

MINUTES
of the
Capital Area Regional Planning Commission Annual Meeting

January 12, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Steve Greb (6:30 pm), Kris Hampton, Barbara Harrington-McKenney (6:05 pm); Peter McKeever (6:12 pm) Heidi Murphy, David Pfeiffer (Chair), Cynthia Richson, Caryl Terrell, David Wallner (6:04 pm), Nick Zavos (6:03 pm)

Commissioners Absent: Anthony Gray, Jim Schuler

Staff Present: Melissa Breyer, Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Steve Glass, Tom Mathies, Forbes McIntosh (6:38 pm)

1. Roll Call

Chair Pfeiffer called the meeting to order at 6:03 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak.

3. Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*)

Ms. Terrell moved for the Relaxing of Robert's Rules of Order to Discuss Informally; Ms. Crombie seconded. The motion passed on a voice vote.

4. Election of Officers: Chairperson, Vice-Chairperson, Secretary and Treasurer (*actionable item*)

Chair Pfeiffer turned the meeting over to Vice-Chair Murphy to preside over the election of the Chairperson position. Ms. Terrell nominated David Pfeiffer for Chairperson and Ms. Richson seconded. Chair Pfeiffer indicated his willingness to continue to serve and the motion passed on a voice vote.

Chair Pfeiffer resumed Chairperson duties to preside over the election of the remaining officers. Ms. Crombie nominated Heidi Murphy for Vice Chair; Ms. Terrell seconded. Ms. Murphy indicated her willingness to continue to serve and the motion passed on a voice vote.

Ms. Richson nominated Kris Hampton for Secretary who indicated his willingness to continue to serve. Ms. Terrell seconded, and the motion passed on a voice vote.

Ms. Terrell nominated Mr. Zavos for Treasurer who indicated his willingness to continue to serve. Ms. Crombie seconded, and the motion passed on a voice vote.

5. Appointment of Executive Committee Members (*actionable item*)

Ms. Murphy nominated Ms. Crombie to the first "At Large" positions on the Executive Committee. Ms. Crombie indicated her willingness to continue to serve and Ms. Terrell seconded.

Ms. Terrell nominated Mr. McKeever to the second "At Large" position. Mr. McKeever indicated his willingness to continue to serve and Ms. Crombie seconded. The motion passed on a voice vote.

**6. Designation of Chairperson as a CARPC Employee with the Title of “Executive Chairperson”
(actionable item)**

Chair Pfeiffer turned the meeting over to Ms. Murphy again to preside over this agenda item. Mr. McKeever moved for Designation of Chairperson as a CARPC Employee with the Title of “Executive Chairperson”; Ms. Crombie seconded. The motion passed on a voice vote and Chair Pfeiffer resumed his Chairperson duties.

7. Expressions of Appreciation

a. Adoption of CARPC Resolution 2023-01 Expression of Appreciation for Executive Committee Service in 2022 (actionable item)

Ms. Terrell moved for Adoption of CARPC Resolution 2023-01 Expression of Appreciation for Executive Committee Service in 2022; Ms. Harrington-McKinney seconded. The motion passed on a voice vote.

8. Motion to Return to Standard Robert’s Rules of Order (actionable item)

Ms. Crombie made a motion to Return to Standard Robert’s Rules of Order; Ms. Murphy seconded. The motion passed on a voice vote.

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

a. Minutes of the December 8, 2022, CARPC Meeting

b. Executive Committee Recommendations (actionable items)

- (1) Addendum to the Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources
- (2) Resolution 2023-02, CARPC 2023 Title VI / ADA Non-Discrimination Policy
- (3) Authorization of the Agency Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield and Sun Prairie for 2023-2024 Services
- (4) Authorization of the Agency Director to Execute an Agreement with the Town of Bristol for Comprehensive Planning Services
- (5) Authorization of the Agency Director to Execute an Agreement with the Village of Shorewood Hills for Planning Services
- (6) November 2022 Financial Statements, December 2022 Operating Account Reconciliation and Q4 Operating Account Reconciliation

Mr. McKeever moved for approval of the Consent Agenda; Mr. Wallner seconded. The motion passed on a voice vote.

