

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

February 6, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair)

Commissioners Absent: Maureen Crombie, Nick Zavos

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Roll Call

The meeting was called to order at 6:02 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. Minutes of the January 9, 2023, Executive Committee Meeting (*actionable item*)

Ms. Murphy moved for approval of the Minutes of the January 9, 2023, Executive Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote.

4. Authorization of the Deputy Agency Director to Execute a Grant Agreement with the Fund for Lake Michigan for Wisconsin Salt Wise (*actionable item*)

Mr. Hampton moved for Authorization of the Deputy Agency Director to Execute a Grant Agreement with the Fund for Lake Michigan for Wisconsin Salt Wise; Mr. McKeever seconded. The motion passed on a voice vote.

It was noted in the cover sheet that this grant will cover two-thirds of the position. The remaining third will be covered by funding donations from other partners such as the City of Madison, MAMSWAP, Dane County, a number of state stormwater groups and the Agency. Mr. McKeever asked if the Agency will be reaching out to other communities to contribute to the cost of the program. The plan is to do this as the program becomes well-established.

5. Draft Proposal for CARPC Strategic Planning Services

Mr. Steinhoff presented a high-level summary of the draft proposal for a discussion on CARPC Strategic Planning Services to be held prior to the March 9, 2023 CARPC meeting at 5:30 pm. He stated the need for facilitation services was due to the level of discussions required to address the recommendations from the Proactive Planning Committee about what proactive and collaborative planning process is / looks like and the implications it will have in how CARPC operates and is governed going forward. This will be a significant shift from the Agency's historical focus of addressing land use during the USA amendment process to a new, more collaborative process earlier in the comprehensive / neighborhood planning review stages.

Alison Lebwohl, a well-regarded facilitator that the Agency has used before, will guide the discussions in a two-step planning session. Phase one will essentially be "planning the plan" which will occur in April, May and June. Phase two will then focus on implementing that plan during the rest of the year. The cost of her services will come out the general consulting services budget.

Discussion ensued. A question was raised about what role the Commission will have in planning the plan in phase one. Staff and Chair Pfeiffer clarified that the first phase will focus on identifying the questions that

need to be answered during the strategic planning process. Chair Pfeiffer will participate in the first phase. The strategic planning phase will focus on how CARPC will implement Proactive Planning Committee recommendations for an ideal and cooperative proactive planning process that carries out the Regional Development Framework.

Mr. McKeever expressed concern that, in his perception, communities do not support the Regional Development Framework or cooperative planning. Mr. Pfeiffer stated that early engagement with communities was needed to effectively promote the Framework and that, in meetings with communities, local officials welcome input from CARPC on planning to advance Framework strategies through comprehensive plans, which carry implementation authority. We hear widespread opposition to CARPC attempting to impose viewpoints during the Urban Service Area process. Additional discussion ensued.

Discussion returned to phase I of services from Ms. Lebwohl which will provide her the information she needs to facilitate the strategic planning process. An opportunity for Ms. Lebwohl to talk with the Executive Committee during phase I will be explored. Committee members expressed support for moving the agreement with Ms. Lebwohl to the full commission in March for approval.

6. December 2022 Financial Statements, January 2023 Operating Account Reconciliation (*actionable item*)

Ms. Murphy moved for approval of the December 2022 Financial Statements, January 2023 Operating Account Reconciliation; Mr. Hampton seconded. The motion passed on a voice vote.

7. Future Agenda Items (next meeting is **Monday, March 6, 2023**, via Zoom Meeting at 6:00 pm)
- When staff returns to working in the office, requested by Mr. Hampton
8. 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