

Sustainability Committee

Regular Meeting Notice and Agenda

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

Monday, March 9, 2020

6:00 pm

I. Call to Order and Roll Call

II. Public Comment – This is an opportunity for anyone to address the Sustainability Committee on any issue 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.

III. General Business

1. Committee Member Report Outs.
 - a. Green Tier Legacy Community **PDF pg 2-26**
 - b. Western Dane County Climate Conversations: February 25th convening.
 - c. Survey Distribution
2. Discussion and Possible Approval of the January 22, 2020 and February 10, 2020 Sustainability Committee Minutes **PDF pg 27-30**
3. Discussion on solar farm research
4. Discussion and Possible Action on Becoming a SolSmart Community **PDF pg 31-47**
5. Discussion and Possible Action on Filing the American Planners Association Community Planning Assistance Team Proposal **PDF pg 48-55**
6. 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.

RESOLUTION

RESOLUTION APPROVING PARTICIPATION IN THE GREEN TIER LEGACY COMMUNITY PROGRAM.

WHEREAS, the Wisconsin Department of Natural Resources in partnership with the League of Wisconsin Municipalities, 1,000 Friends of Wisconsin, Wisconsin Energy Conservation Corp, Center on Wisconsin Strategy, Wisconsin Counties Association and the cities of Appleton, Bayfield, Fitchburg, Middleton, Ashland, Monona, Eau Claire, Bayside, Port Washington, Sheboygan, La Crosse and the Village of Weston have created a Green Tier Charter For Legacy Communities with goals of:

1. To assist (municipalities, counties) in achieving superior environmental performance in one or both of the following two areas: (1) water resource management; (2) sustainability practices; and goals relating to economic development, public health and social equity; and to recognize their efforts and progress;
2. To improve the quality of life and economic vitality of communities;
3. To help (municipalities, counties) and the Wisconsin Department of Natural Resources address wastewater, stormwater, drinking water, wetlands and other water issues in a holistic, watershed-based manner;
4. To assist (municipalities, counties) in preparing, implementing, and improving an overall watershed plan(s) that integrates the municipality's full range of water resources issues;
5. To assist (municipalities, counties) in preparing, implementing and improving over time a sustainability plan that reduces a (municipality's, county's) impact on the environment;
6. To facilitate access to state and federal funding for projects and activities related to achieving the purposes of this charter, such as energy efficiency, renewable energy, greenhouse gas reductions, comprehensive planning, transportation policies, and integrated planning for wastewater treatment, storm water treatment and management; and drinking water;
7. To realize taxpayer savings through reduced municipal expenditures on motor vehicles fuels and energy resulting from efficient development patterns;
8. To help (municipalities, counties) comply with various water regulations in a more efficient, cost effective and flexible manner;
9. To achieve other demonstrable and measurable environmental improvements beyond what is required by local, state, or federal law; and

WHEREAS, the (City, County) was invited to join in this voluntary program and believe participation will further enhance our (City, County) current commitments to sustainability, and

WHEREAS, the (City, County) will benefit from such a partnership with the Green Tier Legacy Communities Program by receiving positive recognition, gaining access to a DNR staff liaison and

their resource team, receiving prioritization in applying for certain grants and streamlining in certain DNR permitting processes, and

WHEREAS, by adopting this resolution the (City, County) agrees to sign and hold to the Green Tier Charter for Legacy Communities. We will participate in the quarterly meetings, networks and share information with our public and the communities in the program, and provide an annual report noting the progress in our goals, baselines and sustainability plans.

NOW, THEREFORE, BE IT RESOLVED by the (City Council, County) declares itself a signatory to the Green Tier Charter for Legacy Communities and authorizes the Council President, City Manager and City Clerk to execute the necessary documents on behalf of the City Council, and

BE IT FURTHER RESOLVED, that (City, County) staff are directed to assist with meeting the Charter goals and to submit an annual report to the Organizational Signatories, and

BE IT FURTHER RESOLVED, that upon adoption, the (City, County) Clerk is hereby directed to send a copy of this resolution to the Wisconsin DNR and the Legacy Communities Green Tier Steering Committee.

(Adoption Date)

(SEAL) _____

(SEAL) _____

(ATTESTED) _____

LEGACY COMMUNITIES GREEN TIER CHARTER
(Authorized December 1, 2010, Last Revision Approved – February 29, 2016)

This Charter is entered into by the WI Department of Natural Resources (DNR) and 1000 Friends of Wisconsin (1000 Friends), League of WI Municipalities (League), WI Energy Conservation Corp (WECC), Municipal Environmental Group Wastewater Division (MEG), Center On WI Strategy (COWS), other non-governmental organizations, other state agencies and organizations in institutions of higher education that elect to participate in this Charter, and individual municipalities and counties that elect to participate in this Charter (initial municipalities are: Cities of Appleton, Fitchburg, Bayfield, Middleton, and Village of Weston). All these organizations are collectively referred to as “Members”. Members that are non-governmental organizations, state agencies other than the DNR or organizations in institutions of higher education are collectively referred to as “Charter Collaborators”.

Introduction

A. The Charter Collaborators are prepared to work with the DNR, municipalities and counties to accomplish the goals of this Charter.

B. The Members have established goals for this Charter. Together, key issues center on a wide range of sustainability practices available to municipalities and counties, and municipal water resource management. Such a precedent lends support to the Green Tier Charter concept of better relations between state and local governments, non-governmental organizations, and institutions of higher education to achieve common goals that focus on achieving superior environmental performance.

I. Purpose

The purpose of this Charter is to establish an agreement pursuant to Wis. Stat. §§ 299.83(7e) and 66.0301 by which municipalities take actions and share information to achieve superior environmental performance with regard to one or both of the following areas: (1) water resources management; and/or (2) sustainability practices.

The term ‘sustainability’ means local governments addressing the needs of the present while not compromising the ability of future generations to address their needs. It encompasses a broad framework of interrelated issues that includes environmental stewardship, economic growth, public health and social equity. Sustainability practices could include reducing greenhouse gas emissions, reducing municipal and county energy use, and developing and implementing a transportation system that reduces total vehicle miles traveled, increasing access to local foods, and supporting local business development.

Policies in this Charter are intended to be consistent with and complimentary to a Member Municipality's and County's Comprehensive Plan.

Participating municipalities will select either water resources management or sustainability practices, or both, but are not required to pursue both components. Counties may select to participate in the Sustainability Component but are currently not anticipated to join the Water Resources Component.

The Charter will achieve superior environmental performance in the following ways:

(1) Municipalities subscribing to the water resources pilot component of this charter will achieve superior environmental performance by addressing wastewater, stormwater, drinking water, wetlands, and other water issues in a holistic, watershed-based manner. This may include some or all of the following elements:

- ◆ Wastewater management, including treatment plant compliance, collection system maintenance and long term sanitary sewer service area planning.
- ◆ Stormwater management including stormwater quality controls, stormwater quantity and floodplain management, and integration with DNR permitting.
- ◆ Integration of rural water management issues, including agricultural drainage ditch issues and agricultural nonpoint runoff into urban lands within the watershed.
- ◆ Navigable waters (Chapter 30, Wis Stats), wetlands, shoreland, floodplains management including associated habitat issues.
- ◆ Groundwater management issues including management of groundwater quality, groundwater quantity and regional recharge issues.
- ◆ Public water supply issues including drinking water quality and water conservation and compliance with Safe Drinking Water Act provisions
- ◆ Water budget issues, including the overall evaluation of water quantity and quality entering and leaving the watershed considering ground and surface water.

(2) Municipalities or counties subscribing to the sustainability component of this Charter will initially focus on improving a municipality's or county's impact on the environment by using the strategy options listed in Appendix 3 to develop a Sustainability Implementation and Monitoring Plan. Such an implementation plan may include some or all of the following elements:

- ◆ 'Build and Buy Green' strategies and programs.
- ◆ Strategies to promote environmental stewardship in the private sector.
- ◆ Transportation policies and actions that increase pedestrians, bicyclists, transit passengers as a primary mode of transportation, and that are designed to reduce public per-capita vehicle miles traveled (VMT) and greenhouse gas emissions.
- ◆ Land use policies and actions that seek to identify, cleanup and redevelop brownfield sites, promote street connectivity and mixed-use development, and protect natural resources.
- ◆ Environmental stewardship, energy efficiency, waste and materials management policies and the use of renewable fuels to reduce total energy consumption throughout the community.

- ◆ Local government practices that encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal or county facilities, services, and vehicle fleets.
- ◆ Encourage residents and businesses to adopt sustainable practices.

(3) All municipal and county Members will share information, resources, technology, and environmental success stories with one another on a regular basis.

II. Background

1. Wisconsin's Green Tier Program, established by Wis. Stat. § 299.83, authorizes the Wisconsin Department of Natural Resources (DNR) to issue an environmental results charter to an association of public or private entities to assist those entities in achieving superior environmental performance and to assist those entities in participating in Tier 1 or Tier 2 of the Green Tier Program.

2. Many local governments in Wisconsin have embraced sustainability initiatives, as a means to reduce a community's overall environmental impact and improve quality of life.

3. In light of these varied initiatives aimed at reducing environmental impact, a mechanism is needed to facilitate action by local units of government to scale best practices across the state, in a manner that realizes the economic benefits of such action and provides municipalities and counties with recognition for their efforts.

4. Addressing water issues on a holistic basis will result in more efficient use of both local and state staff and resources, decrease municipal and county costs, and improve water quality within the watershed.

III. Goals of the Charter

The Goals of this Charter are:

1. To assist municipalities and counties in achieving superior environmental performance in sustainability, health and social equity; and to recognize their efforts and progress.
2. To assist municipalities in achieving superior environmental performance in water resources.
3. To improve the quality of life and economic vitality of communities.
4. To help municipalities and the Wisconsin Department of Natural Resources address wastewater, stormwater, drinking water, wetlands, and other water issues in a

holistic, integrated, watershed-based manner.

5. To assist municipalities and counties in preparing, implementing and improving over time a sustainability plan that reduces a municipality's and county's impact on the environment.
6. To facilitate access to state and federal funding for projects and activities related to achieving the purposes of this charter, such as energy efficiency, renewable energy, greenhouse gas reductions, comprehensive planning, transportation policies, and integrated planning for wastewater treatment, storm water treatment and management; and drinking water.
7. To realize taxpayer savings through reduced municipal and county expenditures on motor vehicle fuels and energy resulting from efficient development patterns.
8. To help municipalities comply with various water regulations in a more efficient, cost effective and flexible manner.
10. To achieve other demonstrable and measurable environmental improvements beyond what is required by local, state, or federal law.

IV. Timeframe of Charter

1. Effective Date. This Charter will become effective when signed by DNR, 1000 Friends, the League, MEG-Wastewater, WECC, COWS, and the first municipality to subscribe to the Charter. New Members may be added to the charter pursuant to the process outlined in Appendix I.

2. Duration of Charter. This Charter will remain in effect unless terminated as described below:

- (A) The Charter may be terminated as a whole either by the DNR, or by a majority of the Members of this Charter after 90 days of written notice of termination.
- (B) Any individual Member may withdraw themselves from the Charter after 90 days of written notice to each of the other Members.

V. Responsibilities of Members

1. The Wisconsin Department of Natural Resources agrees to:

- (A) Convene an ad hoc "Resource Team" of agency experts to serve as a resource for Members. Staff from the DNR programs represented on the Resource Team shall assist municipal and county Members as per Wis. Stats. §299.83 (4m)(e).

- (B) Explore and facilitate access to state and federal funding, and the means to prioritize applications for DNR funding on behalf of Members to further the goals of this Charter.
- (C) Provide access to senior DNR officials so that barriers to sustainable practices may be identified and removed.
- (D) Facilitate interagency cooperation.
- (E) Provide recognition no less than annually of the participation of municipal and county Members and their accomplishments.
- (F) Undertake the additional responsibilities as specified in Appendices to this Charter.
- (G) Provide a single point of contact on DNR programs and regulations for municipal and county Members.

2. Charter Collaborators agree to:

- (A) Promote and solicit Members to the Charter.
- (B) Annually assess the impact and effectiveness of the Charter and report annually to the department on the activities that have been engaged in under the Charter. This annual report shall be submitted to the DNR by March 31st for the preceding year.
- (C) Assist with establishing Charter member communication between Members and the DNR.
- (D) Assist in exploring and alerting municipalities and counties to funding opportunities available to communities for implementing Charter activities
- (E) Assist in drafting future appendices and policies.
- (F) Provide technical assistance to the municipal and county Members to achieve their goals under this Charter.

3. Municipal and county Members agree to:

- (A) Implement the purposes of this Charter by developing a Sustainability Implementation and Monitoring Plan.
- (B) Municipalities implement the Water Resources Plan as set forth in Appendix 2, that specify the goals, policies, and actions the municipality has set for the Charter.

- (C) Engage the public and other affected stakeholders in implementing the goals and measuring the progress of their Charter commitments, including but not limited to a web site available to the public that specifies the goals that the municipality or county has set for the Charter, and its policies and action that demonstrate the progress made in meeting those goals.
- (D) Identify and act upon local environmental priorities consistent with this Charter, while striving in good faith to achieve each of the Charter's goals.
- (E) Share information, technologies, and strategies used to advance the Charter's goals with the other Members.
- (F) Annually report to the other Members the progress made in achieving the goals to improve the overall Sustainability Implementation and Monitoring Plan and /or Water Resources Plan (see A. above).

VI. Governance Provisions

Implementation of this Charter will be coordinated and overseen by the Members. Each Member shall have 1 vote.

The Members may appoint an Executive Committee to coordinate meetings and initiatives under the Charter and to perform any other duty or responsibility specified by the Members.

VII. General Provisions

A. APPLICABLE LAW AND EFFECT OF CHARTER.

Wisconsin law governs this Charter. Nothing in this Charter is intended to be contradictory to or inconsistent with applicable Federal, State and Local laws, ordinances, regulations, or environmental standards in effect during the period of this Charter. This Charter does not bind the State Legislature and their actions affecting the Wisconsin Department of Natural Resources.

B. SEVERABILITY.

All covenants, terms and conditions contained herein are severable, and in the event any competent court or agency shall hold any of them invalid, this Charter shall be interpreted as if such invalid covenants, terms or conditions were not contained herein. However, each Member shall have the right to terminate its participation in this Charter following the severing of any portion of this Charter.

C. AMENDMENT.

This Charter may be amended only in writing by agreement of the DNR and other Members. Any amendment shall be consistent with and in furtherance of the

objectives, terms, and conditions of this Charter. If an Amendment will increase the number or scope of provisions in this Charter, or materially alter the level and type of environmental performance, then the Wisconsin Department of Natural Resources shall provide an additional public notice and may provide an additional public information meeting as required by law.

D. REMOVAL OF MEMBER.

If any Member fails to fulfill their obligations under this Charter in a timely or proper manner, or violates any of its provisions, the violating Member may be removed from the Charter by agreement of both the DNR and the other Members. The violating Member must be given thirty (30) days written notice of removal, specifying the alleged violations, and the effective date of the removal of the violating Member. If the violating Member cures their violation within the thirty (30) days, it shall not be removed from the Charter.

E. RESIGNATION OF MEMBER.

Any Member may resign from the Charter pursuant to section V. 2. (C).

F. TECHNICAL CONTACT.

Each Member to this Charter shall provide, in writing to every other Member, the name and contact information for an individual who will serve as the contact for purposes of this Charter. The contact shall serve as the primary contact person for all negotiations, agreements, and conflicts that may arise under this Charter and the Members agree to communicate and work through these contacts to the fullest extent practicable. If the contact changes for a Member, that Member will notify all other Members of the change and identify the new contact as soon as possible, preferably within 5 business days.

G. DISPUTE RESOLUTION.

The DNR and other Members will function as arbitrators for dispute resolution among the technical staff of all Members.

VIII. Warranty of Authority

Each of the persons signing below represents and warrants that they have the authority to execute this Charter on behalf of the Member for which they sign.

IX. Signatures

Warranty of Authority. Each of the persons signing below represents and warrants that they have the authority to execute this Charter on behalf of the Member for which they sign.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

By/s/ _____
Matthew J. Frank, Secretary

1000 FRIENDS OF WISCONSIN

By/s/ _____
Steve Hiniker, Executive Director

LEAGUE OF WI MUNICIPALITIES

By/s/ _____
Dan Thompson, Director

MUNICIPAL ENVIRONMENTAL GROUP WASTEWATER DIVISION

By/s/ _____
Wally Thom, President

CENTER ON WISCONSIN STRATEGY

By/s/ _____
Joel Rogers, Director

Darrell Bazzell, Vice Chancellor for
Administration University of WI.

WI ENERGY CONSERVATION CORPORATION

By/s/ _____
Mary Schlaefter, Executive Director

Warranty of Authority. Each of the persons signing below represents and warrants that they have the authority to execute this Charter on behalf of the Member for which they sign.

CITY OF MIDDLETON

By/s/ _____
Sonnentag, Mayor

Kurt
City Clerk

CITY OF BAYFIELD

By/s/ _____
MacDonald, Mayor

Larry
City Clerk

CITY OF FITCHBURG

By/s/ _____
Allen, Mayor

Jay
City Clerk

CITY OF APPLETON

By/s/ _____
Hanna, Mayor

Tim
City Clerk

VILLAGE OF WESTON

By/s/ _____
Schuster, President

Fred
Village Clerk

APPENDIX I - NEW MEMBERS TO THE CHARTER

It is the intention that this Charter be structured to allow for expansion of new Members consistent with the Environmental Results Program under s. 299.83, Stats.; except that the water resources component shall be a pilot program limited to no more than 2 or 3 of the original Members and for a period of three years unless extended following pilot review.

1. Review Prior to Adding New Members

The review of the water resources component shall include review by the Water Division Administrator and Bureau Directors within the Division in accordance with the pilot evaluation criteria in Appendix 2, and they shall make a recommendation to the Secretary on whether the pilot should be expanded, modified, or discontinued. The Secretary shall determine whether new Participants can be added to the water resources component of the charter or whether the charter should be modified prior to the addition of new Participants.

2. Procedure for Adding New Members.

All potential new Participants will complete a Wisconsin Department of Natural Resources approved application prior to requesting to become a Member to the Charter. A new Charter

Member will indicate at the time of application which of the available components they will pursue. New Members will be considered as follows:

- A. A party wishing to become a Member will submit a completed application requesting consideration to the DNR and the other Members. The application will commit the party to meeting the requirements of the Charter and applicable appendices and will provide the following:
 - 1) if the party is a municipality or county, a schedule for implementing its program so as to catch-up with the work schedules of the original municipal or county Members,
 - 2) a commitment to assign the resources necessary to participate in the Charter, and
 - 3) the identity of a technical point of contact and a contact person intended to serve as the new Member's representative.
- B. In reviewing the request, the DNR and the other Members will evaluate the party's ability to meet the requirements of the Charter. Subject to the provisions of paragraph 1, the DNR and the other Members may add additional requirements to a potential new Member as they deem appropriate.

APPENDIX 2 – WATER RESOURCES PILOT PROGRAM COMPONENT

The purpose of the Water Resources Pilot Program of the Legacy Community is to evaluate ways in which municipalities can achieve superior environmental performance by addressing water issues in a holistic manner and in a collaborative relationship with the Department of Natural Resources. The proposal set forth below is a pilot for a possible statewide program that will be subject to evaluation as set forth in Appendix 1, before expanded.

I. Obligations of Municipal Participants

The goal of the Water Resources Pilot Program is to reward and incentivize municipalities to evaluate water resource issues in their community on a holistic basis and develop cooperative water resource management arrangements with the DNR.

- A. Eligibility requirements. To be eligible to participate in the Water Resources Component of the Legacy Community Charter, a municipality must undertake the following:
 - (1) Agree to prepare a plan addressing water resources in its community through the use of the Water Star evaluation available at <http://www.waterstarwisconsin.org>. If using the Water Star evaluation, a municipality shall achieve at least a “bronze” status to be eligible to participate in the Legacy Community Charter and
 - (2) Identify one or more projects involving multiple water resource issues and develop an integrated plan that incorporates project components and watershed benefits not otherwise required by project permits and

approvals.

B. Water Resources Plan

- (1) If a community chooses to develop a water resources plan, they should integrate the municipality's full range of water resource issues. The plan shall identify community goals and priorities for improving water resources within the municipality. The following components should be addressed to the extent practicable:
 - ◆ Wastewater management, including treatment plant compliance, collection system maintenance and long term sewer service area planning.
 - ◆ Stormwater management including stormwater quality controls, stormwater quantity and floodplain management, and integration with DNR permitting.
 - ◆ Integration of rural water management issues, including agricultural drainage ditch issues and agricultural nonpoint runoff into urban lands within the watershed.
 - ◆ Navigable waters (chapter 30), wetlands, shoreland and floodplains management including associated habitat issues.
 - ◆ Groundwater management issues including management of groundwater quality, groundwater quantity and regional recharge issues.
 - ◆ Public water supply issues including drinking water quality, water conservation and compliance with Safe Drinking Water act provisions
 - ◆ Water budget issues, including the overall evaluation of water quantity and quality entering and leaving the watershed considering ground and surface water issues.

- (2) Water Resources outside the Municipality. In evaluating the water resource issues and projects within the community, the municipality shall also identify areas in which water resource issues within its watershed involve water resource issues outside of its boundaries, and potential opportunities for inter-governmental approaches to address such issues.

- (3) Plan Preparation. In developing a plan, municipalities should utilize existing water related planning documents and consult with the DNR and any County or regional planning agencies to ensure that existing relevant land and water resource plans have been identified and integrated into the municipal water plan. Such plans may include DNR Basin Plans, County Land and Water Conservation Plans, and plans of adjacent municipalities. In addition, the municipality shall consult with DNR to determine whether any additional areas require development.

C. Program Integration and Coordination with DNR

- (1) Recognizing the regulatory functions municipalities serve, the municipality shall meet with DNR to determine whether there are opportunities for integration of municipal and state water programs or staff. Such opportunities could include: municipal assistance on education, permitting, inspection and enforcement; integration of education materials and permit applications; or certification of municipal staff with respect to certain water review functions. Implementation of any such opportunities shall be with mutual consent and subject to separate cooperative agreements.
- (2) The municipality shall participate in a review with DNR at a schedule to be determined by the parties but at least 2 times per year during the pilot to: (a) identify significant water related projects within the municipality (either by the municipality or third parties if known); (b) review any permitting or compliance issues; (c) review the status of any cooperative agreements; and (d) identify any areas requiring additional planning or program integration. If more than one municipality in a DNR region is participating, then such meetings can, at the option of the DNR, be held concurrently.
- (3) The municipality and the DNR shall develop a stakeholder group of organizations interested in water resource issues in the municipality such as the County, environmental advocacy groups and other interested parties and include such groups in one or more of the review meetings under Section I. C. (2).

II. Obligations of DNR

A. Single Point of Contact.

The Department's single point of contact representative(s) will be the Regional Water Leader(s) from the geographical areas of where water component participants are located. The Department shall also identify back up staff who will serve as the single point of contact in the Regional Water Leader(s) absence. The single point of contact back-up shall have experience in two or more water programs and serve in a supervisory capacity.

B. Assistance and Coordination with the Municipality.

- (1) The Department shall review and comment on any municipal Water Resources Plan.
- (2) The Department shall meet with the municipality for purposes of

identifying areas of program integration of municipal and state water programs or staff as set forth in para I.C.

C. **Regulatory Coordination and Flexibility for Municipal Projects**

When the municipality is proposing a project that requires one or more water permits from the DNR, the DNR's Single Point of Contact shall undertake the following:

- (1) To the extent practical, coordinate the permits within the DNR so that all such water permits are reviewed concurrently on an integrated timetable;
- (2) Supervise the review of the permits to ensure that the project and its impacts are reviewed in the context of the existing statutory standards, the impacts to the watershed as a whole, the goals of the municipal project and the municipality's Water Resources Plan;
- (3) Foster a "problem solving" approach with respect to permitting or enforcement issues that recognizes both the municipality's record under this Charter, and the Department's flexibility in existing permitting standards and the Department's enforcement discretion;
- (4) Facilitate resolution of disputes between DNR staff or between DNR staff and the municipality.

III. Pilot Evaluation

A. At the conclusion of 30 months from the date of this Charter, each municipality shall prepare a summary of its work under this Charter that shall:

- (1) Describe its eligibility status.
- (2) Identify any areas of program integration with DNR and describe any such programs.
- (3) Identify any water resources projects under taken and project elements not otherwise required by DNR, local and or other federal laws.
- (4) Describe any water resources permits obtained by the municipality and identify whether and to what extent the Charter impacted the permitting process including a consideration of the following:
 - The permit review process included consideration of watershed

based impacts

- If the project involved multiple water permits, the permit processing and permit comment and hearings were coordinated.
- Permit issues were resolved with the assistance of the single point of contact.
- Which federal, state, and local standards were exceeded.

B. Evaluation Options for Additional Points on Grant Applications

The DNR and the municipality shall evaluate whether participation in this Charter warrants consideration in competitive water resources grants administered by the Department and report back to the Green Tier Steering Committee with recommendations regarding such grants.

APPENDIX 3 – SUSTAINABILITY STRATEGY OPTIONS

[See Excel spreadsheet](#)

Max. Score



Sustainability Strategies Scoresheet



This Sustainability Strategies Scoresheet is provided for members to track sustainability management strategies in transportation, energy, land use, water, waste, and health. This scoresheet is intended to be dynamic and flexible and will provide structure for annual reporting. In the spirit of continuous improvement toward superior environmental performance, suggested revisions to this scoresheet are always encouraged.

(Approved
May 2018)

(Insert Community Name) Scores	2019	2020	2021	2022	2023
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TRANSPORTATION DEMAND MANAGEMENT:
 Transportation demand management strategies aim to reduce GHG emissions and VMT by influencing change in individual behavior. These strategies encourage walking, bicycling, and transit as modes of transportation within a community and seek to curb the number and length of trips by vehicle.

<u>Bicycle and Pedestrian Programs/Projects</u>						
2	Require bike parking for all new non-residential and multifamily uses.	0	0	0	0	0
1	Set standards for placement and number (as function of intensity of use) for bike parking spaces.	0	0	0	0	0
3	Commuter bike routes identified and cleared.	0	0	0	0	0
10	League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10)	0	0	0	0	0
3	Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.	0	0	0	0	0
1	Conduct annual survey of students' mode of transport to school.	0	0	0	0	0
<u>Employer-Based Programs</u>						
5	Require large employers seeking rezoning to set a price signal (cash-out or charge).	0	0	0	0	0
5	Require large employers seeking rezoning to provide subsidized transit.	0	0	0	0	0
5	Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual.	0	0	0	0	0
<u>Traffic Volume</u>						
3	Track VMT or traffic counts and report on efforts at reduction (including those on this list).	0	0	0	0	0
3	Eliminate parking minimums from non-residential districts.	0	0	0	0	0
5	Set parking maximums at X per square feet for office and retail uses.	0	0	0	0	0
5	Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).	0	0	0	0	0
10	Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).	0	0	0	0	0

TRANSPORTATION SYSTEM MANAGEMENT

Max. Score										
	Transportation system management strategies aim to reduce GHG emissions and VMT by improving the overall performance of a transportation system. These strategies improve existing infrastructure, introduce new technology, and plan for the future of the system.									
	<u>Preservation and Improvement</u>									
3	Develop and fully fund comprehensive maintenance program for existing roads.	0	0	0	0	0				
5	Charge impact fees for new roads.	0	0	0	0	0				
5	Calculate lane-miles per capita for arterials and collectors, and show reductions	0	0	0	0	0				
5	Prepare a plan identifying disconnections in bike and pedestrian networks, prioritizing fixes and identifying potential funding sources for the most important projects.	0	0	0	0	0				
5	Any proposal to add lanes to a two-lane roadway shall be evaluated for a center turn lane, the preferred option over an expansion to four lanes.	0	0	0	0	0				
3	Identify four-lane roadways with fewer than 20,000 vehicles per day (AADT) and evaluate them for "road diets" with bike lanes or on-street parking	0	0	0	0	0				
	<u>Electric Vehicles</u>									
10	Electric vehicles in gov't fleets - 2% of fleet=5 points. 5% of fleet=10 points.	0	0	0	0	0				
2	Allow NEVs on appropriate roadways.	0	0	0	0	0				
2	Provide public charging stations	0	0	0	0	0				
	<u>Vehicle Idling</u>									
5	Ban idling (more than 5 minutes) with local government vehicles.	0	0	0	0	0				
5	Ban idling (more than 5 minutes) community-wide.	0	0	0	0	0				
	ZONING AND DEVELOPMENT Zoning and development strategies work toward improving the overall environmental, economic, and social health of a community by promoting mixed-use and infill development, walkable neighborhoods, and an overall sustainable lifestyle.									
	<u>Infill Development</u>									
5	Identify priority areas for infill development, including those eligible for brownfields funding.	0	0	0	0	0				
10	Create land bank to acquire and assemble priority infill sites	0	0	0	0	0				
10	Develop an inventory of known contaminated properties for reuse planning, with possible GIS application	0	0	0	0	0				
	<u>Walkscore</u>									

Max. Score	 <h2 style="margin: 0;">Sustainability Strategies Scoresheet</h2>	     				
5	Measure Walkscore at 10 random residential addresses per Census tract, compute average, and improve upon overall score	0	0	0	0	0
Zoning						
5	Adopt traditional neighborhood design ordinance (If population is less than 12,500)	0	0	0	0	0
5	Zoning for office and retail districts permits floor-area ratio > 1, on average.	0	0	0	0	0
5	Zoning for office and retail districts requires floor-area ratio > 1, on average.	0	0	0	0	0
5	Zoning code includes mixed use districts	0	0	0	0	0
5	Mixed-use language from Smart Code TBA.	0	0	0	0	0
NATURAL RESOURCE MANAGEMENT						
Natural resource management strategies seek to conserve, preserve, protect and promote a community's greenspace, wildlife, wetlands and waterways for this and future generations by promoting pervious surfaces and adequate setbacks.						
Canopy						
3	Adopt tree preservation ordinance per GTLC standards	0	0	0	0	0
3	Set a tree canopy goal and develop a management plan to achieve it	0	0	0	0	0
4	Have a Master Naturalist; ISA Certified Arborist or WDNR Community Tree Management Institute (CTMI) graduate on staff	0	0	0	0	0
2	Have community tree canopy mapped - https://pg-cloud.com/Wisconsin/	0	0	0	0	0
2	Require trees to be planted in all new developments	0	0	0	0	0
2	Certification as Tree City USA	0	0	0	0	0
2	Certification as Bird City Wisconsin Community	0	0	0	0	0
Vegetation Management						
10	Public properties and rights of way mown or cleared only for safe sightlines and/or to remove invasive species.	0	0	0	0	0
10	Create community policy and BMP guidelines on minimizing chemical use during vegetation management of public and private properties	0	0	0	0	0
Water Protection						
6	Establish 75-foot natural vegetation zone by surface water.	0	0	0	0	0
6	Inventory wetlands and ensure no net annual loss.	0	0	0	0	0
Community Energy Use						
Community energy use strategies encourage energy efficiency and the use of renewable fuels to reduce total energy consumption throughout the community						

Max. Score	 <h1 style="margin: 0;">Sustainability Strategies Scoresheet</h1> <p style="margin: 0;">GREEN TIER</p>
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<u>Community Energy Use Policies</u>						
10	Adopt PACE ordinance/jpa	0	0	0	0	0
10	Use PACE financing	0	0	0	0	0
5	Watt meters available to the public	0	0	0	0	0
5	Offer residents and businesses a mechanism to purchase shares of the electricity generated through a local renewable energy project. (Ex. a community solar program)	0	0	0	0	0
5	Facilitate a group-buy program through which residents receive discounted, volume-based pricing on energy efficiency or renewable energy projects based on aggregated demand.	0	0	0	0	0
3	Commit to achieving a science-based, community-wide GHG reduction goal.	0	0	0	0	0
3	Adopt Residential Energy Conservation Ordinance (time-of-sale certification and upgrades).	0	0	0	0	0
<u>Measuring Community Energy Use</u>						
6	Work with local utilities to calculate total electricity and natural gas consumption annually, beginning with the fifth year before entering the program.	0	0	0	0	0
5	Achieve milestone reductions in GHG emissions, as specified in the community's science-based GHG reduction goals.	0	0	0	0	0
5	State of Wisconsin Energy Independent (EI) Community designation.	0	0	0	0	0
MUNICIPAL ENERGY USE						
Municipal energy use strategies encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal facilities, services, and vehicle fleets.						
<u>Government Energy Use Policies</u>						
5	Include transportation energy/emissions as criterion in RFPs for purchases of goods over \$10,000.	0	0	0	0	0
2	Develop list of lighting, HVAC and shell improvements to raise Energy Star Portfolio Manager or LEED EBO&M score	0	0	0	0	0
10	Reduce motor fuels use for non-transit activities --	0	0	0	0	0
6	Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.	0	0	0	0	0
6	Streetlights operate at 75 lumens/Watt or higher	0	0	0	0	0
4	Stoplights are LED or functional equivalent	0	0	0	0	0
2	Establish a policy requiring that all major remodeling projects on municipal buildings result in the building receiving an ENERGY STAR score that is five points higher than the building's pre-remodel score.	0	0	0	0	0

Max. Score	 <h1 style="margin: 0;">Sustainability Strategies Scoresheet</h1>
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6	Commit to achieving a science-based GHG reduction goal for emissions resulting from all municipal operations.	0	0	0	0	0
3	Incorporate energy use intensity (EUI) targets into the contracting process for all significant municipal construction projects	0	0	0	0	0
5	Establish policies requiring that all new municipal buildings achieve an ENERGY STAR score of 75 or higher.	0	0	0	0	0
2	Municipal electricity purchases are at least 5 percentage points higher in renewable content than the statewide renewable portfolio standard requires. Calculation may include self-generated power and purchased offsets.	0	0	0	0	0
Measuring Government Energy Use						
2	Work with Energy Task Force OEI to track municipal facilities - Complete EPA Energy Star Portfolio Manager spreadsheet for government energy use. Or score existing buildings with LEED EBO&M.	0	0	0	0	0
3	Achieve milestone reductions in GHG emissions, as specified in the municipality's science-based GHG reduction goal.	0	0	0	0	0
4	Calculate annual government fleet use of motor fuels, in gallons of petroleum and biofuels, beginning with the fifth year before entering the program.	0	0	0	0	0
10	All new and renovated municipal buildings must meet LEED Silver or greater.	0	0	0	0	0
WATER USE CONSERVATION						
Water Conservation strategy options set baselines and goals for water and energy performance in municipalities. They measure progress and promote water conservation by the government, business, and the community at-large.						
Water Conservation						
5	Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.	0	0	0	0	0
1	Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table	0	0	0	0	0
2	Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.	0	0	0	0	0
6	Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.	0	0	0	0	0
3	Infiltration and inflow reduction by 10%	0	0	0	0	0
3	Plan for replacing all toilets using > 1.6 gpf and annual progress sufficient to reach 90 percent replacement in 10 years.	0	0	0	0	0
3? Local Government Use						
2	Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.)	0	0	0	0	0
2	All outdoor watering by local government, excluding parks and golf courses, from rain collection.	0	0	0	0	0
2	Develop a water efficiency and conservation plan for municipal buildings	0	0	0	0	0

Max. Score	 Sustainability Strategies Scoresheet	     				
	WATER AND WASTEWATER INFRASTRUCTURE MANAGEMENT Setting goals for the sustainable management of water and wastewater infrastructure reduces costs; saves energy; and ensures the protection of public health and the environment.					
5	Develop and implement asset management plans that set targets for the sustainable maintenance, operation and renewal of water and wastewater infrastructure.	0	0	0	0	0
5	Wastewater biogas captured and used in operations.	0	0	0	0	0
6	Conduct an energy assessment for municipal water and wastewater facilities and develop a plan to increase energy	0	0	0	0	0
3	Financial assistance for sewer lateral replacements.	0	0	0	0	0
4	Set goals for increasing the recovery of resources from wastewater for energy generation (heat or electricity) and fertilizer.	0	0	0	0	0
4	Explore partnership options with high-strength waste.	0	0	0	0	0
4	Upgrade water and wastewater utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency based on total life cycle, triple bottom line costs (e.g. maintenance and replacement strategies in asset management plans).	0	0	0	0	0
	STORMWATER MANAGEMENT Stormwater Management strategy options encourage the use of best management practices to achieve a reduction in the amount of harmful pollutants introduced to our streams, rivers, and lakes.					
3	Develop a regular street sweeping program to reduce total suspended solids	0	0	0	0	0
4	Stormwater utility fees offer credits for best management practices such as rain barrels, rain gardens, and pervious paving	0	0	0	0	0
3	Inventory all paved surfaces (e.g., by GIS mapping), and develop a plan for reduction	0	0	0	0	0
5	Work with commercial or light industrial businesses to develop stormwater pollution plans	0	0	0	0	0
	WATER AND DEVELOPMENT Water and Development strategy options link water conservation and the preservation of land, wetlands, and wildlife habitat while promoting compact development, restoration and rehabilitation efforts, and long-term planning.					
	Land Development					
3	Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas	0	0	0	0	0
	Waters, Wetlands, and Wildlife					
3	Replace concrete channels with re-meandered and naturalized creeks, wetlands, or swales	0	0	0	0	0
4	Develop a system for identifying culverts that obstruct fish migration and install fish friendly culverts where needed	0	0	0	0	0

Max. Score	 <h2 style="margin: 0;">Sustainability Strategies Scoresheet</h2>	     				
4	Provide incentives for protection of green infrastructure, sensitive areas, important wildlife habitat, or for the restoration or rehabilitation of wetlands or other degraded habitats such as credit towards open space or set-aside requirements	0	0	0	0	0
WASTE MANAGEMENT AND REDUCTION Waste Management and Reduction strategy options encourage municipalities and their citizens to divert organics and recyclables from landfills and properly dispose of hazardous materials in an effort to reduce waste in a community.						
8	Community waste stream monitored at least annually . Waste reduction plan prepared and updated annually	0	0	0	0	0
8	Waste and materials management plan based on "zero-waste" principles, with specific goals, prepared and updated	0	0	0	0	0
3	Construction/deconstruction waste recycling ordinance	0	0	0	0	0
5	Mandatory residential curbside recycling pickup that covers paper, metal cans, glass and plastic bottles	0	0	0	0	0
5	Develop a municipal collection program that encourages the diversion of food discards, yard materials, and other organics from landfills to composting or anaerobic digestion with energy recovery	0	0	0	0	0
6	Develop and promote programs that dispose of household hazardous, medical, and electronic waste	0	0	0	0	0
7	Use anaerobic digesters to process organic waste and produce energy	0	0	0	0	0
5	Implement municipal ordinances requiring manufacturer takeback for florescent bulbs, thermostats and other mercury-containing devices	0	0	0	0	0
4	Ordinances in place to reduce the usage of phone books as well as single-use shopping bags, styrofoam food containers	0	0	0	0	0
4	Pay-as-you-throw system implemented by municipality or required of private waste haulers	0	0	0	0	0
3	Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction	0	0	0	0	0
HEALTHY COMMUNITY PLANNING Policies and projects related to incorporating health living into community design- whether by built form, programs, education, etc. in an effort to reduce trends in poor nutrition, inactive lifestyles, chronic diseases, such as obesity and heart disease, and other negative health risk factors.						
<i>Policies Affecting Multiple Program Areas</i>						
7	Adopt a resolution that promotes Health in All Policies at the community level (e.g., HEAL Resolution). Include that educational campaigns supporting a program covered by the resolution are appropriately targeted to all of the populations addressed by the program	0	0	0	0	0
8	Establish a Health Impact Assessments policy, including when an assessment is required and its scope	0	0	0	0	0
<i>Planning</i>						

