

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

**March 12, 2020**

**CARPC Office, 100 State Street, Suite 400, Madison, WI**

**6:00 p.m.**

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Commissioners Present: Maureen Crombie, Grant Foster (phoned in), Kris Hampton, Mark Geller (arrived at 6:03pm), Peter McKeever, Ed Minihan, Heidi Murphy (phoned in), Chair Larry Palm, David Pfeiffer, Bruce Stravinski (arrived at 6:03pm); Caryl Terrell (phoned in)

Commissioners Absent: Lauren Cnare, Ken Golden

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

Others Present: 9 members of the public; Greg Fries (City of Madison); Janet Schmidt (City of Madison)

1. Roll Call

Chair Palm called the meeting to order at 6:00pm. Quorum was established. Chair Palm announced that, due to COVID-19, the Commission would only review and take any necessary action on matters that were time sensitive.

2. Public Comment on Matters not for Public Hearing

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

3. **Consent Agenda (all items below in #3 are actionable items)**

**a. Adoption of Minutes of the February 13, 2020 CARPC Meeting**

**b. Executive Committee Recommendations**

- (1) Approval of Hiring Environmental Engineer or Recruiting Environmental Resources Planner**
- (2) Approval of Revised Job Description for Deputy Agency Director**
- (3) Approval of March 2020 Disbursements and Treasurer's Report for February 2020**
- (4) Approval of Revisions to CARPC Personnel Policies Regarding Incentives for Opting Out of Health Insurance Coverage Provided by CARPC**
- (5) Approval of Increasing the Credit Limit on CARPC's Credit Card to \$10,000**
- (6) Authorization of Agency Director to Execute Contract with Distillery for Co-Branding Services with the MPO**

Mr. McKeever moved to approve the consent agenda with additional item #8; Ms. Crombie seconded. The motion passed on a voice vote.

4. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area

a. Overview of Staff Recommendations

Mr. Rupiper reviewed staff's recommendations.

Registrants included:

Jerry Groth, village engineer, available for questions  
Jamie Rybarczyk, deputy administrator, Village of Windsor  
Mike Froehlich, project engineer, Kapur & Associates  
Tom Perez, civil engineer, Kapur & Associates  
Mike Slavney, Vandewalle & Associates  
Ben Rohr, Vandewalle & Associates

- b. Questions of Staff Recommendations

Commissioners had no questions for staff or registrants.

- c. **Approval of CARPC Management Letter #2001 – Northern USA, Recommending to the Wisconsin Department of Natural Resources Amendment of the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area (*actionable item*)**

Mr. Hampton moved to approve CARPC management letter #2001; Mr. Minihan seconded. The motion passed on a voice vote, with Mr. McKeever abstaining.

- 5. Approval of a Management Letter from the Commission to the Village of Windsor Regarding Consistency of the Revised Urban Service Area Boundary in the Northern Urban Service Area with the *Dane County Land Use and Transportation Plan*

- a. Overview of Staff Recommendations

Mr. Higgins reviewed staff recommendations.

- b. Questions of Staff Recommendations

Commissioners had no questions for staff or registrants.

- c. **Approval of CARPC Management Letter #2001 – Windsor LUTP citing substantial consistency between the proposed Sewer Service Area Boundary and Environmental Corridors amendment in the Northern Urban Service Area and the *Dane County Land Use and Transportation Plan* (*actionable item*)**

Mr. Pfeiffer moved to approve CARPC management letter #2001 to the Village of Windsor; Mr. Stravinski seconded. The motion passed on a voice vote, with Mr. McKeever abstaining.

- 6. City of Madison Proposed Stormwater Ordinance Updates

- a. Presentation by City of Madison Engineering Staff

Mr. Fries and Ms. Schmidt gave a presentation ([link](#)). The presentation can also be found at <https://www.cityofmadison.com/engineering/documents/StormOrdChangesPIM2.pdf>. There was Commission support for the proposed stormwater ordinance updates and for encouraging other municipalities, including Dane County, to adopt similar minimum standards.

- b. **Approval of Resolution No. 2020-05, Supporting the City of Madison’s Proposed Stormwater Ordinance Updates (*actionable item*)**

Ms. Terrell moved to adopt CARPC resolution 2020-05; Mr. Minihan seconded. The motion passed on a voice vote.

- 7. CARPC Regional Development Plan Update – This item was not discussed nor voted on.

- a. Presentation – Goals and Objectives, Regional Development Framework, Participation Plan

- b. **Approval of Participation Strategy for Preparation of the Regional Development Plan (*actionable item*)**

- 8. **Approval of Letter of Support for the Wisconsin Bike Federation’s Application for Transportation Alternative Program Funding from the Wisconsin Department of Transportation (*actionable item*)**

The approval of this letter was included as part of the consent agenda (item #3).

9. Reports – These reports were not given during the meeting.
  - a. Executive Chairperson and Executive Committee
    - (1) Potential Revisions to CARPC Bylaws Including Execution of Contracts
    - (2) Increasing Efficiency of Processing Expense Reimbursements
  - b. Members of the Madison Area Transportation Planning Board
  - c. Agency Director/Division Director, Community and Regional Planning
    - (1) Potential CARPC Branding Activities
  - d. Deputy Agency Director/Division Director, Environmental Resources Planning

10. Future Agenda Items (Next meeting is at 6pm on April 9, 2020, location to be determined)

No future agenda items were presented. Item #7 will need to be added to a future agenda.

11. **Approval of Resolution No. 2020-06 Providing Additional Paid Hours to CARPC Employees When Unable to Work Due to the COVID-19 Pandemic (*actionable item*).**

Ms. Crombie moved to approve Resolution No. 2020-06; Mr. Minihan seconded. Chair Palm explained the policy being voted on. The motion passed on a voice vote.

12. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 6:52 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary