

MINUTES
of the
Capital Area Regional Planning Commission

April 13, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Steve Greb, Kris Hampton, Heidi Murphy, David Pfeiffer (Chair), Cynthia Richson, Jim Schuler, Caryl Terrell, David Wallner

Commissioners Absent: Anthony Gray, Peter McKeever, Barbara Harrington-McKinney, Nick Zavos

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

Others Present: Andrew Bremer, Bill Frederick, Michael Lawton, Tom Mathies, Matt Schreiner, Tim Semmann, Kent Straus, Jerry Tierney

1. Establish Quorum

The meeting was called to order at 6:01 pm. Quorum was established

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak.

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

a. Minutes of the March 9 2023 CARPC Meeting

b. Executive Committee Recommendations

- (1) Approve Solar Statement for Application to SolSmart for Regional Organization Designation**
- (2) Authorize Agency Director to Execute Agreement with Rain to Rivers**
- (3) Approve February 2023 Financial Statements and the March 2023 Operating Account Reconciliation**

Ms. Crombie moved for approval of the March 9, 2023 CARPC consent agenda. Ms. Richson requested a friendly amendment to adjust the wording in the March 9, 2023 CARPC minutes regarding the aviation fuel issue. Chair Pfeiffer also asked for a small adjustment in the wording concerning the perception of the Agency. Ms. Crombie then moved to amend the minutes as requested along with the rest of the consent agenda; Ms. Richson seconded. The motion passed on a voice vote and the minutes were amended.

4. Village of McFarland East Side Neighborhood Plan and Regional Development Framework
([V-McFarland EastSide Presentation 09361025 23-04-13.pdf](#)) (6:04 - 6:34 pm)

- a. Presentation by Andrew Bremer, Village of McFarland
- b. Discussion

Mr. Bremer gave a brief presentation of the Village of McFarland's East Side Neighborhood Plan and how it aligns with the Regional Development Framework.

With time left prior to the public hearing, agenda item #6 was moved up.

6. Focus Performance Indicator for the Regional Development Framework: Vehicle Miles Traveled

- a. Staff Presentation
- b. Discussion

Mr. Higgins presented the Regional Development Framework performance indicator: vehicle miles traveled. ([CARPC Vehicle Miles Traveled 2023-04-13.pdf](#))
(6:35 - 7:00 pm)

5. 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 Waunakee Urban Service Area (Village of Waunakee)
 - (1) Applicant Presentation – Amendment Overview
 - (2) Open Public Hearing to Take Public Comment from Registrants, Close Public Hearing
 - (3) Commissioner Questions and Discussion

Tim Semmann, Director of Community Development gave the applicant presentation for the Village of Waunakee along with Matt Schreiner of Vierbicher and Kent Straus of Strand & Associates. ([V-Waunakee Presentation CARPC 23-04-13.pdf](#)) (7:00 - 7:13 pm)

Chair Pfeiffer opened the public hearing for public comment, but no registrants wished to speak. The public hearing was subsequently closed.

Questions were asked by Commissioners about the applicant's definition of complete neighborhoods; if community gardens were planned within the development; if the lands east of the amendment area had been developed yet; and if Waunakee has any plans for mass transit. Mr. Semmann responded that their definition of a complete neighborhood included having a range of services near the development. In this case, schools, churches, a funeral home, and business / commercial uses are all nearby. The parks department has not yet determined the programming for this area, but a community garden could be proposed. Mr. Semmann confirmed that the area east of the proposed amendment remains undeveloped at this time and is planned to be developed together with this amendment area, and that that Waunakee currently has no mass transit. The Village is looking into that with the MPO, but the travel time and expected ridership might make it cost prohibitive at this time. A transit survey was completed by business owners with respect to their employees, but a community-wide survey has not been done.

7. Reports

- a. Executive Chairperson and Executive Committee
 - (1) CARPC 2024 Budget Outlook and Considerations
 - (2) Draft CARPC 2022 Annual Report
 - (3) Potential In-Person Commission Meetings in 2023
- b. Greater Madison MPO
- c. Agency Director / Division Director, Community and Regional Planning
- d. Deputy Agency Director / Division Director, Environmental Resources Planning

Chair Pfeiffer noted that the budget and annual report materials were in the packet for viewing and reported on discussions held at the Executive Committee meeting about in-person meetings. The Commission should strive to take advantage of opportunities to meet out in the communities and staff will try to make that happen. However, if presenters are not clamoring for in-person meetings, given the difficulties encountered trying to hold them at the City-County building, we will instead attempt to hold hybrid meetings at the CARPC offices and / or return to the remote meeting format. There is no reason to resume in-person meetings only at this point.

Zoom meeting fatigue was noted and Chair Pfeiffer responded that we do have an upcoming commissioner / staff activity in June where we can meet in person. Mr. Steinhoff added that if everyone attended in person at

the CARPC offices, it would be a tight fit, but we believe the hybrid option will work if some commissioners attend remotely. Chair Pfeiffer added that his experience with hybrid meetings during the Proactive Planning Committee meetings went well. The flexibility of the hybrid meetings was also mentioned as a positive and Chair Pfeiffer stated that the hybrid format is most likely here to stay.

Mr. Steinhoff added that his presentation on the budget outlook was a longer-term look, but that the County's 9% salary increases, and inflation are the main reasons we need to consider an increase in the levy funding. He is also working on arranging meetings with most of the appointing authorities and the Budget and Personnel Panel (BPP) that hasn't met since 2019.

The Greater Madison MPO provided a written report in the packet materials.

Mr. Steinhoff highlighted some Inflation Reduction Act funding through the Environmental Protection Agency's Climate Pollution Reduction Grant (CPRG). The Wisconsin Office of Sustainability and Clean Energy is the lead agency for this and will be submitting a grant application. That program grant funding to prepare climate action plans as well as funding to implement activities in the climate action plans. OSCE requested Letters of Commitment (LOCs) to support their application. Given a high degree of consistency between the CPRG and the Regional Development Framework, CARPC will submit a LOC which is due by April 27, prior to the next Commission meeting. Meetings with the consultant to prepare for CARPC's strategic planning process start next week. By approving the Consent Agenda, the designation process with Sol Smart has officially kicked off and the next webinar on April 26th is a Wisconsin Salt Wise presentation.

Mr. Rupiper did not have any highlights to report. Chair Pfeiffer added that as part of the WI Salt Wise effort the Agency will be providing some services to areas outside our current region, which is a goal of the program. .

8. Future Agenda Items (next meeting is May 11, 2023, location TBD, meeting at 6:00 pm)
 - Continuing discussions / announcements on community meeting locations and formats as needed
9. Adjournment

Ms. Richson moved for adjournment; Mr. Hampton seconded. The meeting adjourned at 7:32 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Andrew Bremer, Director of Community & Economic Development, Village of McFarland
- Bill Frederick
- Michael Lawton, Attorney, Boardman Clark
- Tom Mathies, Supervisor, Town of Verona
- Matt Schreiner, PE, Vierbicher
- Tim Semmann, Community Development Director, Village of Waunakee
- Kent Straus, Strand Associates
- Jerry Tierney