

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

**November 12, 2020**

**Virtual Zoom Meeting**

**6:00 pm**

---

Commissioners Present: Maureen Crombie, Grant Foster, Mark Geller, Kris Hampton, Peter McKeever, Ed Minihan, Heidi Murphy (late arrival), Ken Opin, Chair Larry Palm, David Pfeiffer, Jim Schuler, Caryl Terrell, Nick Zavos (late arrival)

Commissioners Absent: None

Staff Present: Sean Higgins (late arrival), Mike Rupiper, Haley Smith, Steve Steinhoff

MPO Staff Present: Zia Brucaya, Transportation Options Program Manager MPO

Others Present: Abby Attoun, Director of Planning and Community Development for the City of Middleton (late arrival); Dean Dahmen, Property Owner (late arrival); Forbes McIntosh (late arrival)

1. Roll Call

Chair Palm called the meeting to order at 6:00pm. 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. Approval of Minutes of the October 8, 2020 CARPC Meeting**

**b. Executive Committee Recommendations**

- (1) Authorization for Agency Director to Execute Planning Assistance Agreement with Town of Springfield**
- (2) Adoption of Revised Internal Control Procedures**
- (3) Authorization for Agency Director to Execute Annual Agreement with City of Madison for Transportation Planning Services in 2021**
- (4) Authorization for Agency Director to Execute Memorandum of Understanding with the Southwest Workforce Development Board for Financial Services in 2021**
- (5) Authorization for Deputy Agency Director to Provide Letter of Support and Associated Financial Contribution to WI Salt Wise**
- (6) Approval of November 2020 Disbursements and Treasurer's Report for October 2020**

Mr. Opin moved to accept the consent agenda; Ms. Crombie seconded. There was no discussion or separation. The motion carried on a voice vote.

4. **Approval of Resolutions Recognizing Commissioners and Staff (*actionable item for all resolutions*)**

**a. Resolution 2020-15 Expressing Appreciation to Lauren Cnare for Her Service and Contribution to the Capital Area Regional Planning Commission**

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 tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Mr. McKeever moved to approve Resolution 2020-15 Expressing Appreciation to Lauren Cnare for Her Service and Contribution to the Capital Area Regional Planning Commission; Mr. Hampton seconded. The motion passed on a voice vote.

**b. Resolution 2020-16 Expressing Appreciation to Linda Firestone for Her Service and Contribution to the Capital Area Regional Planning Commission**

Ms. Terrell moved to approve Resolution 2020-16 Expressing Appreciation to Linda Firestone for Her Service and Contribution to the Capital Area Regional Planning Commission; Ms. Crombie seconded. The motion passed on a voice vote.

**c. Resolution 2020-17 Expressing Appreciation to Sarah Fuller for Her Service and Contribution to the Capital Area Regional Planning Commission**

Ms. Terrell moved to approve Resolution 2020-17 Expressing Appreciation to Sarah Fuller for Her Service and Contribution to the Capital Area Regional Planning Commission; Mr. Hampton seconded. The motion passed on a voice vote.

**d. Resolution 2020-18 Expressing Appreciation to Bruce Stravinski for His Service and Contribution to the Capital Area Regional Planning Commission**

Ms. Terrell moved to approve Resolution 2020-18 Expressing Appreciation to Bruce Stravinski for His Service and Contribution to the Capital Area Regional Planning Commission; Ms. Crombie seconded. The motion passed on a voice vote.

Mr. Steinhoff asked to move Ms. Brucaya's presentation to this point in the meeting; there were no objections to taking this item out of order.

**10. Presentation on Greater Madison MPO Survey of Impact of COVID-19 on Remote Work Trends**

Ms. Brucaya gave a PowerPoint presentation on the results of the MPO's 3-week Telework Survey conducted in June 2020 to the Commission. During the presentation, Commissioner Foster asked to share a link with the Commissioners to the following article: <https://theconversation.com/a-transition-to-working-from-home-wont-slash-emissions-unless-we-make-car-free-lifestyles-viable-147123>. Ms. Crombie asked Ms. Brucaya to share her PowerPoint presentation with the Commission and discussion ensued. Questions were posed about people who cannot transition to telework and the inequitable impacts on them.

The survey also indicated that while COVID is not going to last forever, working from home to some degree will remain and has significant implications for transportation and land use planning. The potential to reduce even peak-hour demand by 20 or 30% would take a lot of effort to get people on buses, walking or biking to see that kind of drop. From a land use planning perspective, while it may take commuting trips out, it could introduce other kinds of travel. It also reinforces the need and value for more complete neighborhoods and having access to the things people need nearby. This could either drive rural living or help support more complete neighborhoods wherever they are so people don't have to commute into the city center. What can we do to help share some of this information in our planning and with some of these communities to build out complete neighborhoods themselves?

Another question brought up transportation demand management and the potential for introducing not just working-at-home suggestions to employers, but also modifying the time(s) when the office opens and closes to spread commute times out over several hours.

Ms. Brucaya agreed that having flex work schedules was a great point from the peak-hour and air quality standpoint and was one of the big takeaways nationally. Seeing that there are lots of different ways in which people like to work, can work and still get their work done, employers are adjusting to that and working on accommodating those different types of schedules now.

A remark was made that the transportation impact is a very immediate and obvious consequence of the COVID situation. The land use stuff is much more long-term in terms of the changes that could occur and harder to predict. What about the economic impact in terms of:

- Areas that don't have access to broadband being deprived of opportunity
- Businesses that thrived on having a workforce nearby but is now dispersed

The Commission jumped forward to agenda item #6 to accommodate the new arrivals. There were no objections.

6. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area, Requested by the City of Middleton
  - a. Opportunity for Public Comment  
No members of the public commented wished to speak but were available for questions.
  - b. Overview of Staff Recommendations  
Mr. Rupiper gave an overview of the proposed amendment and the staff recommendations in the water quality management letter to the DNR.
  - c. Questions of Staff Recommendations  
There were no questions for the staff.
  - d. **Approval of CARPC Management Letter #2006 – Central 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 Central Urban Service Area, Requested by the City of Middleton (*actionable item*)**

Mr. Pfeifer moved to recommend to the DNR amendment of the *Dane County Water Quality Management Plan* by revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area, as requested by the City of Middleton; Ms. Crombie seconded. The motion passed on a voice vote.

7. **Authorization to send letter from CARPC to City of Middleton expressing substantial consistency between portions of the draft comprehensive plan for City of Middleton and the draft Regional Development Framework goal of increasing resilience to climate change (*actionable item*)**

Mr. Steinhoff gave a short presentation to bring new commissioners up-to-speed and stated that the letter to the City of Middleton addresses the goal of working with the City of Middleton on one of the Commissions RDF goals of addressing climate change.

Mr. Schuler moved to authorize to send letter from CARPC to City of Middleton expressing substantial consistency between portions of the draft comprehensive plan for City of Middleton and the draft Regional Development Framework goal of increasing resilience to climate change; Ms. Murphy seconded. The motion passed on a voice vote.

5. **Adoption of Resolution 2020-19, Approving the CARPC 2021 Work Program (*actionable item*)**

Mr. Steinhoff presented highlights of the 2021 Work Program to the Commission. He also addressed the issue of Commissioners playing a more active role in some of these activities in the future. The commissioners were very pleased with the presentation and updated Work Program. A request was made to highlight the plans around regional transit from a land use perspective as well. It was noted that commissioners have already volunteered to be brand ambassadors.

Mr. McKeever moved to adopt Resolution 2020-19, Approving the CARPC 2021 Work Program; Mr. Opin seconded. The motion passed on a voice vote.

8. **Authorization of Agency Director to Apply for Funding, as a Co-Applicant with the Madison Region Economic Partnership, for U.S. Economic Development Administration Funding for A Sector Strategy for Pandemic Recovery (*actionable item*)**

MadREP is the lead applicant on this project with CARPC as the co-applicant. CARPC will be doing the GIS mapping side. The application must be submitted as soon as possible to receive the funding.

Ms. Crombie moved to authorize of Agency Director to apply for funding, as a co-applicant with the Madison Region Economic Partnership, for U.S. Economic Development Administration funding for A Sector Strategy for Pandemic Recovery; Ms. Terrell seconded with a question. She asked what kind of analysis or criteria would deal with housing, workforce development and training facilities that might be associated with some of these growth sectors and where would it come from?

Mr. Steinhoff said members of the steering committee include business leaders in those growth sectors, leaders representing MadREP and others who will identify site identification criteria including housing and workforce needs. A concern was raised about the number of large contiguous areas in the region and that agricultural preservation is also part of our charge. The motion passed on a voice vote.

## 9. Reports

- a. Executive Chairperson and Executive Committee - Discussions of the overall financial systems and processes are underway and will be presented to the Executive Committee and then the full commission if merited. A financial commitment to Wisconsin Salt Wise for hiring a full-time staff member is part of our 2021 budget. The Annual meeting will be held in January with the election of officers.
- b. Members of the Madison Area Transportation Planning Board – WisDOT is restarting the Beltline and Stoughton Rd study projects; Grant Foster will be on the Stoughton Rd project. Mr. McKeever asked if they still need to use the shoulders on the Beltline? A presentation will be made on this at the next MPO meeting.
- c. Agency Director/Division Director, Community and Regional Planning
  - (1) Mr Steinhoff gave a recap of a previous presentation to the City of Verona Plan Commission. His focus right now is the completion of the Urban Footprint mapping and stated that overall, the presentations have been well-received. Mr Pfeifer stated that there is still some perception of CARPC as a regulatory authority and not a planning entity. Ms. Murphy felt the commission's outreach might help to better educate commissioners in local government.
- d. Deputy Agency Director/Division Director, Environmental Resources Planning
  - (1) Mr. Rupiper reported that the City of Fitchburg approved a budget amendment to fund part of the USGS monitoring station on Swan Creek. There were many contributors to this endeavor, and he believes that the Commission's resolution supporting the station was instrumental in getting the budget amendment approved. CARPC has hired an Environmental Engineer who starts on Monday, November 23, 2020.

## 11. **Approval to Reduce CARPC Levy Billing to Dane County as Indicated in CARPC Resolution 2020-08 (actionable item)**

Mr. Hampton moved to approve to Reduce CARPC Levy Billing to Dane County as Indicated CARPC Resolution 2020-08; Mr. Zavos seconded. The motion passed on a voice vote.

12. Future Agenda Items (The December 10, 2020 meeting was cancelled. The next meeting will be the CARPC Annual Meeting on January 14, 2021 via virtual Zoom meeting at 6:00 pm)

## 13. Adjournment

Mr. Opin moved to adjourn; Mr. Zavos seconded. The motion passed on a voice vote. The meeting adjourned at 8:01 pm.

Registered members of the public who attended the meeting:

Abby Attoun, Director of Planning and Community Development for the City of Middleton (late arrival)

Dean Dahmen, Property Owner (late arrival)

Forbes McIntosh (late arrival)

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary