

MINUTES

Capital Area Regional Planning Commission (Annual Meeting)

January 22, 2009

City-County Building Rm 315, 210 MLK Jr Blvd, Madison WI

7:30 p.m.

Present: Curt Brink, Kristine Euclide, Martha Gibson, Carlton Hamre, Steve Hiniker, Sally Kefer, Harold Krantz, Jeff Miller, John Murray, Larry Palm, Kurt Sonnentag

Absent: Zach Brandon, Phil Van Kampen

Staff Present: Chris Gjestson, David Greene, Kamran Mesbah

1. Roll Call

Chair Miller called the meeting to order at 7:34 p.m.; roll was recorded. Mr. Mesbah introduced David Greene as the new Senior Community/Environmental Planner.

2. Election of Officers: Chair, Vice-Chair, Secretary, and Treasurer

Mr. Miller opened the floor for nominations for Chairperson. Ms. Euclide nominated Mr. Miller, seconded by Mr. Sonnentag; there were no other nominations. Moved by Mr. Murray, seconded by Mr. Palm, to close the floor for nominations; motion carried unanimously. Mr. Miller opened the floor for nominations for Vice-Chairperson. Ms. Gibson nominated Ms. Euclide, seconded by Mr. Krantz; there were no other nominations. Moved by Mr. Sonnentag, seconded by Mr. Murray, to close the floor for nominations; motion carried unanimously. Mr. Miller opened the floor for nominations for Secretary. Ms. Euclide nominated Mr. Hiniker; there were no other nominations. Moved by Mr. Sonnentag, seconded by Mr. Murray, to close the floor for nominations; motion carried unanimously. Mr. Miller opened the floor for nominations for Treasurer. Ms. Gibson nominated Mr. Van Kampen, seconded by Mr. Hiniker; there were no other nominations. Moved by Mr. Murray, seconded by Mr. Sonnentag, to close the floor for nominations; motion carried unanimously. Moved by Ms. Gibson, seconded by Mr. Sonnentag, to elect those nominated to their respective offices. Motion carried unanimously by voice vote.

3. Selection of Executive Committee membership

Mr. Miller opened the floor for nominations to Executive Committee. Moved by Mr. Hiniker, seconded by Mr. Krantz, to nominate Ms. Gibson as an at-large member of the Executive Committee. Moved by Mr. Sonnentag to nominate Mr. Murray as an at-large member of the Executive Committee; there were no other nominations. Moved by Mr. Sonnentag, seconded by Ms. Kefer, to close the floor for nominations; motion carried unanimously. Moved by Mr. Palm, seconded by Ms. Sonnentag, to select all officers and the two at-large nominees to serve as Executive Committee members. Motion carried unanimously by voice vote.

4. Approval of minutes of the November 13, 2008 meeting

Moved by Ms. Kefer, seconded by Mr. Krantz, to approve the minutes of the meeting of November 13, 2008. Motion carried unanimously.

5. Review of agenda

No change.

6. Public comment for items not on the agenda

None.

7. New business

None.

8. Public Hearing: Consideration of Resolution CARPC No. 2009-1 adopting the CARPC 2009 Unified Planning Work Program and 2009-2014 Overall Program Design

Mr. Miller opened the public hearing. There were no registrants; Mr. Miller closed the public hearing. Mr. Mesbah described a letter dated January 16, 2009, from Mark Hazelbaker (Attorney, Dane County Towns Association) provided in the meeting materials requesting that CARPC consider two additional work activities to involve school districts in land use planning and to serve as a repository and clearinghouse for all plans of local units of government. Mr. Mesbah stated that school districts were being considered to be included in the FUDA planning process, and there was currently insufficient staff and resources to serve as a local plan clearinghouse. Discussion followed. Mr. Murray stated that serving as a plan repository was a good idea to consider in the future, but appeared that the work and resources required exceeded the need to provide the service. Ms. Euclide stated that staff should respond to Mr. Hazelbaker, indicating CARPC's current role as adopted plan repository and the anticipated involvement of school districts in FUDA planning. A letter to all local units could also be sent to remind and encourage them to send copies of their plans to CARPC.

Motion by Mr. Sonnentag, seconded by Mr. Murray, to adopt Resolution CARPC No. 2009-1. Motion carried unanimously by voice vote.

9. Consideration of revising the deadline for the final report from the CARPC Policies and Criteria Advisory Group to January 2010

Mr. Mesbah reported that the Advisory Group had only met once (CARPC had finalized Group membership in September), and had requested an extension of the January 2009 deadline to submit its final report to CARPC. Discussion followed. Moved by Mr. Sonnentag, seconded by Ms Gibson, to revise the deadline for the final report from the CARPC Policies and Criteria Advisory Group to January 2010, and to request that the Group provide periodic progress reports to CARPC on the status of its work. Motion carried unanimously by voice vote.

10. Consideration of Resolution CARPC No. 2009-2 amending the CARPC 2008 Budget

The Resolution proposed to amend the 2008 budget by adding revenue and expenditure line items of \$2,250 and \$2,500, respectively, for pass-through funds from WDOT to the MPO, and by adding a revenue line item of \$4,096 to receive WDOT/FHA funds. Moved by Mr. Palm, seconded by Mr. Sonnentag, to adopt Resolution No. 2009-2. Motion carried unanimously by voice vote.

11. Consideration of Resolution CARPC No. 2009-3 expressing appreciation to George Kamperschroer for his service and contribution to the Capital Area Regional Planning Commission

Moved by Mr. Palm, seconded by Ms. Euclide, to adopt Resolution CARPC No. 2009-3. Motion carried unanimously on voice vote.

12. Consideration of CARPC 2009 meeting schedule

Commissioners referred to the draft 2009 meeting schedule in the meeting packet, which proposed one CARPC meeting per month on the second Tuesdays. Mr. Palm stated that it might be expedient to schedule an additional meeting for the fourth Thursday in June in case a budget meeting was needed; there were no objections. He noted that the dates in June were incorrect; Mr. Gjestson stated that the final calendar would be corrected prior to distribution to Commissioners. Meeting schedule approved by unanimous consent.

13. Report of Personnel Committee and update on Executive Director recruitment

Mr. Palm reported that the Committee had scheduled interviews for January 28 with four Executive Director candidates, with Committee members, Mr. Mesbah and Steve Born serving as the interview panel. The interviews would be conducted as a closed session Committee meeting; other Commissioners could attend, but should not serve on the panel. Mr. Miller requested that the interview questions and agenda be forwarded to Commissioners for review and comment prior to the interview.

14. Communications

Mr. Mesbah referred to communications provided in the meeting packet: letter dated December 11, 2008 from WDNR approving the CARPC sewer service area policies and criteria, and letter dated January 1, 2009 from Steffi Harris (also provided by e-mail on January 5). Mr. Mesbah stated that local media reports in Mt. Horeb may have been misinterpreted; the discussion in the paper was on the timing to complete the retrofit stormwater facility. All new development would have to provide stringent mitigation measures. However the retrofit facility has a deadline of 2011 and only new development in the Lukken portion of the amendment area is subject to the completion of this facility (per conditions of CARPC approval September 25, 2008). Ms. Gibson stated that local media reports made it appear that the Village wanted to proceed with the second stage of development without the retro-fit. Mr. Mesbah stated that the Village Board had reacted apprehensively to the cost of the stormwater facilities. Staff had been discussing the project with County, DNR, Village staff and the watershed association (USRWA) and hoped to provide support for the Village to obtain financial and technical assistance.

Ms. Euclide referred to a newspaper article on erosion control practices (WSJ, Jan. 10, 2009, forwarded by e-mail by staff to Commissioners from Ms. Euclide on Jan. 16) and clarified that her intent was not to focus on the City of Madison, only to emphasize the importance of implementation and enforcement of conditions of approval.

Commissioners discussed how to respond to communications from the public. Ms. Kefer stated that discussion on communications would be indicated in the minutes of meetings; Mr. Murray agreed and suggested that staff provide the minutes of the meeting to Ms. Harris. Mr. Gjestson distributed the CARPC Wetland Guide brochure, and two letters from WDNR dated December 11, 2008 to the Dane County Towns Association and Dane County Cities and Villages Association regarding approval of the policies and criteria. Mr. Mesbah distributed a December 2006 letter from WDNR which described the requirements to achieve designation as the areawide water quality planning agency.

15. Report of Chair / Discussion

Mr. Miller reported that Thrive had completed its "Assets and Opportunities" report; copies would be provided by staff.

16. Report of Deputy Director / Discussion

Mr. Mesbah reported on staff work activities from November to date.

17. Future agenda items

No items discussed; the next meeting is scheduled for February 12, 2009.

18. Adjournment

Moved by Mr. Sonnentag, seconded by Mr. Hamre, to adjourn; motion carried at 8:34 p.m.

Recorded by Chris Gjestson