going through the proper channels first were penalized when the Madison Metropolitan Sewerage District discovered the connection. Mr. Rupiper stated that he did not know but he would investigate and report back to the Commission.

(2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

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

(3) Commissioner Questions and Discussion

This was unnecessary as the discussion occurred during and after Mr. Rupiper’s presentation.
6. **ACTION ITEMS**

a. **Consideration of Resolution No. 2020-03, Recommending to the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan by Establishing Policies and Criteria for the Review of Minor Sewer Service Area Amendments (actionable item)**

Ms. Cnare moved to adopt CARPC resolution 2020-03; Mr. Geller seconded.

Ms. Cnare moved to amend the last sentence of Section 1.H. of the "Policies and Criteria" document; Mr. Minihan seconded. The following changes (highlighted in yellow) were made:

Any opposition before or at the public hearing will be reviewed by the Commission and may result in the Commission sending the amendment through the standard process and schedule for sewer service area amendments.

Mr. Foster moved to amend the amendment by striking the first sentence in Section 1.H., which was "Amendments must be uncontested and uncontroversial."; Mr. Geller seconded. Mr. Rupiper reported that this sentence was one of the criteria that the WDNR listed for consideration as part of its fast-track process, although the WDNR did not define "uncontested" and "uncontroversial." A roll call vote was requested by Ms. Cnare. Commissioners who voted aye (the first sentence would be deleted): Ms. Cnare, Mr. Minihan, Ms. Murphy, Mr. Foster, Mr. Stravinski, and Ms. Crombie. Commissioners who voted no (the first sentence would not be deleted): Mr. Hampton, Mr. Pfeiffer, Mr. Geller, and Ms. Terrell. Commissioners who were absent: Mr. Golden and Mr. McKeever. Chair Palm did not vote.

The amended motion passed on a voice vote.

Mr. Minihan moved to add a statement that buildings must be constructed by the date of the adoption of this policy; Ms. Cnare seconded.

Mr. Stravinski requested clarification as to whether the date of the adoption was by the WDNR and not the date of adoption by the Commission. Chair Palm said that he assumed it was the date of adoption by the WDNR, but the reality was that, since this was a CARPC resolution, it would be our approval. However, it would probably be the effective date of implementation. The motion passed on a voice vote. The phrase "in existence as of the date of adoption of these policies" was added to the end of the sentence in Section 1.A.

The motion to adopt the amended resolution 2020-03 passed on a voice vote.

b. **Consideration of Resolution No. 2020-04, Adopting Fees for Minor Sewer Service Area Amendments (actionable item)**

Mr. Hampton moved to adopt CARPC resolution 2020-04; Mr. Pfeiffer seconded. The motion passed on a voice vote.

c. **Consideration of Supporting the Legislative Priorities of the Wisconsin Chapter of the American Planning Association (actionable item)**

Mr. Steinhoff reviewed the information in the packet. Forbes McIntosh of Dane County Cities and Villages Association and Renee Lauber of Dane County Towns Association reviewed the information and had no concerns. Mr. Steinhoff also reported on the workforce housing bill, Assembly Bill 859, which includes many of the legislative priorities.

Mr. Hampton moved to approve legislative priorities 1-4 of the Wisconsin Chapter of the American Planning Association; Mr. Minihan seconded. The motion passed on a voice vote.
7. Consent Agenda (*actionable item*)
   a. Consideration of Approval of Minutes of the January 9, 2020 CARPC Meeting (*actionable item*)
   b. Executive Committee Recommendations (*actionable item*)
      (1) Consideration of Adoption of CARPC Resolution 2020-02 Title VI/ADA Non-Discrimination Policy (*actionable item*)
      (2) Consideration of Options for Addressing CARPC 2020 Budget Issues (*actionable item*)
      (3) Consideration of Approval of February 2020 Disbursements and Treasurer’s Report for January 2020 (*actionable item*)
      (4) Consideration of Approval of Letter of Support of Designation of U.S. Highway 151 as an Alternative Fuels Corridor (*actionable item*)
      (5) Consideration of Adoption of Revised CARPC Internal Control Procedures (*actionable item*)

Chair Palm noted that, for item 7.b.(2), the Executive Committee was recommending that the Commission authorize the 27th pay period in 2020, so that will need to be added to the budget.

Mr. Hampton moved to accept the consent agenda; Ms. Cnare seconded. The motion passed on a voice vote.

8. Presentation and Discussions
   a. Presentation and Discussion of Activities for Update of Regional Land Use (Development) Plan
      (1) Land Use Goals and Objectives Survey Results to Date

      Mr. Higgins gave a presentation. Discussion ensued.

      (2) Regional Land Use (Development) Plan Update Process – Draft Participation Plan

      Mr. Steinhoff gave a presentation. Suggestions were made by Commissioners to use high school and UW students who are focused on climate change for the public participation process, and to collaborate more with the MPO since the target audience for both entities was similar and there was already overlap with our programs.

b. Report of the Executive Chairperson and Executive Committee
   (1) Conflict Between Deputy Agency Director Job Description and CARPC Bylaws Regarding Execution of Contracts

      Chair Palm reviewed the background of this matter. The Executive Committee suggested that the bylaws be tweaked to indicate whomever the Commission designates should have power to sign documents. Chair Palm invited Commissioners to review the bylaws and suggest revisions.

      Chair Palm also reported on his and Mr. Steinhoff’s meeting with the new Dane County Board Chair Analiese Eicher. He reported that staff will be sending her information on CARPC’s land use plan draft goals and objectives to her. We may also be presenting those land use objectives to some Dane County specific committees or to the entire Board so that there is an opportunity for the Board to understand the objectives.

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

   Mr. Stravinski and Mr. Foster reported on the safe routes to school program, which will be halted temporarily due to a lack of funding. Additionally, a resolution was passed to add funds to the Transportation Improvement Program in order to apply for federal funding to get a Metro bus facility at the old Oscar Mayer plant location. The MPO also reviewed the east-west bus rapid transit plan.

   a. Report and Discussion on Division of Community and Regional Planning Activities

      Mr. Steinhoff noted current work of the Community and Regional Planning Division.
b. Report and Discussion on Division of Environmental Resources Planning Activities

Mr. Rupiper highlighted a $10,000 grant has been approved by the WDNR for the Starkweather Creek project.

10. Future Agenda Items (Next meeting is at 6pm on March 12, 2020, location to be determined)

There will be action taken on the Windsor amendment, which may mean that members of the public will be present.

11. Adjournment

Mr. Pfeiffer moved to adjourn; Mr. Minihan seconded. The motion passed or a voice vote. The meeting adjourned at 8:55pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:

[Signature]

Krish Hampton, Secretary