

AGENDA
of the
Capital Area Regional Planning Commission

February 9, 2023

Zoom Meeting

6:00 pm

Participant Information

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, or telephone by registering at: <https://us02web.zoom.us/meeting/register/tZ0oc--srjsrHN031ADhAVDaggkeULiLoSHF>. (This registration link is unique to this meeting). Registrants will receive an email with details on how to join the meeting. If you do not have Internet access, call Haley Smith at 608 474 6017 to register.

Speaking at RPC Meetings: Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant will be 3 minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline will be provided to Commissioners at the meeting.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Roll Call
2. Public Comment on Matters not on the Agenda
3. **Consent Agenda (all items below in #3 are actionable items)**
 - a. **Minutes of the January 12, 2023, CARPC Meeting**
 - b. **Executive Committee Recommendations (actionable items)**
 - (1) **Authorization of the Deputy Agency Director to Execute a Grant Agreement with the Fund for Lake Michigan for Wisconsin Salt Wise**
 - (2) **December 2022 Financial Statements, January 2023 Operating Account Reconciliation**
4. Presentation on Collaborations between the Dane County Office of Energy and Climate Change and CARPC on Climate Change Mitigation and Adaption – Kathy Kuntz, OECC
5. Presentation on the Beta Version of the Data Dashboard for Regional Development Framework Indicators – Sean Higgins

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.

6. PUBLIC HEARINGS (7:00 pm)

- a. Public Hearing on the Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (City of Middleton)
 - (1) Applicant Presentation – Amendment Overview
 - (2) Open Public Hearing to Take Comments from Registrants, Close Public Hearing
 - (3) Commissioner Questions and Discussion

7. Reports

- a. Executive Chairperson and Executive / Personnel Committee
 - (1) Draft Proposal for CARPC Strategic Planning Services
- b. Greater Madison MPO
- c. Agency Director/Division Director, Community and Regional Planning
- d. Deputy Agency Director/Division Director, Environmental Resources Planning

8. Future Agenda Items (next meeting is **March 9, 2023**, 5:30 pm).

9. Adjournment

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DRAFT 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

Re: Presentation on Collaborations between Dane County Office of Energy and Climate Change and CARPC on Climate Change Mitigation and Adaption – Kathy Kuntz, OECC

Requested Action: None
Background: Commission meetings can include presentations on topics relevant to CARPC programs and activities.
Staff Comments: The Dane County Office of Energy and Climate Change (OECC) shares climate mitigation and adaptation goals with CARPC. CARPC worked with OECC on preparation of the Dane County Climate Action Plan, which includes recommendations consistent with the Regional Development Framework. Current collaborations include the Dane County Tree Canopy Working Group and preparing an application for Regional Organization designation from SolSmart.
Attachments: None
Staff Contact: Steve Steinhoff, Agency Director / Director of Community and Regional Development Planning steves@capitalarearpc.org 608 474 6010
Next Steps: Ongoing collaboration between CARPC and OECC

Re: Presentation on the Beta Version of the Data Dashboard for Regional Development Framework Indicators – Sean Higgins

Requested Action:

None

Background:

Commission meetings can include presentations on topics relevant to CARPC programs and activities.

Staff Comments:

To measure the progress made toward implementing the Regional Development Framework's goals and strategies, CARPC has identified a set of performance indicators that will be monitored over time. Each indicator is associated with one or more Framework strategies, which in turn seek to achieve objectives and ultimately accomplish Framework goals. A beta version of data dashboard was posted on the Framework website at: <https://rdf-carpc.hub.arcgis.com/pages/indicators>.

Attachments:

None

Staff Contact:

Sean Higgins, Senior Community Planner
seanh@capitalarearpc.org
608 474 6018

Next Steps:

Share Indicator data dashboard with communities, stakeholders, and the public through CARPC media channels and invite feedback. Revise dashboard as appropriate. Collection and posting of data updates, and ongoing communication of dashboard results will be an ongoing process.

