

MINUTES
of the Capital Area Regional Planning Commission

April 9, 2020 at 6:00 p.m. (Virtual Meeting via Zoom)

Commissioners Present: Maureen Crombie, Kris Hampton (phoned in), Mark Geller,
(all Commissioners attended Peter McKeever, Ed Minihan (joined at 6:16pm), Heidi Murphy, Ken Opin,
remotely) Chair Larry Palm, David Pfeiffer, Bruce Stravinski, Caryl Terrell (phoned in)

Commissioners Absent: Lauren Cnare, Grant Foster

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

Others Present: 7 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:07pm. Quorum was established. Chair Palm welcomed Ken Opin, who is the Mayor of Madison's appointment replacing Ken Golden.

2. Committee of the Whole for the Purpose of Reviewing Meeting Protocols

Mr. Rupiper reviewed the controls for Zoom and offered some best practices to participate in the meeting.

3. Public Comment on Matters not for Public Hearing

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

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

- a. **Approval of Minutes of the March 9, 2020 Executive Committee Meeting**
- b. **Approval of Minutes of the March 12, 2020 CARPC Meeting**
- c. **Approval of April 2020 Disbursements and Treasurer's Report for March 2020**
- d. **Approval for Agency Director to Sign the Natural Heritage Inventory (NHI) Data License Agreement with the Wisconsin Dept. of Natural Resources**

Mr. Hampton moved to approve the consent agenda; Ms. Crombie seconded. The motion passed on a voice vote, with Mr. Opin abstaining.

5. CARPC Regional Development Plan Update

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

Mr. Steinhoff gave a presentation, which may be viewed at https://carpc.sharepoint.com/:b/g/EYzc_QeSLE9BqckvGipS5QwBbOfsGTDZtMX1zuGIBWukMw?e=BiE81h. Discussion ensued. A draft regional development concept is the goal by the end of 2020. This will take involvement from the Commission and the Technical Advisory Committee, and discussions with communities around the region. Mr. Rupiper, Bill Schaefer of the MATPB, and Todd Violante and Olivia Parry of Dane County Planning will bring regional perspective to the Technical Advisory Committee.

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

Mr. Minihan moved to approve the participation strategy for preparation of the regional development plan; Ms. Murphy seconded. The motion passed on a voice vote.

6. 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 Cross Plains Urban Service Area

Registrants included:

Bill Chang (Administrator/Clerk, Village of Cross Plains)
Dan Eckberg (Vandewalle & Associates)
Brian Berquist (Town and Country Engineering)
Mike Slavney (Vandewalle & Associates)
Jay Lengfeld (President, Village of Cross Plains)
Ronald Klaas (D'Onofrio, Kottke, and Associates)

- (1) Applicant Presentation – Amendment Overview

Mr. Eckberg and Mr. Chang gave a presentation providing an overview of the proposed amendment, which may be viewed at <https://carpc.sharepoint.com/:p:g/EX5tVoEZxdBLqO2Yiny24fQBd7afezDGCYms9pcvbaYaaA?e=w8tSRR>

It was stated that the Town of Berry was contacted about the proposed amendment and their comments were regarding stormwater management and jurisdiction for road maintenance.

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

Chair Palm opened the public hearing.

There was one public comment received via email from a Town of Berry resident who lives on Hill Point Road north of the proposed amendment. His concern relates to the history of flooding in this general area of Brewery Creek. This email was shared with the Village, and the Village has contacted him to discuss his concerns.

Mr. Lengfeld spoke as Village president and as a Village resident. He is in support of this development.

Chair Palm closed the public hearing.

- (3) Commissioner Questions and Discussion

Commissioners had several questions related the history of flooding along Brewery Creek, including the August 2018 flood, and the Village's planned flood mitigation projects. Commissioner McKeever requested a map be provided that shows the project location for Brewery Creek. Additional questions related to the developer's planned request to seek an artificial wetland determination in the amendment area, the Village's treated effluent discharge to Black Earth Creek, and the stormwater management design of Laufenberg Boulevard. Commissioner Terrell also requested that the MPO provide a comment letter regarding transportation impacts.

7. Proposed Changes to the CARPC Bylaws and Personnel Manual

Ms. Firestone reviewed the information from the cover sheet. There were no questions or comments.

8. Approval of Revisions to CARPC “Planning and Data Services Policy” to Allow Waiver of Fees Based on Hardship and Approval of Waiving Fees for Services to the Village of Rockdale (*actionable item*)

- a. Approval of Revisions to CARPC “Planning and Data Services Policy”
 - (1) Adopted Policy on Providing Planning and Data Services
 - (2) Proposed Changes to Policy

- b. Waiver of Fees to the Village of Rockdale Based on Hardship
 - (1) Letter from the Village of Rockdale Requesting Fee Waiver

Mr. McKeever moved approval of the revision of the policy and the waiver of fees; Mr. Minihan seconded. The motion passed on a voice vote.

9. Insuring CARPC's Funds Beyond the FDIC Limit

Ms. Firestone reviewed the information from the cover sheet. Commissioners were generally favorable to moving forward, with a concern that funds should be guarded closely and not be subject to the stock market. A request was made to check with other banks regarding fees charged to participate in their ICS programs.

10. Reports

- a. Executive Chairperson

Chair Palm gave a short report, which included a report on the AGMV Executive Committee meeting.

- b. Members of the Madison Area Transportation Planning Board

Mr. Stravinski reported that the MATPB meeting was cancelled.

- c. Agency Director/Division Director, Community and Regional Planning
 - (1) Update on Co-Branding Services with Distillery
 - (2) Capacity Building Grant Application for Regional Site Suitability Analysis

Mr. Steinhoff reported on staff working remotely, with work generally being performed as scheduled. Staff is working with MadREP to prepare a WEDC capacity building grant application. Mr. Steinhoff is working with the Dane County Planning staff to have better coordination between our offices. The deadline for the Village of Mazomanie's comp plan review has been pushed back to the end of the year. Staff is continuing to work on comp plans with the Villages of Rockdale and Blue Mounds and the Town of Bristol. Mr. Steinhoff also reported on the work done with Distillery on co-branding with the MPO.

- d. Deputy Agency Director/Division Director, Environmental Resources Planning

Mr. Rupiper mentioned some highlights from his report. There will be a public hearing at the May CARPC meeting for an Urban Service Area amendment by the Village of Cottage Grove, and a possible public hearing in June for a USA amendment by the Village of McFarland. There were 62 applicants for the Environmental Resources Planner position. Interviews are scheduled for the week of April 13th with an expected start date in early May.

11. Future Agenda Items (Next Executive Committee meeting is 6pm on May 11, 2020, location TBD; next CARPC meeting is 6pm on May 14, 2020, location TBD)

Meeting attendees reported that registration for this Zoom meeting had some issues, as well as attendees' use of meeting controls.

12. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 8:19 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary