

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

November 9, 2023 **Cottage Grove Village Hall 221 E. Cottage Grove Rd, Cottage Grove, WI** **6:00 pm**

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson, Jim Schuler, Caryl Terrell, Nicholas Zavos

Commissioners Absent: Steve Greb, Barbara Harrington-McKinney

Staff Present: Nick Bower, Sean Higgins, Melissa Michaud, Steve Steinhoff

Others Present: Erin Ruth, JJ Larson, Bob Wipperfurth, Forbes McIntosh, Grant Foster, Jason Valerius

1. Establish Quorum

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

2. Public Comment on Matters not on the agenda

Bob Wipperfurth, speaking as President of the Village of Windsor, expressed support for CARPC establishing a Water Quality Plan Committee. He also asked for the applications for the finalists for the CARPC Executive Director position meeting on Monday's Budget and Personnel Panel meeting.

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

- a. Minutes of the October 12, 2023 CARPC Meeting
- b. Executive Committee Recommendations
 - (1) September 2023 Financial Statements and the October 2023 Operating Account Reconciliation

Ms. Murphy moved for approval of the minutes of the consent agenda. Mr. Hampton seconded. The motion was passed unanimously.

4. Village of Cottage Grove Planning and Development Presentation (Village Staff)

Erin Ruth, Village of Cottage Grove Planner, gave a presentation about Village planning and development activities and their relation to the Regional Development Framework. Discussion and question and answers followed.

5. Strategic Planning Preparation: Urban to Rural Transect

- a. Staff Presentation
- b. Share Images and Discussion

Sean Higgins gave a presentation about the urban to rural transect and the design charrette planned on Thursday, February 8th, 2024 from 2-5 pm at the Waunakee Public Library as part of CARPC's strategic planning activities next year. Commissioners and staff are asked to submit images of places that are meaningful to them and reflect a Regional Development Framework strategy. This is to build an appreciation for what the region represents and is and could become. Charrette participants will be asked to describe their image, why it is meaningful, how it relates to the Regional Development Framework, and where it fits on the urban to rural transect. Staff will start collecting images next month.

6. CARPC Resolution 2023-10, Expressing Appreciation to Haley Smith for her Service and Contribution to the Capital Area Regional Planning Commission (*actionable item*)

Mr. McKeever moved for approval of Resolution 2023-10. Ms. Terrell seconded. Mr. McKeever noted the significant improvements that Ms. Smith made to agency accounting systems and procedures. Others concurred. The motion was passed unanimously.

7. Adoption of Resolution 2023-11 Establishing an Ad Hoc CARPC Water Quality Planning Committee (*actionable item*)

At Chair Pfeiffer's invitation, Mr. Steinhoff read a statement explaining the need for the Water Quality Planning Committee. Mr. Pfeiffer added that moving water quality planning work including review of urban service area amendments to a committee was important to allowing sufficient time for commissioners to participate in the upcoming strategic planning process. Ms. Richson expressed concerns from members of the Dane County Towns Association and requested time to address those concerns. She moved the motion to table the motion until the next CARPC meeting. It was established that the decision could be postponed for a month without negatively affecting plans for the proposed committee. Mr. McKeever seconded the motion. The motion to postpone passed unanimously.

8. Reports

a. Executive Chairperson, Executive Committee, Personnel Committee, and Strategic Planning Committee

(1) Executive Director Recruitment

Chair Pfeiffer provided an update stating the Personnel Committee met this afternoon and approved their recommendations to the Budget and Personnel Panel for Executive Director candidates.

b. Greater Madison MPO

Ms. Richson asked about the Jurisdiction of the MPO.

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

Working on Recruiting for the Environmental Engineer I position, Tanya is working on gathering requested information to Berndt CPA for the new Accounting and Payroll Set up, IT SourceOne is installing equipment and firewall. Work Program has been pushed back – WisDOT set deadline to November 30th, 2023. Report on planning assistance for Town of Bristol, Village of Shorewood Hills, facilitate of Village of Sun Prairie and Springfield. Intergovernmental project for Sun Prairie is progressing for draft. Participating in Fitchburg neighborhood planning to promote Regional Development Framework strategies and address considerations for future urban service area amendments.

d. Environmental Resource Planning staff

No active amendments. Expecting two from Deforest. We are above average for the year. Six reviews as of October. It is slowing down. There are 100 total sewer service extension reviews for the year.

9. Future Agenda Items

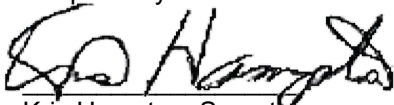
Next meeting is scheduled for **Thursday, December 14, 2023**, via Zoom webinar at **6:00 pm**. A special meeting will be scheduled this month to approve the 2024 work program.

10. Adjournment

2. Ms. Richson moved to adjournment. Mr. Hampton seconded. The motion passed on a voice vote. The meeting was adjourned at 7:06 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted:



Kris Hampton, Secretary