

MINUTES

Capital Area Regional Planning Commission

August 9, 2007

Fitchburg Community Center, 5510 Lacy Road, Fitchburg WI

7:00 p.m.

Present: Zach Brandon, Kristine Euclide, Martha Gibson, Kris Hampton, Carlton Hamre, George Kamperschroer, Harold Krantz, Jeff Miller, Larry Palm, Anne Sayers, Kurt Sonnentag

Absent: Joe Chase, Sally Kefer

Staff Present: Chris Gjestson, Michael King, Kamran Mesbah

1. Roll Call

Interim Chair Miller called the meeting to order at 7:01 p.m. Ms. Kefer listened to the proceedings by teleconference.

2. Approval of minutes of the July 26, 2007 meeting

Moved by Mr. Hampton, seconded by Mr. Krantz, to approve the minutes of the July 26, 2007 meeting. Ms. Euclide stated that the term “clarified” should be changed to “questioned” in item 10 to more accurately reflect her statement. Motion to approve as amended carried unanimously.

3. Review of agenda

Mr. Miller noted that staff was still working to secure a competitive quote for insurance coverage, so agenda item 8 should be deferred to a future meeting. There were no objections, and no other changes.

4. Public comment

None.

5. Presentation/discussion: Urban and Limited Service Areas and Environmental Corridors (continued from July 26)

Mr. Mesbah continued from the July 26 meeting a PowerPoint presentation on urban and limited service areas, environmental corridors, and the Commission’s authority and role as the regional planning commission and areawide water quality management agency for the Dane County region. Commissioners discussed and staff responded to questions about environmental corridors, urban and limited service areas and the criteria used to amend them.

Ms. Euclide asked that staff investigate the metrics used by other metropolitan areas, such as Portland and Denver, for the extension of sewer development. Ms. Gibson requested information, which could be in the form of a web site, about metrics used by Montgomery County, Maryland, to allow development in agricultural areas. Mr. Palm requested information on services provided to current urban and limited service areas in Dane County.

Mr. Mesbah noted that the table of current and pending USA amendment requests provided in the agenda materials was no longer current: as of August 9, there were four complete applications, and nine draft applications received.

6. Future agenda items, including discussion of scheduling a retreat and/or special meeting to discuss urban service area policies and processes

Mr. King stated that future agenda items would include action on the purchase of insurance, a report from the bylaw work group which will meet on August 21, and a report on the Dane County Comprehensive Plan. He referred to an outline in the agenda materials which proposes an approach using a four part retreat to discuss policy planning, the goals and objectives of the Dane County Land Use and Transportation Plan and other plans, USA amendment criteria, and the development of a regional plan. He suggested that the discussions could be facilitated by Dane County UW-Extension staff. Mr. Mesbah stated that the Commission could use the retreat sessions to determine those issues on which the members agreed, after which a public hearing could be scheduled to provide for public input and discussion. Commissioners discussed potential dates to hold the retreat, and agreed that early starts on Thursdays should be considered, and unless the body agreed otherwise, the meetings would not be held on weekends.

7. Discussion: How are we doing? Commissioner concerns and thoughts about the future

Mr. Brandon expressed concern that the Commission was not moving forward quickly enough in preparing itself to review urban service area amendment requests. Mr. Hamre stated that he had received phone calls inquiring about when USA amendments might be considered by the Commission. Members discussed the need for preparing itself for consideration of USA amendments in an expedited yet thorough manner.

Mr. Miller suggested that the Commission should consider transmitting a second letter to local units of government providing an update on the status of the Commission's ability to consider amendment requests, so that communities are aware of the Commission's progress. He suggested that Commissioners with specific questions about the regional plans or the USA amendment criteria and process should consider referring them to staff.

8. Consideration of purchase of insurance

Action deferred.

9. Report of Interim Chair / Discussion

a. Executive Director recruitment update

Mr. Miller referred to the agenda materials, which included an update on the Executive Director recruitment process which was underway, and to the candidate questionnaire at the Commissioners' places, which was developed by Mr. Mesbah in consultation with Steve Born, retired UW-Madison Department of Urban and Regional Planning professor. Mr. Miller stated that the advertisement had been posted at websites and in the classified ads of the Madison newspapers. He suggested that the Commission consider who might serve on the application/questionnaire Grading Panel. Mr. Mesbah stated that he was contacting five professionals and experts in the planning field, at least three of whom the Commission might consider to serve. Mr.

Kamperschroer asked if Commissioners might also serve on the Grading Panel; Mr. Hampton suggested that it might be more appropriate having only professionals serve. Ms. Euclide suggested Mike Slavney of Vandewalle and Associates as a panelist. Discussion ensued.

Mr. Miller suggested that at least three professionals would need to be available and willing to serve on the Grading Panel in the first half of September, and to report back to the Commission.

b. CARPC Budget and Personnel Panel Bylaws

Mr. Miller referred to the adopted BPP bylaws, as adopted July 18. He noted that the bylaws did not include the CARPC chairperson as a non-voting member, which was required by the resolutions by the local units petitioning for the creation of the CARPC, and was told by the BPP chairperson that it would be addressed at the next BPP meeting.

10. Report of Division Administrator / Discussion of Reports

a. Land use data requested from July 12, 2007 meeting

Mr. King discussed a spreadsheet of USA land use calculations provided in the agenda packet materials.

b. Discussion of Dane County Comprehensive Plan

A press release dated July 23, 2007, from the Dane County Board, and memo dated August 1, 2007, from Board Chair Scott McDonnell, describing the Dane County Comprehensive Plan public review process were provided at the Commissioners' places. Mr. King suggested that the Comprehensive Plan could be discussed at a future meeting.

c. July Staff Project Report

The July 2007 Dane County Community Analysis and Planning Division staff project report was placed at the Commissioners' places.

d. Commission / staff communications

Updated Commission/staff contact information, which lists all 13 Commissioners, was provided in the agenda packet materials.

e. Legal services

Mr. King asked if the Commission had any concerns with his consulting attorney Dick Lehmann concerning what action might be taken by the Commission regarding its adoption or re-affirmation of regional plans. King noted that Attorney Lehmann had offered to provide some *pro bono* services during the Commission's start-up. There were no objections.

11. Adjournment

Moved by Mr. Brandon, seconded by Mr. Krantz, to adjourn. Motion carried at 9:13 p.m.

Recorded by Chris Gjestson