

MINUTES
of the
Capital Area Regional Planning Commission

March 11, 2021

Virtual Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Grant Foster (late arrival), Mark Geller, Anthony Gray, Kris Hampton, Ed Minahan, Heidi Murphy, Larry Palm (Chair), David Pfeiffer, Jim Schuler, Caryl Terrell, Nick Zavos.

Commissioners Absent: Peter McKeever

Staff Present: Nick Bower, Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Jeremy Balousek, Julie Gutmanis, Forbes McIntosh

1. Roll Call

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

2. Public Comment on Matters not on the Agenda

Although there were registrants, no members of the public were present at this time.

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

a. Approval of Minutes of the January 14, 2021 CARPC Meeting

b. Executive Committee Recommendations

(1) Authorizing the Agency Director to Execute Contracts with Park Bank for Online Access to Conduct ACH and Wire Transfer activities

a. Park Bank Agreement for Electronic Payments (ACH)

b. Park Bank Wire Transfer Agreement

(2) Approval of the Financials:

a. December 2020 Financials and January 2021 Disbursements

b. January 2021 Financials and February 2021 Disbursements

c. Authorizing the Deputy Agency Director to Execute a Contract for Green Infrastructure Planning in the Black Earth Creek Watershed

No formal motion to approve the consent agenda was made. The motion carried on a voice vote.

4. Presentation of Proposed Dane County Stormwater Ordinance Amendment – Jeremy Balousek, Dane County Land & Water Resources Department

Mr. Balousek presented an overview of the proposed amendment to the Dane County Stormwater Ordinance. Mr. Balousek was asked if the amendment was running in to any significant opposition to which he responded no. Chair Palm asked what the Commission could do to help. Mr. Balousek stated that a letter of support would be helpful. The presentation was recorded as part of CARPC the meeting.

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5. Presentation of the Regional Development Framework Mapping – Steve Steinhoff

Mr. Steinhoff presented an update to the Regional Development Framework (RDF). A motion was made to table further discussion and questions until after the public hearing was made by Nick Zavos and seconded by Maureen Crombie. The motion carried on a voice vote.

6. **PUBLIC HEARING (7:00 pm)**

a. Amendment of CARPC Bylaws

- (1) Review of Proposed Bylaw Amendments
- (2) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
- (3) Discussion

Mr. Steinhoff provided an overview of the proposed changes. He noted that a memo was received from the Dane County Town's Association (DCTA) objecting to changes related to the Budget and Personnel Panel in Article VI, Section 2 and in Article VII, Section 1. The DCCVA discussed the proposed bylaw revisions and the DCTA memo at their March 10 membership meeting but did not take any action.

The public hearing was opened. Two members of the public registered for the meeting, but no one wished to speak. Forbes McIntosh concurred with Mr. Steinhoff's report on the DCCVA meeting. The public hearing was closed. It was noted that the DCTA was sensitive to the removal of any oversight by the BPP. However, it was agreed that the Chair's March 3rd email response to the DCTA was accurate and served to clarify the concerns and support the changes in the bylaws.

A motion was made to take item 6 off the table. Mr Geller moved to do so; Mr. Zavos seconded. The motion carried on a voice vote.

Mr. Steinhoff's presentation of the Regional Development Framework resumed. Next steps include preparing maps, communication strategies and materials, and outreach. A question was asked about when the written narrative that goes with the maps would be available with the maps? Mr. Steinhoff said it would be over the spring and also that the agency may be seeking assistance with that.

7. Reports

a. Executive Chairperson and Executive Committee

(1) Five-Year Financial Forecast

Chair Palm stated that at the last Executive Committee meeting it was discussed that the Agency's unrestricted fund balance has increased in recent years, but that projections show it will decline again in coming years. How as a commission should we plan for that? The Executive Committee has asked staff to come up with some potential uses of reserve funds that further agency goals while maintaining a sufficient fund balance. One suggestion was for staff to help with the regional plan.

b. Members of the Madison Area Transportation Planning Board

It was noted that this item needs to be changed to the Greater Madison MPO going forward.

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

(1) 2020 Work Program Outcomes

Mr. Steinhoff reported on the first of the joint webinars on February 18th with the Greater Madison MPO – What Can Your Regional Planning Agency Do for You? There were over 100 attendees and positive feedback has been received. Slides and recordings have been posted to the CARPC website. The next webinar will be conducted by the MPO in April on funding opportunities through their urban transportation planning grant. In June there will be a joint webinar on the Regional Development

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Framework and Regional Transportation Plan. Upcoming CARPC-led webinars will cover Future Environmental Corridor Mapping and Green Infrastructure. Economics and green infrastructure were the topics that received the most votes from the webinar polling.

Olivia Parry of the Dane County Planning and Development Department has announced a housing initiative to prepare a regional housing strategy and hire a consultant to help lead it that ties in well with the Regional Development Framework. Support was expressed for hearing a presentation from Ms. Parry on the regional housing strategy.

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

Mr. Rupiper provided updates on major projects of the Environmental Resources Planning Division. The plan writing phase of the Chloride Management Plan for Starkweather Creek is wrapping up this month. A consultant team has been selected for the Black Earth Creek Green Infrastructure planning project and the next steering committee meeting will be next week. He also introduced Nick Bower, our environmental engineer, who started in November.

8. This number was erroneously left off the agenda

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10. Future Agenda Items (Next meeting is April 8, 2021 via Virtual Zoom Meeting at 6:00 pm)

- a. Presentation of Dane County Regional Housing Strategy initiative.
- b. Support for proposed amendments to the Dane County Stormwater Ordinance.
- c. Support for exemption of regional planning commission tax levies from state levy limits.
- d. Approval of bylaws revisions.

It was noted that the Dane County Board of Supervisors meeting on April 8th conflicts with the Commission meeting.

There may be at least one public hearing during the April 2021 CARPC meeting.

11. Adjournment

Mr. Hampton moved to adjourn; Mr. Minahan seconded. The motion passed on a voice vote. The meeting adjourned at 7:53 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

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