

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

September 10, 2020 at 7:00 p.m. (Virtual Zoom Meeting)

Commissioners Present: Lauren Cnare, Maureen Crombie, Grant Foster, Mark Geller, Kris Hampton, Ed Minihan, Heidi Murphy, Chair Larry Palm, David Pfeiffer, Caryl Terrell

Commissioners Absent: Peter McKeever, Ken Opin, Bruce Stravinski

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

Other Present: 6 members of the public

1. Roll Call

Chair Palm called the meeting to order at 7:00pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

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 August 13, 2020 CARPC Meeting

b. Executive Committee Recommendations

- (1) Approval of Revision to RPC Meeting Polices and Deadlines**
- (2) Approval of Establishing a CARPC Retirement Enhancement Program**
- (3) Approval of September 2020 Disbursements and Treasurer's Report for August 2020**
- (4) Authorization of Agency Director to Execute 2021 FHWA Sub-recipient Title VI Assurances and Implementation Plan Agreement Parts 1 and 2**

Ms. Cnare moved to accept the consent agenda with the exception of 3.b.(1), which was edited; Mr. Minihan seconded.

Chair Palm stated that the Executive Committee was recommending that item 3.b.(2) be tabled until January 2021 due to the current economic and budget situations and to give staff more time to research accounting ramifications.

The motion passed on a voice vote.

Item 3.b.(1) was voted on as part of item 8.a. below.

4. **PUBLIC HEARINGS (7 pm)**

a. Adoption of the 2021 Capital Area Regional Planning Commission Budget

(1) Staff Presentation

Mr. Steinhoff reviewed some of the line items, and he noted that this was the same budget that the Commission approved in June as a preliminary budget.

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

Chair Palm opened the public hearing.

No registrants wished to speak on this item.

Chair Palm closed the public hearing.

(3) Commissioner Questions and Discussion

Ms. Cnare questioned the increased insurance expense. This increase was a result of CARPC moving to its new offices, an increase in CARPC's personal property insurance amount, and a reflection of actual insurance premiums from what was included in the 2020 budget.

5. Consideration of CARPC Resolution 2020-12 Adoption of the 2021 Capital Area Regional Planning Commission Budget (*actionable item*)

Mr. Geller moved to adopt CARPC Resolution 2020-12; Ms. Cnare seconded. The motion passed on a voice vote.

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

a. Opportunity for Public Comment

No registrants wished to speak at this time.

b. Overview of Staff Recommendations

Mr. Rupiper presented the staff recommendations.

c. Questions of Staff Recommendations

Mr. Minihan asked if there was a car wash and if the car wash water was being treated. Mr. Rupiper stated that the car wash water was going to be treated at the wastewater treatment plant.

d. Approval of CARPC Management Letter #2005 – Mt Horeb 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 Mount Horeb Urban Service Area (*actionable item*)

Mr. Minihan moved to approve CARPC management letter #2005 Mt. Horeb USA; Ms. Crombie seconded. The motion passed on a voice vote.

7. Land Use and Transportation Review of the Village of Mt. Horeb Urban Service Area Amendment

a. Opportunity for Public Comment

No members of the public wished to speak.

b. Commission discussion of land use consistency review process

Mr. Steinhoff provided background and an overview of this item, summarizing information in the agenda item cover sheet. The current process for CARPC's land use review of USA applications is no longer working as intended because the Dane County Land Use and Transportation Plan (Vision 2020), adopted in 1997 is obsolete. Staff and the Executive Chair identified an alternative option that involves a broader look at the applicant's planning and development over about a five-year period, and in relation to the draft goals and objectives CARPC prepared to guide preparation of a new Regional Development Framework.

Chair Palm asked each commissioner in turn for their response to the alternative option. Commissioners all voiced support for the alternative option. They felt it would be beneficial to have discussions with communities about their comprehensive plan. A common sentiment was that the sooner the new regional development framework is completed the better, to guide and provide support to local planning. Other comments were: the alternative approach will allow the commission to better focus on the bigger picture; communities are beginning to recognize that there is a regional planning effort underway; the review process should be a joint presentation with local and CARPC staff such that it does not turn into an inquisition; more collaborative discussions will benefit all.

c. Staff Presentation and Questions

Mr. Higgins gave a staff presentation intended as an example of how the alternative land use review option could take place. He reviewed the growth plans in the Mt. Horeb comprehensive plan and development activity in recent years. He reviewed the draft goals and objectives for the Regional Development Framework process.

Discussion points included the connections and barriers to the commercial area; the need for regional stormwater basins; and the need for stormwater management and better access before the uses in the development areas can be decided.

There were no questions for the registrants.

d. Discussion of Village of Mount Horeb planning and development, and USA amendment, as they relate to the draft goals and objectives prepared for the Regional Development Framework process

Discussion for this item occurred under item 7.b.

e. **Approval of CARPC Management Letter #2005 – Mt Horeb USA LUTP citing substantial consistency between the proposed Sewer Service Area Boundary and Environmental Corridors amendment in the Mount Horeb Urban Service Area and the *Dane County Land Use and Transportation Plan (actionable item)***

Mr. Geller moved to approve CARPC management letter #2005- Mt. Horeb USA LUTP; Ms. Cnare seconded. The motion passed on a voice vote.

Ms. Terrell asked whether the Village was going to respond to the MPO's letter. Mr. Owen stated that he would follow up with the Village president. Mr. Slavney would be interested in promoting those objectives when they work with the Village on the ten-year update.

8. Reports

a. Executive Chairperson and Executive Committee

(1) Discussion on Making Juneteenth (June 19th) an Annual CARPC Paid Holiday

Chair Palm reviewed the revised language of the "Public Speaking" box at the top of CARPC agendas. This revised language was item 3.b.(1) above, which was an actionable item. Ms. Terrell moved to accept the revised language; Mr. Geller seconded. The motion passed on a voice vote.

Chair Palm said the Executive Committee was in favor of making Juneteenth an annual CARPC paid holiday. It will be included in the personnel manual revisions presented to the Commission for approval during the October meeting.

b. Members of the Madison Area Transportation Planning Board

Mr. Foster gave an overview of the MATPB's September 2nd meeting, which included a public hearing on the 2021-25 Transportation Improvement Program (TIP), which will be presented at the next board meeting for approval; a presentation from service providers for enhanced services for seniors and people with disabilities; some information from Metro Transit on its safety action plan; and also the results of an MPO survey about remote work in the greater Madison area, that had interesting findings regarding individuals' perceptions of their own productivity and the productivity of subordinates. Chair Palm requested that the survey results be sent to Commissioners. There will also be some future educational opportunities between CARPC and the MPO.

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

Mr. Steinhoff gave his presentation. The current priority is the regional development framework> Staff are finishing projections (household, employment, and population) and starting on UrbanFootprint mapping. The end of the year is the target to produce the first map scenario for review, comment, and discussion. Mr. Steinhoff has been working on housing demand forecasting and analysis. CARPC staff were continuing to solicit interest in performing planning services for communities next year.

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

Mr. Rupiper gave update, including the USGS monitoring station for Swan Creek, which is proposed by City staff for inclusion in the City of Fitchburg's 2021 budget. There will be some public hearings held in October/November, and City staff have asked Mr. Rupiper to speak to the City's Resource Conservation Commission. Dane County is expected to introduce its stormwater ordinance amendment at this month's County Board meeting.

9. Future Agenda Items (Next Executive Committee meeting is 6pm on October 5, 2020, via virtual Zoom meeting; next CARPC meeting is 6pm on October 8, 2020, via virtual Zoom meeting)

- Discussion of the adoption of draft goals and objectives of the regional development framework
- Discussion on CARPC's 2021 work program
- Public Hearing on USA amendment for the City of Middleton
- Discussion regarding DCCVA's September 10th letter to the Commission, or at least a report on the September 30th DCCVA meeting

Mr. Foster suggested that the Commission consider adding a "Correspondence Received" line item to the CARPC agenda so that the Commission can discuss correspondence sent to the Commission.

10. Adjournment

Mr. Hampton moved to adjourn; Ms. Terrell seconded. The motion passed on a voice vote. The meeting adjourned at 8:35pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Registered members of the public who attended the meeting:

- Forbes McIntosh (DCCVA)
- Troy Mleziva (Kwik Trip Real Estate)
- Nicholas Owen (Administrator-Village of Mt. Horeb)
- Ben Rohr (Planner-Vandewalle & Associates) supports the amendment and is available for questions
- Michael Slavney (Principal Planner/Village Planner, Vandewalle & Associates for Village of Mt. Horeb) supports the amendment and is available for questions
- Robert Wright (Engineer, SmithGroup, for Village of Mt. Horeb)