Max. Score



Sustainability Strategies Scoresheet



7	Add health policies in 1 or more of the community's plans, including the comprehensive plan, long-range transportation plan, bicycle/pedestrian plan and open spaces recreation plan (embedded or stand-alone chapter) or develop a comprehensive, community wide wellness plan.	0	0	0	0	0
6	Site schools in the Comprehensive Plan for accessibility with existing or new bicycle and pedestrian infrastructure	0	0	0	0	0
8	Encourage the formation and/or support of Neighborhood Improvement Districts (NIDs), Neighborhood Development Corporations, or other similar types of neighborhood reinvestment and enhancement strategies in plans or policies.	0	0	0	0	0
Healthy Food Access						
7	Implement strategies (urban agriculture, community gardens on public land, diversified farmer's markets, expanded traditional retail food options, ordinances to allow urban chickens and beekeeping and vegetable gardening in rights of way) that help increase fresh food access in the community, in particular in areas with food insecurity (e.g., "food deserts" and "food swamps"), including access by EBT and WIC participants.	0	0	0	0	0
6	Create a Food Systems Plan that addresses the production, distribution, value-added, marketing, end-market, and disposal of food, and charge a new or existing governmental body to oversee the plan's implementation.	0	0	0	0	0
Physical Activity and Access						
5	Provide an on-street and/or off-street trail network connecting recreational areas in the community (e.g. safe routes to parks) and other trip generators, such as shopping malls, ensuring all neighborhoods are included in planning and implementation.	0	0	0	0	0
4	Encourage pedestrian and bicycle site connections from front door of businesses or apartments to a public sidewalk and/or bike lane ensuring connections to all neighborhoods.	0	0	0	0	0
4	Provide education and establish programming to encourage physical activity, especially by youth.	0	0	0	0	0
7	Establish an expanded public transit that serves commuters from all neighborhoods and major parks and recreation facilities, and has racks on vehicles for carrying bicycles.	0	0	0	0	0
5	Require sidewalks in new residential areas and establish a policy for adding sidewalks, as appropriate, in areas built out without sidewalks.	0	0	0	0	0
2	Implement a Complete Streets policy.	0	0	0	0	0
5	Provide recreation programs for youth, adults, senior citizens and disabled persons.	0	0	0	0	0
5	Establish a pedestrian safety task force.	0	0	0	0	0
Housing						
6	Adopt ordinances and programs to maintain a healthy housing stock (code enforcement, landlord licenses, volunteer program, truth-in housing disclosure before sale, etc.).	0	0	0	0	0

Max. Score	 <h1 style="margin: 0;">Sustainability Strategies Scoresheet</h1> <p style="margin: 0;">GREEN TIER</p>
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5	Allow life cycle or adaptable housing options, such as "aging in place", accessory dwelling units, Universal or Inclusive Design, Dementia Friendly Communities, Age-Friendly Communities, etc.	0	0	0	0	0
8	Establish a program to make housing more affordable.	0	0	0	0	0
5	Establish a program to address chronic homelessness, such as "permanent housing".	0	0	0	0	0
<u>Crime Prevention and Other Harm Reduction</u>						
4	Use by policy, ordinance or practice, Crime Prevention Through Environmental Design and active threat planning to make public spaces, such as recreational space, crime free.	0	0	0	0	0
5	Establish and implement Harm Reduction strategies for alcohol outlet density and sexual oriented establishments (e.g. zoning limitations)	0	0	0	0	0
5	Adopt an ordinance or policy that requires tobacco-free and e-cigarette free apartments or places limitations on such structures.	0	0	0	0	0
6	Adopt an ordinance or policy that promotes tobacco-free and e-cigarette free parks and/or public events on local government-owned property.	0	0	0	0	0
<u>Climate Change</u>						
5	Create and implement a climate change action plan that includes a carbon footprint study, and health related components on reducing air pollution from combustion of fossil fuels and responding to heat episodes and flooding, focusing in particular on most vulnerable populations.	0	0	0	0	0
<u>Noise</u>						
5	Adopt an ordinance, including conditional use permits, on noise abatement for various zoning districts.	0	0	0	0	0
<u>Employee Health</u>						
5	Implement a wellness program for employees of the local jurisdiction.	0	0	0	0	0
5	Encourage or partner with others, such as the Chamber of Commerce, etc., to advance workplace wellness programs within the community.	0	0	0	0	0
<u>Placemaking</u>						
5	Support placemaking at varying scale (neighborhood to major city facility) and permanence (temporary to permanent) through programming, financial support and removal of regulatory barriers to promote healthy living and social capital in the community.	0	0	0	0	0
5	Adopt form-based codes or similar type design guidelines for healthy active living environments.	0	0	0	0	0
<u>Waste Pharmaceuticals</u>						

Sustainability Committee

Special Meeting Minutes

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

Wednesday, January 22, 2020

6:30 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

The meeting of the Cross Plains Sustainability Committee was called to order at 6:33 pm.

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

Also present: Village Administrator/Clerk Bill Chang.

II. Public Comment – This is an opportunity for anyone to address the Village Board on any issue 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.

There were no public comments.

III. General Business

1. Approve the Minutes from the December 9, 2019 and January 13, 2020 Sustainability Committee meeting.

A motion was made by Pomykalski, seconded by Douglas, and unanimously carried by the Sustainability Committee, to approve the December 9, 2019 Sustainability Committee meeting minutes.

A motion was made by Pomykalski, seconded by Douglas, and carried by the Sustainability Committee, to approve the amended January 13, 2020 Sustainability Committee meeting minutes. Thusius abstained. Motion carried 3-0-1.

2. Committee Member Reports.

There were no committee member reports.

3. Discussion and Possible Action Regarding the Community Sustainability Survey.
There was a general discussion regarding the questions, layout, and timing of issuing the Community Sustainability Survey.

4. Wrap up and Next Steps.
The February 22nd meeting will be used to put together the final survey and committee members should review the survey questions from Middleton and be ready for a longer meeting.

IV. Adjournment

A motion was made by Thusius, seconded by Pomykalski, and unanimously carried by the Sustainability Committee to adjourn. Meeting ended at 7:54 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

Sustainability Committee

Meeting Minutes

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

Monday, February 10, 2020
6:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

The meeting of the Cross Plains Sustainability Committee was called to order at 6:04 pm.

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

Also present: Village Administrator/Clerk Bill Chang.

II. Public Comment – This is an opportunity for anyone to address the Village Board on any issue 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.

Jay Lengfeld requested that the Sustainability Committee research and analyze the potential impact of solar farms for more sustainable and economic opportunities. Jay Lengfeld also asked that the Sustainability Committee consider the sustainability impact if an ordinance is passed by the Village Board on ATV/UTV road routes, particularly the use of electric type ATV/UTVs within the Village.

III. General Business

1. Committee Member Report Outs.

Chang reported the Town of Vermont has reached out to him to discuss how municipals can become involved in community solar projects, which is the topic for the last sustainability workshop being held by the Town of Vermont.

Burandt reported that people need to sign up for the workshops if you want to attend.

2. Discussion of the Sustainability Survey for the Cross Plains Community.

The committee went through each question for the survey and set out a plan for implementation and distribution.

3. Wrap up and Next Steps.

The committee will attend the February 24th Village Board meeting to support the survey and resolution.

IV. Adjournment

A motion was made by Douglas, seconded by Burandt, and unanimously carried by the Sustainability Committee to adjourn. Meeting ended at 8:39 pm.

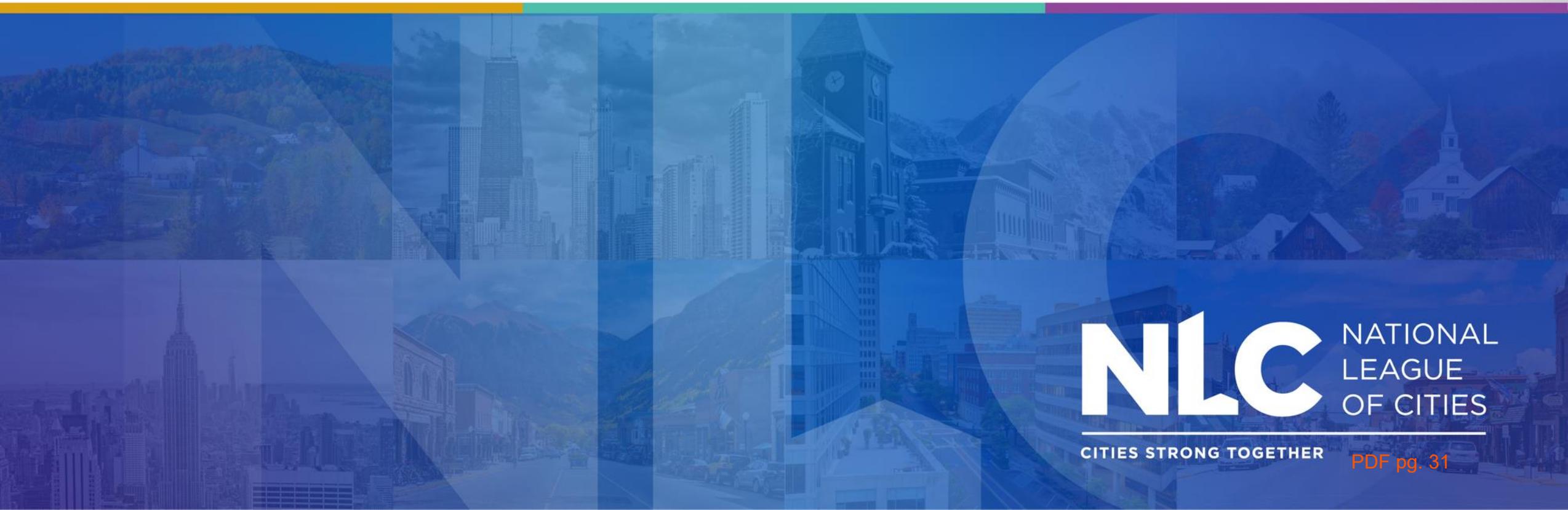
Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meetings Law.

Respectfully submitted,

Bill Chang
Village Administrator/Clerk

How to Become a Solar-friendly Community through SolSmart

A National Designation and Solar Technical Assistance Program



NLC NATIONAL
LEAGUE
OF CITIES

CITIES STRONG TOGETHER

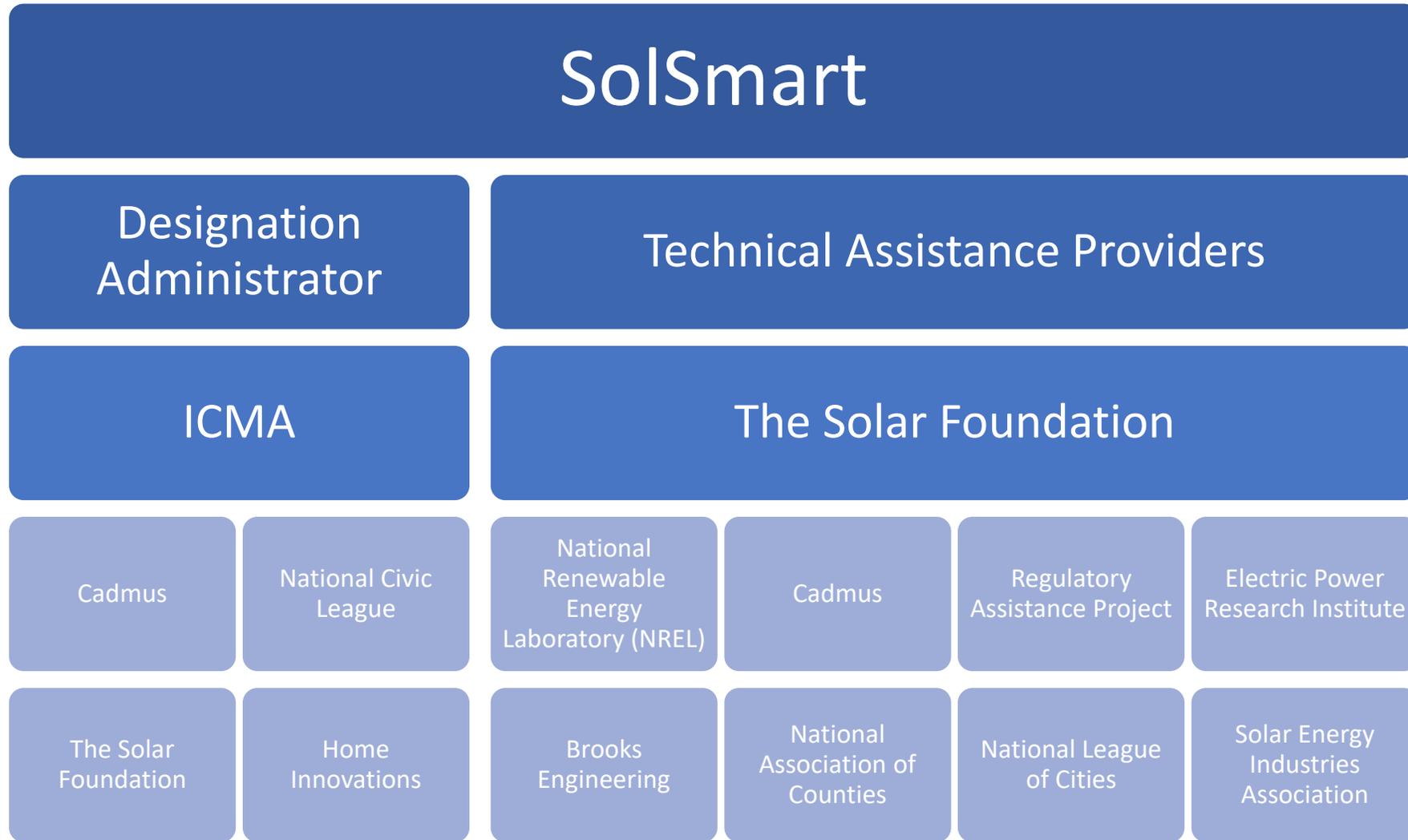
- **Member Organization**

- The National League of Cities is part of the SolSmart Technical Assistance team
- The National League of Cities (NLC) is the voice of America's cities, towns and villages, representing more than 200 million people across the country
- Our mission is to strengthen local leadership, influence federal policy and drive innovative solutions
- Work in partnership with 49 state municipal leagues

- **Funding**
 - US Department of Energy (DOE) funds SolSmart through its Solar Energy Technology Office (SETO)
- **Goal**
 - Designate 300 US communities as a SolSmart community by October 2020
- **Designation**
 - SolSmart nationally recognizes local solar achievements by designating communities SolSmart Gold, Silver, or Bronze
- **Technical Assistance**
 - To help local governments that might currently lack necessary resources or knowledge achieve SolSmart designation, or to help communities pursue a higher level of designation

