

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

May 14, 2020 at 6:00 p.m.

Commissioners Present: Maureen Crombie, Kris Hampton, Mark Geller, Bruce Stravinski, Peter McKeever, Ed Minihan, Heidi Murphy, Chair Larry Palm, David Pfeiffer, Caryl Terrell, Grant Foster, Ken Opin

Commissioners Absent: Lauren Cnare

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff, Sarah Fuller, Melissa Breyer

Others Present: 16 members of the public (see list of public members below the signature block)

1. Roll Call

Chair Palm called the meeting to order at 6:00pm. Quorum was established.

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 April 9, 2020 CARPC Meeting**
- b. **Executive Committee Recommendations**

- (1) **Approval of May 2020 Disbursements and Treasurer's Report for April 2020**
- (2) **Adoption of the Wisconsin Department of Administration Local Government Investment Pool Resolution**
- (3) **Adoption of Whistle Blower Protection Policy**

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

4. **Adoption of CARPC Resolution 2020-07-CARPC Signing on as a Supporter of the Dane County Climate Action Plan (actionable item)**

Mr. McKeever moved to adopt CARPC Resolution 2020-07; Ms. Terrell seconded. The motion passed on a voice vote.

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov toj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

5. Reports

a. Executive Chairperson and Executive Committee

- (1) Discussion of CARPC Estimated 2020 Year End Income and Expense
- (2) Discussion of Preliminary 2021 CARPC Budget Options

Mr. Steinhoff gave an overview of the estimated 2020 year-end income/expense report and the preliminary 2021 budget options. He reported that the County Executive published his 2021 budget guidelines, which included guidelines for a 2.5% budget reduction for small departments and a 5% budget reduction for large departments. These reductions include all budget categories, including personnel costs. Discussion ensued. Chair Palm stated that he and Mr. Steinhoff felt that CARPC should support the County's economic position.

b. Members of the Madison Area Transportation Planning Board

Mr. Stravinski reported that, at its June 3rd meeting, the MPO Board approved funding for the interchange of Highway AB and Highway 12/18 and the frontage roads that will come from that interchange. CARPC and the MPO will hold a joint meeting on June 3rd.

c. Agency Director/Division Director, Community and Regional Planning

- (1) Quarterly Work Program Report
- (2) Regional Development Plan Update – Draft Revised Goals, Objectives, and Indicators

Mr. Steinhoff reported on the regional development plan update, including what the technical advisory committee will be reviewing. Current work includes revisions to draft goals and objectives; research on existing land use goals and other regional plans around the country; good coordination among CARPC staff, MPO staff, and City of Madison staff to prepare mapping and population projections. It is hoped that an UrbanFootprint scenario can be published by the end of summer. Mr. Steinhoff also reported that staff are continuing to support the planning needs of several municipalities, and providing assistance to the City of Stoughton for a USDOT BUILD grant. The quarterly work program report was emailed to Commissioners.

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

Mr. Rupiper reported that CARPC's regional water quality planning and flood resilience planning initiatives are continuing. CARPC has not seen any reduction in development activity due to COVID-19. There were 11 sewer extension reviews in April, plus a number of upcoming Water Quality Plan sewer service area amendments. Melissa Breyer was introduced as the new Environmental Resources Planner, who will be the lead staff person in the division for environmental corridor/wetland issues.

At 6:53pm Mr. Foster moved to adjourn until 7 pm; Ms. Murphy seconded. The motion passed on voice vote.

Chair Palm called the session back into order at 7:01 pm.

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 Cottage Grove Urban Service Area

(1) Applicant Presentation – Amendment Overview

The list of applicant registrants is shown at the bottom of the minutes.

Mr. Giese, Mr. Rizzo, Mr. Ruth, and Mr. Lord gave the presentation for the applicant and the amendment overview. They also addressed the Town of Sun Prairie's concerns (they want no road connections into the Town's subdivision; a buffer along the residential properties; and assurances that stormwater standards would be met).

Discussion items included:

- The creation of a Town island resulting from the annexation, which the Wisconsin Department of Administration has declared "against the public interest" in its advisory letter;
- The Town conservation easement that is included in the amendment area;

- Discussions with the Town of Sun Prairie regarding a boundary agreement.
- Plans for road layout, access to County Highways TT and N, and improvements needed for County Highway AB; and
- The path stormwater discharge would take leaving the Village and into the Town.

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

Chair Palm opened the public hearing.

There was one registrant for the public hearing: Lyle Updike, Chair of the Town of Sun Prairie.

Mr. Updike talked about the lack of a boundary agreement with the Village, the Town's conservation easement, connections to Town roads in the annexed area, the need for a 40-foot buffer, stormwater issues, and the Town island.

Mr. Pfeiffer questioned the number of annexations. Mr. Updike responded that there were two annexations.

There was a discussion regarding the Town and Village resuming discussions on a boundary agreement.

Chair Palm closed the public hearing.

(3) Commissioner Questions and Discussion

There were no further questions from Commissioners.

Mr. Rupiper stated that this amendment will be brought to the Commission for consideration during the June CARPC meeting. In the interim CARPC staff will work with all of the parties to try to resolve the issues brought forth.

Ms. Terrell stated that it is very important for Commissioners to understand what the stormwater volume will be that leaves the property and where the stormwater will go.

b. Public Hearing on Revisions to CARPC Bylaws

(1) Staff Review of Proposed Revisions

Chair Palm and Ms. Firestone reviewed the proposed revisions.

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

Chair Palm opened the public hearing.

There were no registrants for public hearing.

Chair Palm closed the public hearing.

(3) Commissioner Questions and Discussion

Commissioners had no questions, and there was no further discussion.

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

a. Overview of Staff Recommendations

Mr. Rupiper reviewed staff recommendations.

b. Questions of Staff Recommendations

Discussion included the artificial wetland exemption request and how that is covered by the conditions and recommendations, and future flood mitigation considerations.

Village of Cross Plains representatives present at the meeting included Bill Chang, Brian Berquist, Mike Slavney, and Dan Eckberg.

c. **Approval of CARPC Management Letter #1901 – Cross Plains 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 Cross Plains Urban Service Area (*actionable item*)**

Mr. Stravinski moved to approve CARPC Management Letter #1901 to the WDNR; Mr. Hampton seconded.

Mr. McKeever moved to amend the motion to change recommendation #3 to a condition; Ms. Terrell seconded. The motion to amend the main motion passed on a voice vote.

The amended main motion passed on a voice vote.

8. Approval of a Management Letter from the Commission to the Village of Cross Plains Regarding Consistency of the Revised Urban Service Area Boundary in the Cross Plains 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 of staff recommendations.

c. **Approval of CARPC Management Letter #1901 – Cross Plains LUTP citing substantial consistency between the proposed Sewer Service Area Boundary and Environmental Corridors amendment in the Cross Plains Urban Service Area and the *Dane County Land Use and Transportation Plan* (*actionable item*)**

Mr. Foster moved to approve CARPC Management Letter #1901 for the Cross Plains LUTP; Ms. Crombie seconded. The motion passed on a voice vote, with Mr. McKeever and Ms. Terrell voting no.

9. Future Agenda Items (Next Executive Committee meeting is 6pm on June 8, 2020, location TBD; next CARPC meeting is 6pm on June 11, 2020, location TBD)

Both of the June meetings will be virtual meetings via Zoom.

10. Adjournment

Ms. Murphy moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 8:44 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Public members:

Brian Berquist (Town & Country Engineering, Inc.)
Bill Chang (Village of Cross Plains)
Daniel Eckberg (Vandewalle & Associates on behalf of the Village of Cross Plains)
Matt Giese (Village of Cottage Grove)
David Kanning (Madison Area Transportation Planning Board)
Sonja Kruesel (City of Fitchburg)
Kevin Lord (MSA Professional Services)
Forbes McIntosh (DCCVA)
Melissa Ratcliff (Village of Cottage Grove)
Todd Rizzo (Greywolf Partners, Inc.)
Erin Ruth (Village of Cottage Grove)
Mark Seidl (Pinnacle Engineering Group)
Michael Slavney (Vandewalle & Associates)
Steve Turner (Greywolf Partners, Inc.)
Lyle Updike (Town of Sun Prairie)
Paul Wagner (Greywolf Partners, Inc.)