10. Reports

- a. Executive Chairperson and Executive Committee
 - (1) CARPC Strategic Planning 2023
- b. Greater Madison MPO
- c. Agency Director / Division Director, Community and Regional Planning
 - (1) Regional Housing Strategy Update
- d. Deputy Agency Director / Division Director, Environmental Resources Planning

Chair Pfeiffer and Mr. Steinhoff reported that non-commissioner members of the CARPC Proactive Planning Committee would be attending the March 9th CARPC meeting to present and discuss the committee’s preliminary recommendations for an ideal proactive planning process and its key findings to-date. The March meeting would start at 5:30 pm to accommodate this discussion. The Committee will then take those recommendations and finalize them for presentation at the May CARPC meeting.

The MPO had no updates to report at this time. Bill Schaefer is retiring, and his position has been posted. Colleen Hoesly will act as the interim manager until his replacement is selected.

Mr. Steinhoff stated that the release of a beta version of the Regional Development Framework Performance will be presented at the February CARPC meeting and announced in the February newsletter. An invitation to MadREP to make a presentation on the outcome of the joint Economic Development Administration (EDA) project is planned for a future meeting. The next meeting of the Housing Advisory Committee will be held on Wednesday, January 25th, 2023, at the Lussier Family Heritage Center from 6:30 pm – 8:30 pm. It is an in-person meeting that may be of particular interest to commission members as it will be discussing topics related to housing affordability which have been a concern expressed in previous meetings. The 2023 planning services are kicking off with agreements for ongoing zoning mapping services with several towns in Dane County. The Agency will also assist the Town of Bristol with updating its comprehensive plan and the Village of Shorewood Hills with updating their comprehensive outdoor recreation plan. Chair Pfeiffer added that the first meeting in the Agency's potential role facilitating intergovernmental cooperation between the City and Town of Sun Prairie on future planning was held earlier this week.

Mr. Rupiper reported that Wisconsin Salt Wise Awareness Week will take place January 23-27. It is a week of webinars that Allison Madison, the WI Salt Wise Program Manager, organizes. We are also working with the Village of Cross Plains on a WEM/FEMA grant application for a 13-acre wetland and floodplain restoration project on Brewery Creek as an outcome of the Black Earth Creek Watershed Green Infrastructure Plan. Mr. McKeever suggested that we try to get some media attention on the Wisconsin Salt Wise webinars.

Mr. Steinhoff also mentioned that the Regional Housing Strategy Community Housing Survey would be going out and that he will forward the email from Olivia Parry to Commissioners to get the word out about it.

11. Future Agenda Items (next meeting is **Thursday, February 9, 2023**, via Zoom Meeting at 6:00 pm)

- Ms. Terrell noted that the maps from the City of Middleton's urban service area amendment application are difficult to identify the location from and asked that they be improved for the City's presentation at the next CARPC meeting. She said there also appear to be some gaps in their application that should be addressed before that time as well. Mr. Rupiper stated that the City intends to provide supplemental materials to be posted on the CARPC website a week before the public hearing.
- Mr. Steinhoff noted several presentations planned for February:
 - Kathy Kunst from the Dane County Office of Energy and Climate Change will be giving an update on their work
 - The Village of DeForest will be giving an update on their draft comprehensive plan as part of the Agency's efforts to have more input in the earlier stages of the planning process
 - The Village of McFarland will be presenting on their draft eastside neighborhood plan
 - Sean Higgins will present the beta version of the RDF Performance Indicator Dashboard

12. Adjournment

Mr Hampton moved for adjournment; Ms. Murphy seconded. The meeting adjourned at 6:40 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary