

1. Sustainability Committee Meeting Agenda

Documents:

[08.31.2020 SC AGENDA.PDF](#)
[08.31.2020 SC AGENDA PACKET.PDF](#)

2. Meeting Process And Instructions

Documents:

[VILLAGE OF CROSS PLAINS MEETING INSTRUCTIONS AND TIPS FINAL
2.PDF](#)

Sustainability Committee

Regular Meeting Notice and Agenda

Village of Cross Plains
2417 Brewery Road, Cross Plains, WI 53528
(608) 798-3241

Monday, August 10, 2020
6:00 pm

Due to COVID-19, this will be a virtual meeting. Interested parties may participate by logging into the conference room or teleconference line. The log in information is as follows:

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/83824326133>

Phone Number:

1-312-626-6799

Meeting ID:

838 2432 6133

I. Call to Order, Roll Call, and Agenda Review

II. Public Comment – This is an opportunity for anyone to address the Sustainability Committee. *Please observe the time limit of 3 minutes.* While the Sustainability Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

III. General Business

1. Committee Member Report Outs.
2. Discussion and Possible Approval of the July 13, 2020 Sustainability Committee Minutes.
3. Discussion of Draft Report for Village Board on Progress to Date of the Sustainability Committee.
4. Discussion of the Sustainability Plan Development.
5. Discussion of Properties for a Solar Farm.
6. Discussion and Possible Action Regarding Rooftop Solar for the Public Library.

7. Discussion of Platform for External Communications: Webpage Development

8. Wrap up and Next Steps

IV. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us.

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Sustainability Committee

Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, July 13, 2020
6:00 pm

This meeting was conducted virtually.

I. Call to Order and Roll Call

The meeting of the Cross Plains Sustainability Committee was called to order at 6:03 pm.

Present: Committee members Melissa Gavin, Steve Douglas, Kevin Thusius, John Burandt and Michael Pomykalski.

Also present: Village Administrator/Clerk Bill Chang.

- II. Public Comment – This is an opportunity for anyone to address the Sustainability Committee. *Please observe the time limit of 3 minutes.* While the Sustainability Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

There were no comments.

III. General Business

1. Committee Member Report Outs.

Chang reported that he is working with the Village Attorney on amending the zoning ordinance and that changes to residential solar permitting will be a part of the changes.

Chang reported that nothing much has moved on an application for Green Tiers Community but he is monitoring newsletters and emails from the group. The push to address this may be postponed because of limited resources and time limits.

2. Discussion and Possible Approval of the June 18, 2020 Sustainability Committee Minutes.

There was a motion by Thusius, seconded by Pomykalski, and unanimously carried by the Sustainability Committee, to approve the June 18, 2020 Sustainability Committee minutes.

3. Discussion and Possible Action on Survey Study.

Following discussion, the Committee to work to draft a written report and short presentation for the Village Board August meeting.

4. Discussion and Possible Action Regarding the Development of a Sustainability Plan.

The Committee discussed drafting a sustainability plan and identified the following phases.

- *Gathering information*
- *Drafting of a plan*
- *Public comment*
- *Refinement*
- *Adopting plan*
- *Implementation*

5. Discussion and Possible Action of Future Status of the Sustainability Committee.

The Committee recommended that this item be added to the Village Board's agenda to reappoint the committee for the upcoming year.

6. Discussion and Possible Action Regarding Solar Farms.

The Committee reviewed areas in and around the Village for possible solar farm locations. Chang will review the locations against existing future use mapping and official mapping.

7. Discussion on Sol Smart Designation and Base Line Survey.

Chang shared that he will be reviewing this Base Line Survey and identifying standards with SolSmart.

8. Discussion of Platform for External Communications: Webpage Development.

There was a discussion regarding set up a possible webpage. Chang shared examples of other municipal sustainability websites.

9. Discussion of Wrap up and Next Steps.

Items for the next meeting should include:

- *Discussion of ideas for the website and resources*
- *Draft/ discuss a year in review report and draft sustainability plan.*

IV. Adjournment

A motion was made by Thusius, seconded by Douglas, and unanimously carried by the Sustainability Committee, to adjourn. Meeting ended at 8:00 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meetings Law.

Respectfully submitted,

Bill Chang
Village Administrator/Clerk

Year in Review Report of the Sustainability Committee to the Cross Plains Village Board

Introduction and Background

This report presents a year-in-review look at the work of the Sustainability Committee, shares the results of the community survey the committee conducted, describes the committee's proposed work for the coming year, and provides recommendations for the Village Board.

The Cross Plains Sustainability Committee was created by the Village Board in August 2019. The mission of the Sustainability Committee is to guide and assist Cross Plains' residents, businesses, and government in becoming a community that meets the needs of today without compromising the needs of the future. The goal of this committee is to identify and advocate for changes related to environmental stewardship creating a more sustainable Village.

Summary of Work to Date

Following the creation of the sustainability committee, committee members have developed internal processes and structures (developing a mission statement, selecting a chair and co-chair, establishing a meeting schedule) and have begun outward facing work. The committee's outward facing work includes:

- Facilitating solar in new developments. The committee presented a recommendation to the Village board that restrictions on rooftop solar be removed from an impending agreement with the Scenic Valley development, and that restrictions on rooftop solar be removed from future developer agreements. Subsequently, the restrictions were removed from the Scenic Valley development agreement, and Village board members are empowered to remove similar restrictions from new agreements as future developments are proposed.
- Obtaining community input on Village sustainability efforts. In spring 2020, the committee conducted a survey of the Cross Plains community to inform future sustainability efforts, querying the community about energy use, water use, transportation, land use and more. The survey was distributed to village residences through the Boy Scouts via a paper copy as well as made available online. A total of 102 responses were received. The results of this survey are included in this report.
- Exploring the potential of solar energy in Cross Plains. At the request of Jay Lengfeld, Cross Plains Village Board President, the Sustainability Committee conducted research on the requirements and opportunities for solar farms in and around Cross Plains. In April, the Committee shared a memo with the Village Board on the potential of siting a solar farm in Cross Plains. The committee researched site requirements, space requirements, and other needs for a solar farm that could offset the Village's energy use. Committee members have since brought in a solar development expert to understand solar farm development process, financial opportunities, and timeline.
- Outreach and collaboration with neighboring communities. Recognizing that we can do more when we collaborate with others, the committee has engaged with leaders in neighboring communities to learn from and work collaboratively on shared opportunities. Committee members promoted and participated in the Western Dane County Climate Conversations, which educated community members on climate change and opportunities to reduce the threat of climate change locally. This included a film screening of "Paris to Pittsburgh," a presentation by Focus on Energy, and promoting a solar group buy for residents in Black Earth, Cross Plains, the Town of Vermont, Middleton, and surrounding areas. Committee members also met with Middleton's Sustainability Coordinator to learn from Middleton's experience, and share

resources. By working with the city of Middleton, we were able to learn from their community survey process and the process to develop a sustainability plan.

Sustainability Survey Results Report

This section summarizes the April 2020 survey the Sustainability Committee of the Village of Cross Plains conducted.

One of the goals of the survey was to see if there was support in the Village for a sustainability committee and the creation of a sustainability plan. The creation of a sustainability plan was well received with a positive affirmation of 70.6%.

The survey also saw a desire for renewable energy both for village operations (71.6%) and for homeowners (71.6%) with 44.2% willing to pay additional taxes to reduce carbon output and 52.9% not willing to pay additional costs.

The survey had very positive responses to questions concerning stormwater runoff and how to handle it. Respondents would like to see policies that would meet the demands for future weather events (70.6%) and implement water management methods that restore or mimic the natural water cycle (65.7%). Many people felt that the new developments and areas to the north and east of the village need to have water retention systems that would be responsible for more than just their water runoff. Other answers were varied from more wetlands to larger storm drains to a stormwater utility. A comment was made to plan like the 1,000 year flood will happen next year.

With regard to solid waste the survey reflected a positive response (~65%) to the village selling compost bins at a discount and giving out instructions on how to compost. This compost can then be collected along with the trash and recycling or at a village designated drop-off area. There were also desires expressed for a recycling center, an expanded recycling program that could take more items (batteries, paper milk cartons), and a verification that recyclables were being recycled properly.

With regard to energy usage in homes the survey found general approval for providing information about permitting for wind and solar, reduced building permit fees if installing a renewable energy system, and the creation of a shade tree/urban forest program. There were many responses wanting the village to plant more trees; areas mentioned were along Main Street, in Zander Park, and in newer developments. A resident would also like the sustainability committee to advocate for the use of nuclear power citing the safety of modern reactors.

Many responses dealt with how water, landscaping, and yard waste are interconnected. Many people would like to encourage the use of drought-tolerant native species (68.6%) both for landscaping and for along creek banks, thus reducing runoff and preventing erosion, ban or encourage a reduced use of fertilizers and pesticides, expand edible landscaping, see the creation of rain gardens, and promote the community garden. Respondents also felt there should be more street sweeping to keep the gutters clean and possibly consider curbside leaf pickup.

Transportation saw a need for a bike path to Middleton (53%) and a possible bus/shuttle service (45%). There were also many write in votes for commuter rail with 10 people indicating a preference for it. Electric car charging stations were also mentioned.

The survey did not have a specific section related to land use but a few residents did comment about reducing the number of new housing developments and cautioned about building homes on top of the hills.

Villagers also commented on the need to reduce light pollution, light trespass, and street lighting in the village. This can be accomplished by informing about the village light ordinance and conducting an audit and evaluation of street lighting in the village.

Residents also used the survey to voice general concerns and opinions. These include a desire to not build structures in Zander Park, the need to reduce village buildings, an audit of public works, and a clean up of Pott's Inn parking lot.

There were responses to the survey that indicated that they would only be supportive of sustainability programs if they did not increase taxes both in the short and long term.

And there were also responses that praised the village for taking an active role in sustainability matters.

Another major aspect of this survey is the need to educate the residents of the Village of Cross Plains in various aspects of sustainability. Many of the topics listed above are educational in nature and forums held at the library or school could function to fill this information void. A sustainability webpage is forthcoming and will function as an information resource.

The next step would be the creation of a sustainability plan where many topics listed above can be turned into action or village policy.

Forward Action of the Committee

In the coming year, the committee will focus on the following:

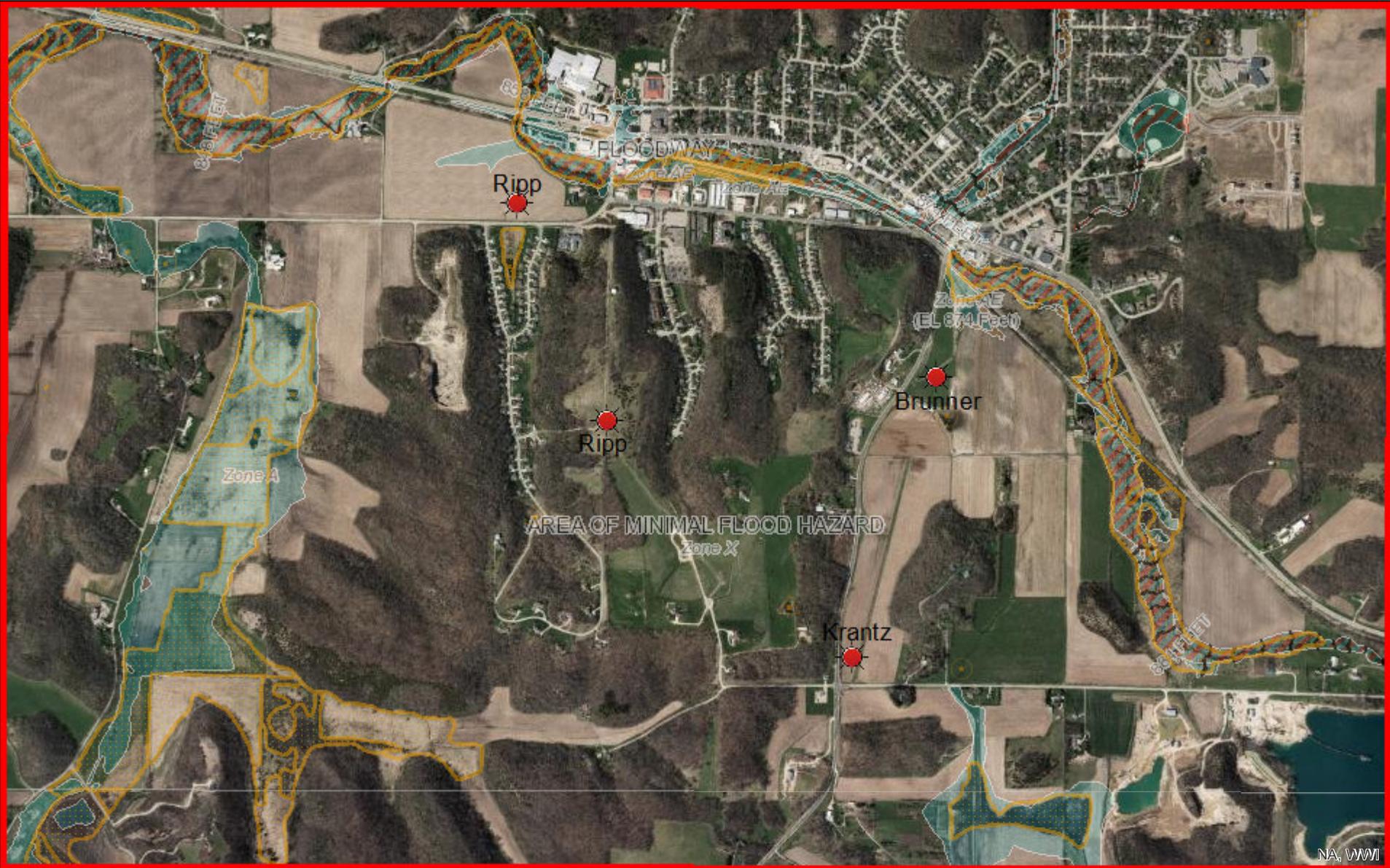
1. Continue in a research and advisory capacity to the Village Board and Village administration seeking opportunities to leverage sustainability principles to positively impact village operations, community life, and the environment.
2. Develop a sustainability plan which is a document specifying specific goals and future activities the Village should pursue to become more sustainable.
3. Continue to investigate siting a solar farm in or near Cross Plains to offset the Village's energy needs.
4. Continue to develop relationships with communities and organizations in western Dane county who are also pursuing sustainability initiatives, seeking opportunities and efficiencies in partnerships.
5. Deliver information about sustainability resources and initiatives for Cross Plains residents through the Village website.
6. Seek opportunities to interact with Cross Plains residents to hear their concerns and gather additional ideas for meaningful initiatives.
7. Continue to research opportunities for development grants and funding for Village sustainability initiatives.

Recommendation(s) for the Village Board

The Sustainability Committee makes the following recommendations to the Village Board:

1. Support the Sustainability Committee's development of a sustainability plan and review progress annually.
2. Incorporate sustainability principles into planning and decision-making with a mindset towards improving efficiency, conserving resources, and utilizing more renewable resources.
3. Support siting a solar farm in or near Cross Plains to offset the Village's energy needs.
4. Proactively plan to mitigate the effects of climate change which will produce increasingly frequent weather extremes in all seasons, with a focus on preventing damage from storm water runoff.
5. Continue to support our local environmental and recreational resources, such as the Ice Age Trail and Black Earth Creek, as they improve residents' quality of life and serve as a means to promote eco-tourism and increased economic activity in Cross Plains.
6. Offer incentives for residents to engage in personal sustainability initiatives in their homes, on their properties, and within the community.

Solar Sites



July 13, 2020

Dane County Mask

■ Dane County Mask

Wetland Class Points

▲ Dammed pond

□ Excavated pond

◻ Filled excavated pond

▲ Filled/draind wetland

⊙ Wetland too small to delineate

Filled Points

▨ Yes

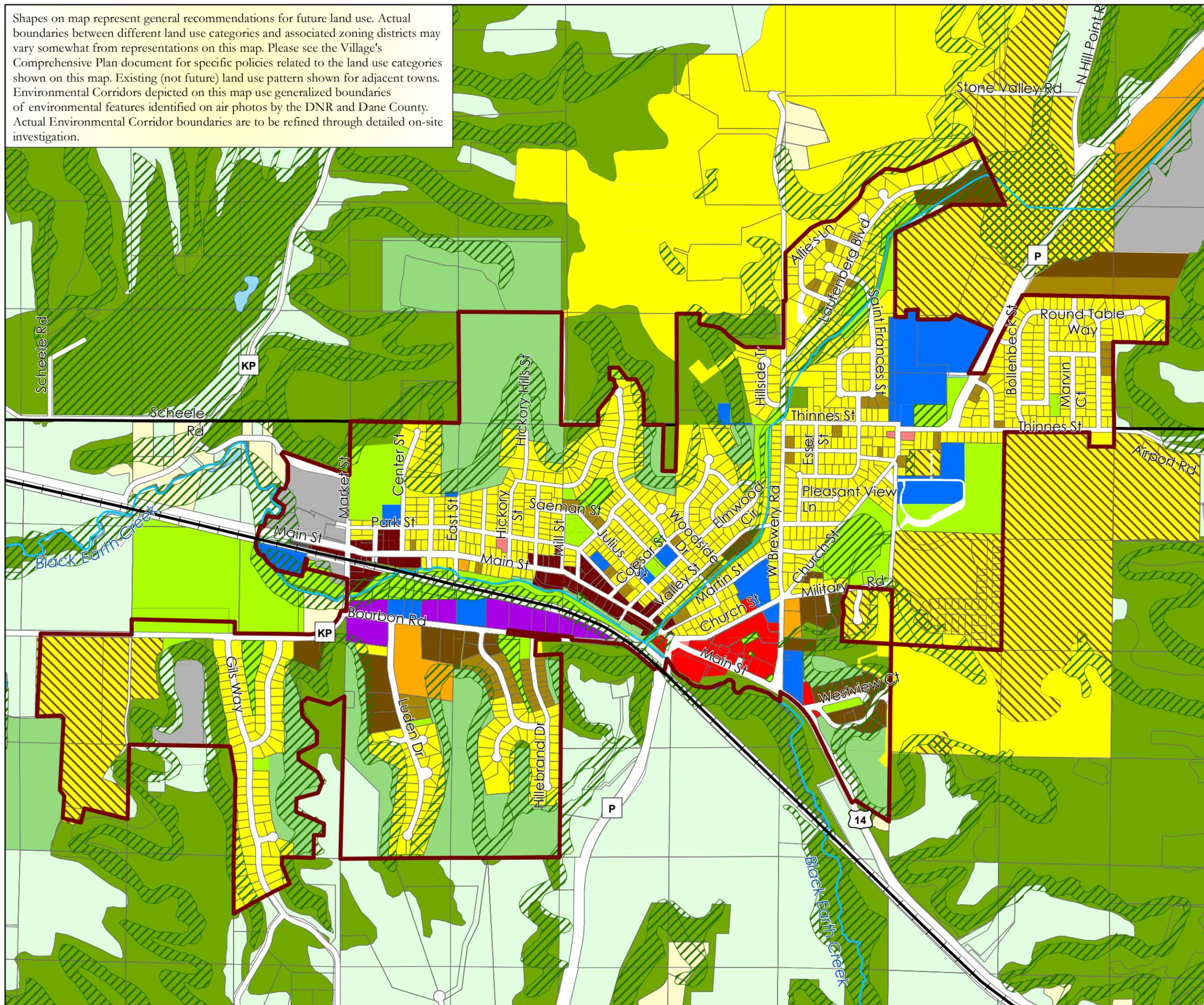
0 1,000 2,000 4,000 Feet



Shapes on map represent general recommendations for future land use. Actual boundaries between different land use categories and associated zoning districts may vary somewhat from representations on this map. Please see the Village's Comprehensive Plan document for specific policies related to the land use categories shown on this map. Existing (not future) land use pattern shown for adjacent towns. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified on air photos by the DNR and Dane County. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.

Village of Cross Plains Comprehensive Plan

Map 4a: Future Land Use-Village View

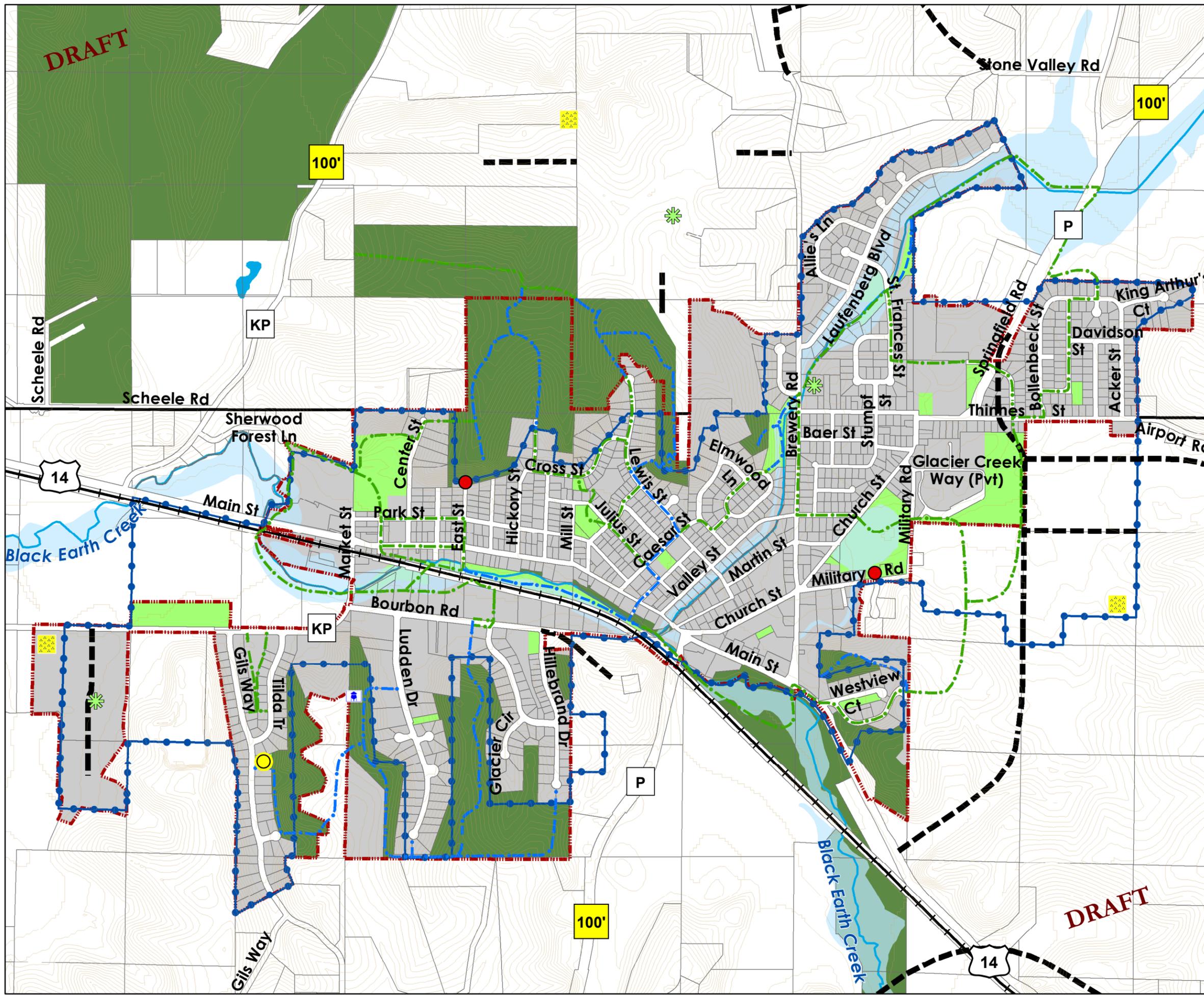


- Village of Cross Plains Boundary
- Town Boundaries
- Extraterritorial Boundary
- Parcels
- Railroads
- Surface Water

- Single Family-Exurban
- Single Family-Urban
- Two-Family/Townhouse
- Mixed Residential
- Planned Neighborhood
 - 1. Single Family-Urban
 2. Two-Family/Townhouse
 3. Mixed Residential
 4. Community Facilities
 5. Office/Research
 6. Planned Business
 7. Parks
- Office/Research
- Neighborhood Business
- Planned Business
- Downtown
 - 1. Office/Research
 2. Mixed Residential
 3. Community Facilities
 4. Planned Business
- Planned Mixed Use
- Light Industrial
- General Industrial
- Community Facilities
- Agriculture/Rural
- Parks
- Conservancy
- Woodlands
- Environmental Corridor



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Village of Cross Plains

Official Map

-  Village of Cross Plains Boundary
-  Town Boundary
-  Parcel
-  Contour Line - 10 ft. Interval
-  Extraterritorial Jurisdiction Boundary (ETJ)
-  Urban Service Area Boundary
-  Railroad
-  Right of Way
-  Right of Way to be Vacated
-  Proposed Road
-  Proposed Right-of-Way Widths (extends to limit of ETJ)
-  Potential Future Interchange
-  Existing Trail
-  Potential Future Trail
-  Existing Park
-  Potential Future Park
-  Conservancy
-  Existing Village Well
-  Future Village Well
-  Existing Storm Water Drainage Basin
-  Future Storm Water Drainage Basin
-  Existing Lift Station
-  Existing Water Storage Facility
-  Future Water Storage Facility
-  Surface Water
-  Floodway

Date Adopted: _____

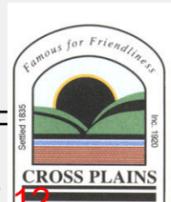
Date Revised: _____

Date: June 3, 2009
Sources: V & A, Dane County LIO,
Village of Cross Plains, MSA



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Village of Cross Plains Meeting Instructions and Tips

Participation in Village Meetings

The public may participate in Village meetings in various ways.

Attending in Person

The Village Board currently hosts its Village Board and Plan Commission meetings in the Community Room at the Rosemary Garfoot Public Library. Due to space constraints the room is limited to the Board/Commission and an additional five (5) people. These spaces are reserved first for people with disabilities that may need accommodations in order to participate or monitor the meeting. Other participants are strongly encouraged to attend virtually or by phone. Comments made virtually or by phone will carry the same weight as those made in person. The Village Board may, from time to time, allow for participants who would like to speak in person to rotate in and out of the room depending on the spacing availability at that time.

All other committee meetings are currently only being held virtually.

Attending Virtually

Participants may observe and participate in Village meetings remotely.

Direct link – Web meeting

Participants may click on the **ZOOM Virtual Meeting Link** (see image below) at the top the Village Board Agenda or in the email sent by the Village Administrator. The meeting link on the agenda will take you to the Zoom website or it will open the Zoom Application. Participants may choose to download the Zoom Application or access Zoom through the web browser. Alternatively, participants may also type in the link into the URL address bar to bring the participant to the meeting. All participants should check their computer's capacity prior to the meeting.

NOTE THAT THE MEETING ID LINK WILL CHANGE FOR EACH TYPE OF MEETING. THEREFORE, THE MEETING LINK MAY CHANGE. PARTICIPANTS SHOULD MAKE SURE THAT THEY ARE USING THE LINK ON CURRENT AGENDA TO ACCESS THE CORRECT MEETING.

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Notice and Agenda

Rosemary ~~Garfoot~~ Public Library Community Room
2107 Julius St
Cross Plains, WI 53528
(608) 798-3241

**Tuesday, May 26, 2020
6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:



Zoom Virtual Meeting Link:
<https://us02web.zoom.us/j/81392456725>

Conference telephone line:
+1 312 626 6799

Meeting ID: 813 9245 6725

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Telephone

The public may also join by teleconference. To do so, participants should dial the **Conference Telephone Line** provided. Participants will then need to enter the specific **Meeting ID Number** (see image below). Follow the prompts to be let in the room. If you need accommodations for toll free access, please contact the Village Hall prior to the meeting.

Village of Cross Plains Board of Trustee Meeting
Regular Meeting Notice and Agenda

Rosemary ~~Garfoot~~ Public Library Community Room
2107 Julius St
Cross Plains, WI 53528
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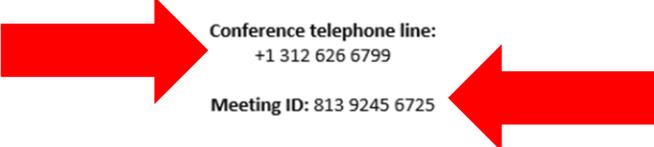
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Public Participation Process

Generally, the agenda will have a public comment section (see below). Due to the logistical challenges for commenting during a virtual public meeting, the following process will be adopted to ensure that the public can participate in the meeting and that the governing body can run an effective and efficient meeting.



II. **Public Comment** – This is an opportunity for anyone to address the Village Board on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING MUST REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU ARE ENCOURAGED REGISTER YOUR COMMENT BY SENDING AN EMAIL TO BCHANG@CROSS-PLAINS.WI.US AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL BE OPENED 30 MINUTES BEFORE THE MEETING TO COLLECT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

Registration of Comments

The public comment section has been revised to allow public comment in any topic **ON OR NOT ON THE AGENDA**. Those wishing to speak must register before the meeting to do so. Participants can register to speak by notifying the Village Administrator ahead of the meeting. Please see the following methods:

Written Comments

At any time, anyone who is interested in submitting a written comment may do so by emailing the Village Administrator at bchang@cross-plains.wi.us or in writing to Village Board, P.O. Box 97, Cross Plains, WI 53528. The written comment will be read to the Village Board at the corresponding meeting.

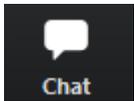
Public Comments

Anyone wishing to make a public comment at a particular meeting must register to do so prior to the start time of the meeting. Those wishing to speak are encouraged register their comment by sending an email to bchang@cross-plains.wi.us ahead of the meeting. Registration by phone may also be done during business hours prior to the meeting.

In addition, the meeting room will be opened 30 minutes before the meeting to collect registrations only. To register a public comment during this time, the participant will need to raise their hand virtually to be unmuted (see instructions below). Telephone participants will then be unmuted one at a time during this period to ensure that no one is missed. Those participating by phone will need to identify themselves and the issue for which they would like to speak on.

All lines will be muted at the start of the meeting. During the Public Comment Section, each registered participant will be called upon, unmuted, and shall have 3 minutes to speak. Once the Public Comment section of the meeting has concluded, all participants will be muted for the remainder of the meeting so that the governing body may continue with its meeting. The governing body may call on a presenter or participant for clarification at any time during the meeting.

“Chat” function



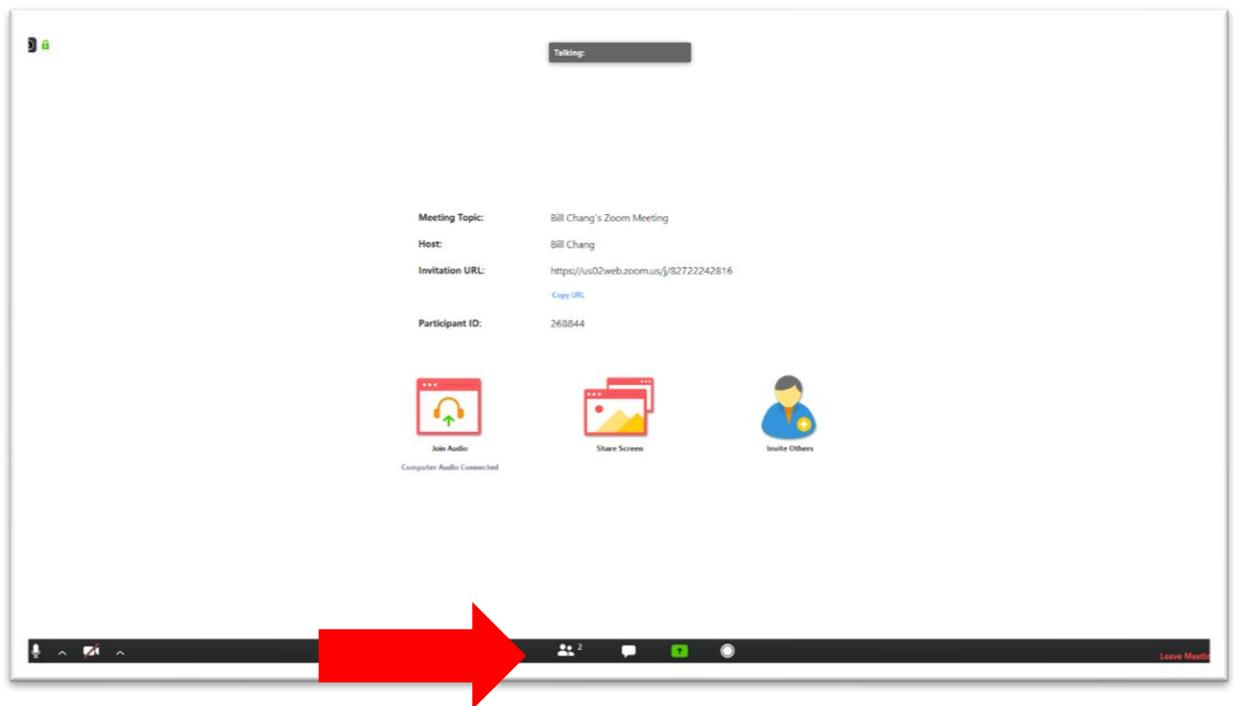
The “Chat” function will be monitored for technical and logistical issues. Discussion on the “Chat” function is public record. Comments made to the board through the “Chat” function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

ZOOM Tips

Raising your hand

Zoom provides an option for participants to raise their hand to be called upon. To do so, please follow the instructions below.

1. Click on the “Participants”  icon at the bottom of the screen.



2. Click on "Raise Hand".

Participants (2)

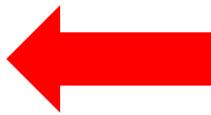
BC	Bill Chang (Me)	 
BW	Becky Ward (Host)	 

3.

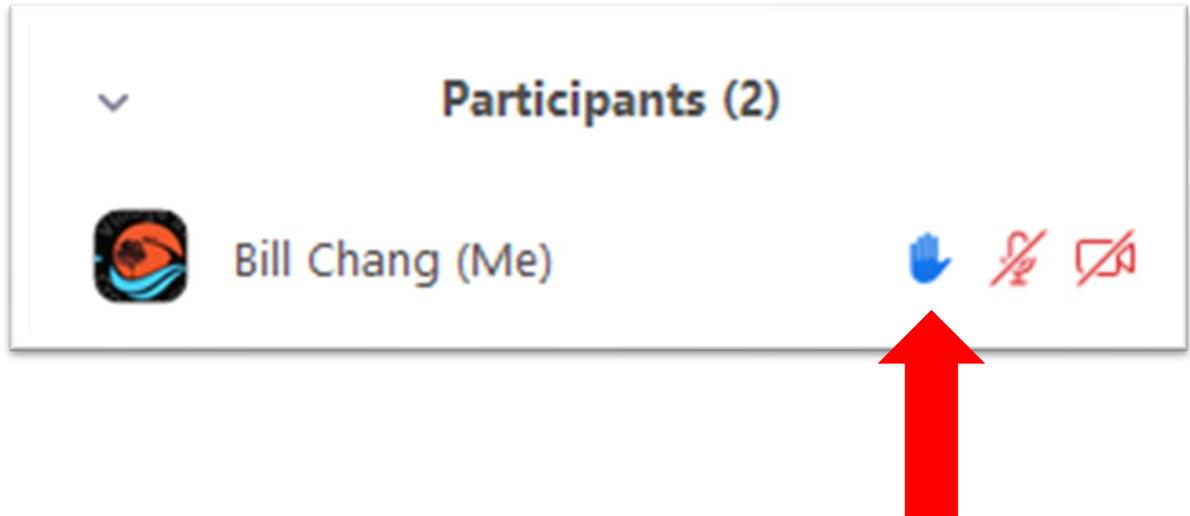
Invite

Mute Me

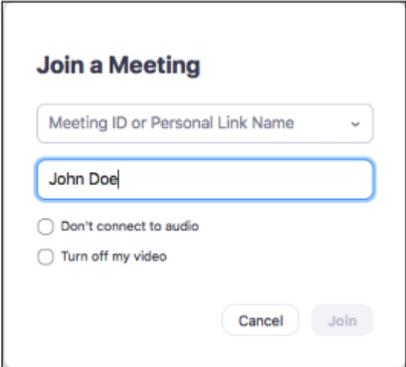
Raise Hand



4. Confirm that your hand is raised.



How to Participate in a Zoom Meeting

<p><u>Using computer:</u> https://zoom.us Depending on your browser, you may have to download the zoom application, once complete, it will open on your screen.</p> <p><u>Using Smartphone or Tablet:</u> Download  zoom app</p>	<p><u>Open Zoom Application</u> Open the zoom application on your electronic device.</p> <p>If you wish to speak during the meeting you will need to have a microphone otherwise you will need to call in with a phone.</p>
	<p><u>Join a Meeting via Electronic Device</u> Using computer: https://zoom.us/join Using Smartphone or Tablet: Open app, Click Join meeting</p> <ul style="list-style-type: none"> • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits) • Click Join • Enter your name (not phone number) <p><i>If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you've joined the meeting).</i></p>
	<p><u>Join a Meeting via Telephone</u></p> <ul style="list-style-type: none"> • Call 1-312-626-6799 (long distance charges may apply) • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits)
	<p><u>Waiting Room</u> After you have joined the meeting you are in the waiting room, waiting for the host to join and to provide you access. After being granted entry, make sure you click the green "Join with Computer Audio" to join the meeting with audio automatically (you can mute this once you're on the meeting).</p>

Zoom Menu Bar

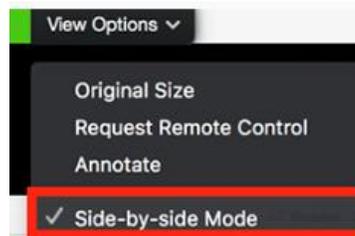


- Mute/Unmute your audio
- Start/stop your video
- Invite others to join the meeting
- Participants- View list of participants, raise hand to speak or change your name.
- Share your screen (with meeting host permission)
- Chat with all/other participants
- Public meetings will be recorded and saved.
- Leave or end the meeting

Side by Side Mode

Allows you to view participants to the right of the shared screen (rather than above host's shared screen)

You can modify your view by choosing Gallery (everybody) or Speaker View at the top of the participant video panel (drag the gray vertical separator to enlarge or reduce the size of this panel)



Committee members are expected to participate in discussion freely.

Motions: When making or seconding a motion, Committee members are asked to state their name first so everybody will know who is speaking.

Votes: Unless votes are clearly unanimous, staff will take a roll call vote.