Re: Public Hearing on the Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (City of Middleton)

Requested Action:

None

Background:

The City of Middleton has submitted a request for a sewer service area amendment to the *Dane County Water Quality Plan*. The [application](#) has been posted on the [CARPC website](#). The proposed amendment is currently in the City of Middleton, in the Pheasant Branch (HUC 12: 070900020603) watershed. It includes the addition of approximately 128 acres of land, including 2 acres of existing development, and approximately 36 acres of proposed environmental corridors for a net of approximately 90 developable acres to the Central Urban Service Area.

The public hearing is intended to give members of the public, local governmental officials, and interest groups the opportunity to provide input as part of the public participation process required for areawide water quality management planning in accordance with NR 121.

Staff Comments:

None

Attachments:

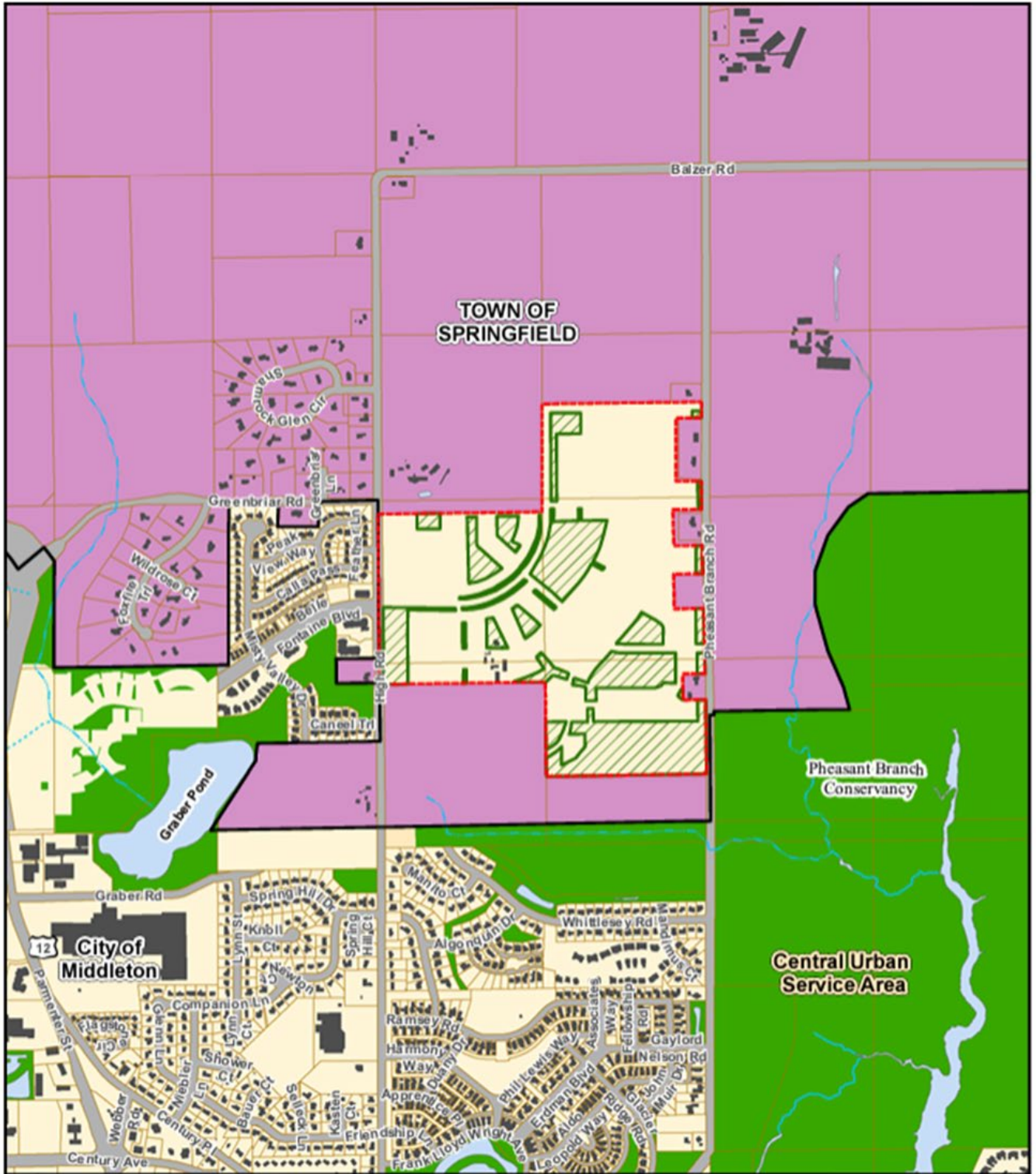
1. Map of proposed amendment area

Staff Contact:

Mike Rupiper, Deputy Agency Director
miker@capitalarearpc.org
608 474 6016

Next Steps:

CARPC staff will prepare a water quality staff analysis report. A water quality management letter will be considered at the March 9th Commission meeting. The CARPC staff report and management letter will then be sent to the Wisconsin Department of Natural Resources for its administrative decision.



Map 1 Amendment Area

Proposed Amendment to the Dane County Water Quality Plan, Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area

- Service Area To Be Added
- Existing Service Area
- Environmental Corridor To Be Added
- Existing Environmental Corridors

Date: 1/9/2023

0 500 1,000 Feet



Re: Reports**Requested Action:**

None

Background:

Reports from the Executive Chairperson and Executive Committee, members of the Greater Madison MPO, and CARPC Agency and Division Directors.

Staff Comments:**Executive Committee Report**

The Executive Committee agenda includes review and discussion of a draft proposal for CARPC strategic planning services.

MPO Report

- Beginning work with our consultant team led by SRF Consulting on the Regional Safety Action Plan. Second part of project is working with area communities to prepare a regional grant application under the new federal Safe Streets for All program. Found out the application cycle this year will be earlier than expected with likely June application deadline. Currently, trying to determine if we'll be able to get plan completed and application submitted by then or whether we'll need to wait until next year to submit the grant application.
- Bicycle/pedestrian project applications under the Transportation Alternatives Program are due to the MPO on February 3. The MPO estimates it will have around \$3.5 million in funding under the federal infrastructure bill to allocate for projects over the next four years.
- MPO staff have made significant progress on project to develop an Electric Vehicle (EV) Infrastructure Plan, working with a steering committee with representatives from city of Madison, UW-Madison, energy utilities, and non-profit organizations. The purpose of project is to help communities prepare for transition to EVs, in part by prioritizing location of public EV charging stations. The plan will also help to secure federal grants for EV infrastructure and allow the MPO to better prioritize funding it has available.
- The Census Bureau released the 2020 urban areas and the GIS files to allow us to map the new boundary. Revealed that with the new criteria the village of Cross Plains and city of Stoughton are no longer in the Madison urban area. Stoughton will be its own urban area as is Oregon. Other urban area in the state had the same issue. Despite losing those communities, with the population increase over the past decade the MPO will receive a higher proportion of the Planning and project funding coming to the state. Next steps include making adjustments to the urban area primarily related to roadway functional classification and then setting a new planning area, which will likely still include Cross Plains and Stoughton.
- The MPO's TDM/Rideshare program implemented a [new website](#) with integrated, new and improved trip planning/ride matching platform provided by new vendor RideAmigos.

Attachments:

1. Combined Director's Report

Staff Contacts:

Steve Steinhoff, Agency Director /
CRDP Division Director
steves@capitalarearpc.org
608 474 6010

Mike Rupiper, Deputy Agency Director /
ERP Division Director
miker@capitalarearpc.org
608 474 6016

Next Steps:

N/A

Division Directors' Update to CARPC Commissioners

Thursday, February 9, 2023

Regional Water Quality Planning

- Water Quality Planning and Plan Coordination
 - Watershed Based Planning – A project website has been developed for the *Starkweather Creek Chloride Management Plan* project ([link to site](#)). The Steering Committee will continue to meet bi-monthly through 2024 for plan implementation. The next Steering Committee meeting is February 13th.
 - Clean Lakes Alliance – Member of the Community Board. Participated in the Yahara CLEAN Compact as a Collaborator to develop the *Renew the Blue* plan ([link to site](#)). Planning collaboration on green infrastructure in 2023.
 - WI Salt Wise Partnership – WI Salt Wise is now part of CARPC. Collaboration with other members of the partnership to provide education and best practices to reduce salt pollution in our lakes, streams, and drinking water. Wisconsin Salt Awareness Week: January 23-27. Visit the website ([link to site](#)) for more details.
 - Environmental Corridor Report – Work with Steering Committee monthly to update the Environmental Corridors Report, including the addition of the concept of Stewardship Areas included in the Regional Development Framework. Expect draft report to be completed in Spring 2023.
- Water Quality Plan Amendments
 - Expecting SSA Amendment applications from Village of Waunakee (Spring 2023), Village of Oregon (Spring 2023), Village of DeForest (TBD 2023), and Village of Brooklyn (TBD 2023).
- Water Quality Plan Consistency
 - 7 sewer extension reviews in January (4 new construction, 2 reconstruction, and 1 commercial building lateral extensions).

Regional Climate Resilience Planning

- Black Earth Creek Green Infrastructure Plan – Plan has been approved by WEM. A visual executive summary and the full plan is available on the project website ([link to site](#)). Working with Steering Committee on implementation. Completed a WEM/FEMA grant application with the Village of Cross Plains for a 13.2-acre floodplain/wetland restoration project. The next Steering Committee meeting will be March 9th.
- Tree Canopy Collaborative – Collaborating with several Dane County Departments and other organizations to monitor and work to increase tree canopy cover in the region ([link to website](#)).
- Midwest Climate Collaborative – Joined as a founding member ([link to website](#)). Collaborating on an NSF CIVIC Phase 2 grant proposal for developing community-informed strategies for increased longevity of urban trees to mitigate climate change and partnering on a Midwest Big Data Hub grant for a climate asset map.

Cooperative Water Resources Monitoring

- USGS Monitoring – Ongoing.
- Swan Creek Monitoring Station – Station has been installed ([link to data](#)).

Regional Development Framework ([link to website](#))

- Performance indicators – Beta release of Framework data dashboard scheduled to release in February newsletter with preview to Commission at February meeting.
- Proactive Planning Committee ([link to Work Plan](#))
 - Reviewed draft of key findings and components of ideal CARPC proactive and collaborative planning process at the January 11 meeting
 - For next meeting, members will joint regular CARPC March 10 meeting to discuss components of ideal CARPC proactive and collaborative planning process
- Internship with UW-Madison Dept. Planning and Landscape Architecture for 2023 to assess local land use codes for consistency with RDF strategies – [contract signed by CARPC, waiting for UW execution](#). Six communities committed funds to extend the internship to a second semester. ([link to Project Summary](#)).
- Dozens of meetings held with local government officials, development interests, planners, and others to discuss CARPC-community collaboration on Framework implementation. [Meetings continue in 2023](#).
- Reviewing consistency between comprehensive/neighborhood plans and Framework – ongoing

Regional Planning Collaboration

- MPO
 - Regional Development Framework and Regional Transportation Plan integration with funding from WisDOT
 - Branding and marketing coordination
 - Sharing of MPO position: Community Outreach Specialist – job description being prepared
- Dane County Regional Housing Strategy – serve on Housing Advisory Committee (Steering Committee) ([link to website](#)). [Next meeting is Wednesday, February 22, 6:30 – 8:30 at Alliant Energy Center](#)
- Dane County Office of Energy and Climate Change – [Now meeting monthly to coordinate preparation of our application for SolSmart Regional Organization designation](#).
- Dane County Planning & Development – planning assistance to local communities and intergovernmental planning efforts; land use inventory; development tracking
- Madison Region Economic Partnership (MadREP) – ongoing coordination

Planning Assistance

- 2022 projects continuing: Town of Sun Prairie comprehensive plan In Progress; Town of Springfield farmland splits mapping (with MDR Consulting); Town of Vienna cemetery mapping.
- New 2023 assistance projects approved: Town of Bristol comprehensive plan update; Village of Shorewood Hills comprehensive outdoor recreation plan update.
- Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie mapping services are ongoing.

Education and Information

- Joint CARPC-MPO 2023 webinar planning – topics identified and being prioritized
- Staff continue to create content for Facebook, newsletters, and our website