

MINUTES
of the
Capital Area Regional Planning Commission

April 14, 2016

CCB Room 351, 210 Martin Luther King Jr. Blvd., Madison WI

7:00 p.m.

Commissioners Present: Steve Arnold, Mark Geller, Ken Golden, Kris Hampton (Acting Chair), Peter McKeever (via phone), Ed Minihan (left 9:20pm), David Pfeiffer, Caryl Terrell (via phone), Evan Touchett (arrived 7:10pm; departed 10:00pm)

Commissioners Absent: Zach Brandon, Lauren Cnare, Eric Hohol, Larry Palm,

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: 11 members of the public

1. Roll Call

Mr. Hampton, acting as Chair, called the meeting to order at 7:00pm. Quorum was established.

2. **Approval of Minutes of the March 10, 2016 Meeting (*actionable item*)**

Mr. Geller moved to approve the minutes of the March 10, 2016, meeting; Mr. Minihan seconded. The motion passed unanimously on a voice vote.

Mr. Steinhoff commented about the amount of time it takes to summarize discussions when writing up minutes and he said it will not always be possible to have these summarizations in the minutes going forward.

3. Public Comment on Matters not for Public Hearing

No members of the public wished to speak at this time.

4. Discussion of Budget & Personnel Panel (*note: any members of BPP present at this meeting are invited to speak and will be included in all discussions under this item*)

There were no members of the BPP present.

5. Public Hearing: Amending the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Cottage Grove Urban Service Area Boundaries and Environmental Corridors in the Village and Town of Cottage Grove

a. Amendment Overview / Land Use & Transportation Plan Consistency (Sean Higgins)

Mr. Higgins gave a presentation.

b. Water Quality Plan / Water Quality Impact Assessment (Mike Rupiper)

Mr. Rupiper gave a presentation.

The combined presentation of Mr. Higgins and Mr. Rupiper may be viewed at
https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CottageGrove_StaffPresentation.pdf.

Discussion ensued after the presentation was finished.

c. Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

Mr. Hampton opened the public hearing.

1. Chris Homburg and Andrew Homburg were available for questions.
2. Walter Paget, an agent for Linstrom Acres, LLC, stated that Linstrom Acres objected to its land being removed from the USA. Mr. Paget was also available for questions.
3. Robert Proctor, an attorney representing Kendall and Dona Uphoff, stated his clients opposed their land being removed from the USA. His clients had no opposition to the Homburg development. Kendall and Keaton Uphoff registered but then gave their time to Mr. Proctor.
4. Erin Ruth, Village of Cottage Grove Planner, spoke about why the land swap took place and answered questions from the Commissioners.
5. Lee Boushea, attorney for the Village of Cottage Grove, was available for questions.
6. David Drake, a UW-Madison professor whose focus is on wildlife in urban areas, spoke on behalf of the Homburg Construction Company. Professor Drake supported the Homburg development and answered questions from the Commissioners.

Mr. Hampton closed the public hearing.

Discussion among the Commissioners ensued.

6. Public Hearing: Amending the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Environmental Corridor Boundaries in the Central Urban Service Area in the City of Fitchburg

a. Water Quality Plan / Water Quality Impact Assessment (Mike Rupiper)

Mr. Rupiper gave a presentation which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CS-6.2_Fitchburg_EC_Presentation_PPT_041416.pdf.

b. Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

Mr. Hampton opened the public hearing.

Tom Hovel, Fitchburg's city planner, spoke about the current configuration of the area, what the re-development would do, and the advantages of the re-development. Mr. Hovel also answered questions from the Commissioners.

Commissioner Terrell requested that a letter sent from C.R.A.N.E.S. be entered into the public hearing. This letter may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CRANESLtr_Item6_041416.pdf.

Mr. Hampton closed the public hearing.

7. Report on Potential Future Amendments to Urban Service or Limited Service Areas / Implementation of Past USA or LSA Amendments (Sean Higgins, Mike Rupiper)

Mr. Higgins and Mr. Rupiper gave a presentation which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CS-7.1_USA_Updates_PPT_041416.pdf.

8. Presentation of A Greater Madison Vision Values Survey Findings (Steve Steinhoff)

Mr. Touchett moved to refer this item until the next CARPC meeting; Mr. Golden seconded. The motion passed unanimously on a voice vote.

9. Discussion of March 4th CARPC Retreat and Acceptance of Facilitator Report and Schedule of Follow-up Activities (*actionable item*)

Allison Lebwohl, CARPC retreat facilitator, was available to answer questions.

Mr. Steinhoff gave a presentation which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CS-9.3_RetreatFollowUpPresentation_PPT_041416.pdf.

Ms. Lebwohl's suggestions for next phase:

1. Look for opportunities for good dialogue/conversations between Commissioners and staff.
2. Begin making decisions and taking action on those areas of consensus.
3. Identifying related decisions' actions, such as USA process and Greater Madison Vision, and how to leverage them.
4. Start with discussion of activities as opposed to purpose and vision.
5. Provide materials to Commissioners ahead of time in order to react to the information.
6. Communicate urgency of some actions.
7. Consider a modified meeting format for portions of Commission meeting set aside for CARPC strategic planning discussions.

Mr. Arnold suggested more unstructured work sessions and stated the meetings need to be mindful of open meeting laws and Roberts Rules.

Mr. Golden suggested that, if a group wanted to speak informally, the first order of business would be to suspend Roberts Rules and just be courteous to one another. His other suggestion was to create a sub-committee if a topic needed discussion informally. Mr. Golden also suggested that CARPC be put on the mailing list for MPO minutes and then the minutes be summarized in bullet points that could be added to CARPC agendas so that Commissioners are informed on what the MPO is doing. He stated that he would suggest the same to the MPO that it receive CARPC's minutes.

Mr. Golden moved to change "ID actions" and "ID activities" to "identify and perform actions" and "identify and perform activities" in the "Calendar" section of the presentation.

Mr. Geller moved to accept the facilitator report and schedule of follow-up activities as amended; Mr. Arnold seconded. The motion passed unanimously on a voice vote.

Mr. Golden requested a printout of the presentation.

Mr. Arnold requested that Commissioners be put on the list of people who get the MPO agendas and minutes via email. He also asked that the MPO be put on CARPC's list of individuals who get agendas.

10. Review and Discussion of Outstanding Recommendations (from White Paper on USA Review Process and PCAG Assessment Report); and Proposed Schedule of Deliberation and Actions

Mr. Steinhoff gave a presentation of the White Paper on USA Review Process, which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/CARPC_041416/CS-10_OutstandingRecommendationsPresentation_PPT_041416.pdf.

The PCAG Assessment Report was not presented at this meeting.

11. Approval of Version 2 of the Revised Bylaws (*actionable item*)

Mr. Steinhoff stated that several volunteers were needed to replace the members of the Executive Committee who are unable to attend the meeting of the Executive Committee with the appointing authorities on April 27th. Mr. Golden said he could attend at either 12 noon or 1pm on April 27th. Commissioners felt that no other volunteers were needed since one Commissioner of each appointing authority would be at the meeting.

Mr. Golden moved to refer this item to the next CARPC meeting; Mr. Pfeiffer seconded. The motion passed unanimously on a voice vote.

12. Approval of Revised Internal Control Procedures (*actionable item*)

Mr. Golden moved to accept the revised internal control procedures; Mr. McKeever seconded. The motion passed unanimously on a voice vote.

13. Discussion of 2015 Annual Report Production (Sean Higgins)

Mr. Golden moved to refer this item to next month's CARPC meeting; Mr. Geller seconded. The motion passed unanimously on a voice vote.

Mr. Steinhoff asked Commissioners to complete the Decision Points sheet that was included in the Item 13 section of the packet and return the completed form to Mr. Higgins.

14. Approval of April 2016 Disbursements and Treasurer's Report for March 2016 (*actionable item*)

Mr. Geller moved to approve the April 2016 disbursements and the Treasurer's Report for March 2016; Mr. Pfeiffer seconded. The motion passed unanimously on a voice vote.

15. Report and Discussion on Division of Environmental Resources Planning Activities (Mike Rupiper)

Mr. Rupiper has been in regular conversation with the Dane County Lakes and Watershed Commission since Ken Potter's presentation about volume control standards in closed basins. The discussions have included ideas to create a Joint Technical Advisory Committee to be sponsored by the Lakes and Watershed Commission and CARPC together as a more unified approach. A planning meeting is being held before next month's CARPC meeting. There were no questions for Mr. Rupiper.

16. Report of Deputy Director / Report and Discussion on Division of Community and Regional Planning Activities (Steve Steinhoff)

- Personnel Manual Update
- A Greater Madison Vision
- Annual Work Program and Budget Cycle

Mr. Steinhoff gave an overview presentation. He reviewed the Annual Work Program and Budget Cycle document and said this was developed to be a tool to remind Commissioners and staff of the timeline for critical items such as budget preparation. He also urged Commissioners to serve on AGMV subcommittees. Mr. Steinhoff also mentioned CARPC is working with the developer to revise the CARPC website. The personnel manual is still being worked on. Commissioners had no questions for Mr. Steinhoff.

17. Report of Chair / Discussion

Chair Palm was absent so there was no report.

18. Future Agenda Items (Next meeting is May 12, 2016, at CCB)

The May meeting will be held in room 351 in the City/County Building in Madison.

19. Adjournment

Mr. Geller moved to adjourn the meeting; Mr. Golden seconded. The motion passed unanimously on a voice vote. The meeting adjourned at pm.

Minutes taken by Linda Firestone