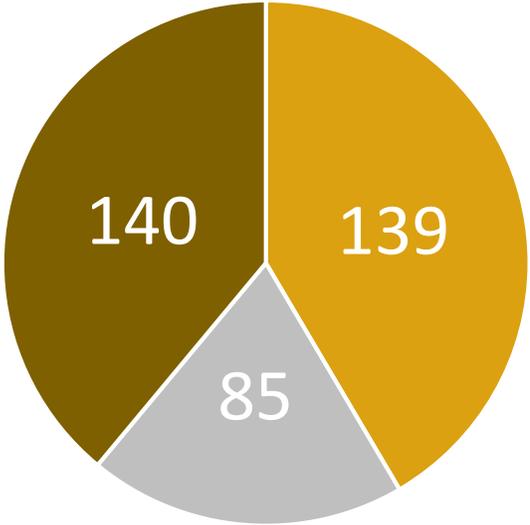
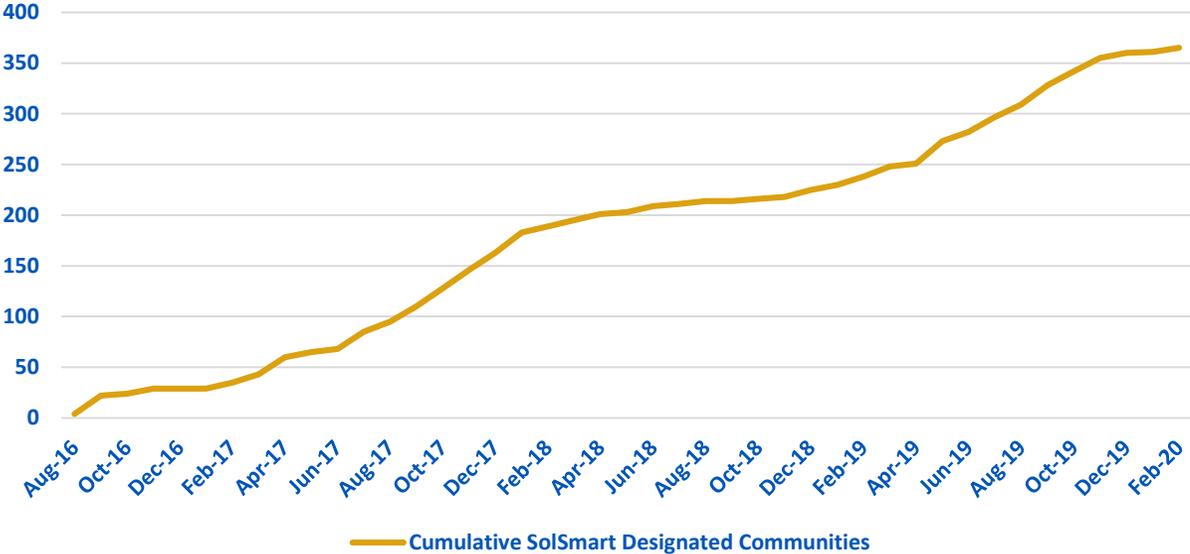
The SolSmart program created a national benchmark for communities to reach and provided the guidance and resources to support adoption of best practices in solar policy.

*Maurice Jones, City Manager,
Charlottesville, Virginia*



364 Designated Communities as of March 1, 2020

Cumulative SolSmart Designated Communities



■ SolSmart Gold ■ SolSmart Silver ■ SolSmart Bronze

[SolSmart Celebrates over 300 Designated Communities \(10/10/2019\)](#)

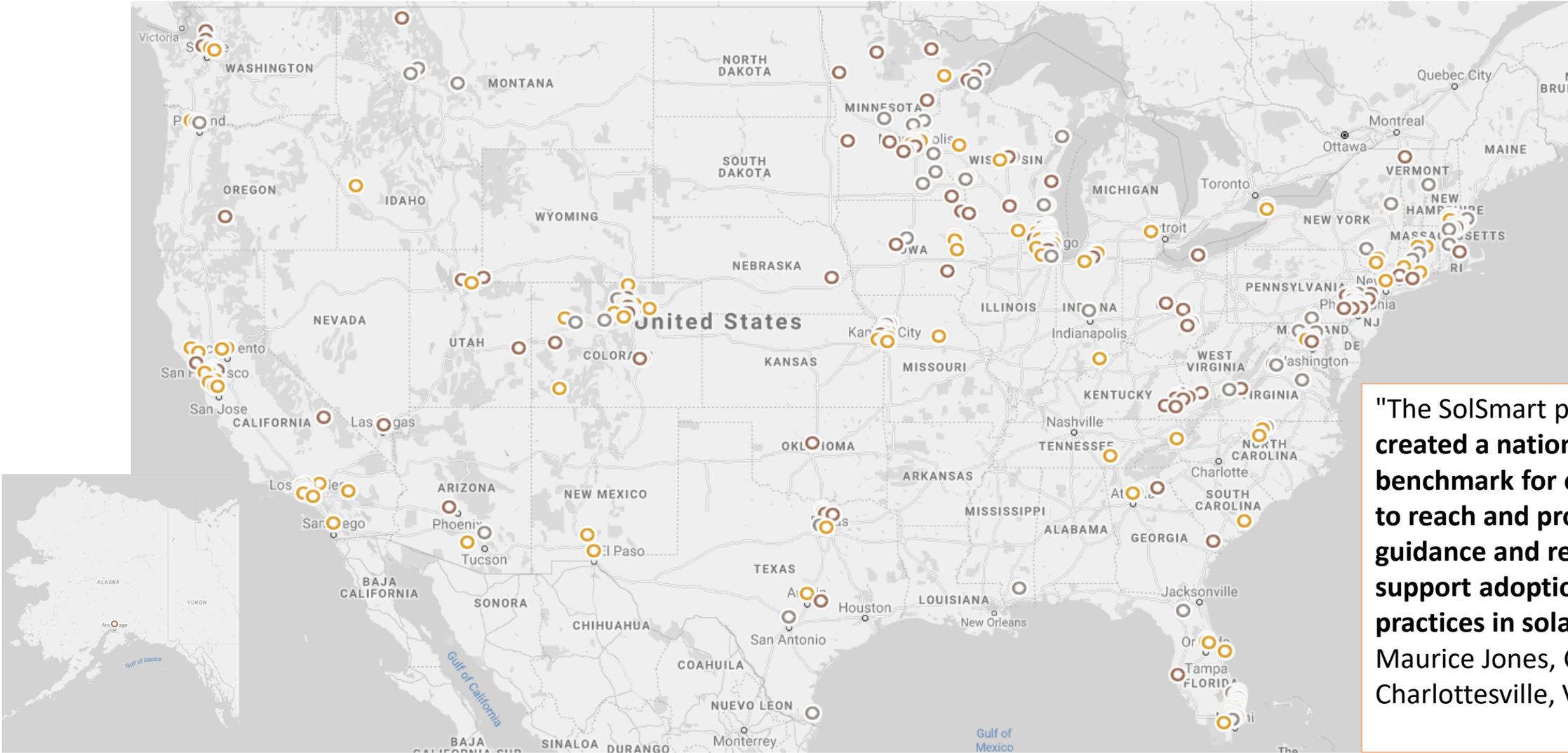
[Over 250 Communities Nationwide Designated SolSmart \(5/15/2019\)](#)

[Illinois Takes National Lead in SolSmart Designations \(5/13/2019\)](#)

[20 Colorado Communities Now "Open for Solar Business" as State Ties Nationwide Record \(1/10/2019\)](#)

[SolSmart Celebrates 200 Designated Communities \(5/1/2018\)](#)

SolSmart Designated Communities



"The SolSmart program created a national benchmark for communities to reach and provided the guidance and resources to support adoption of best practices in solar policy." – Maurice Jones, City Manager, Charlottesville, Virginia

[Click the map to see all SolSmart designated communities](#)

Celebrating SolSmart Communities Nationwide





- Complete 3 prerequisites
- 20 points in Permitting
- 20 points in Planning/Zoning
- 60 total points



- SolSmart Bronze
- Complete 2 prerequisites
- 100 total points



- SolSmart Silver
- Complete 2 prerequisites
- 200 total points

- The SolSmart scorecard is used to baseline a community's current solar processes and identify areas for technical assistance

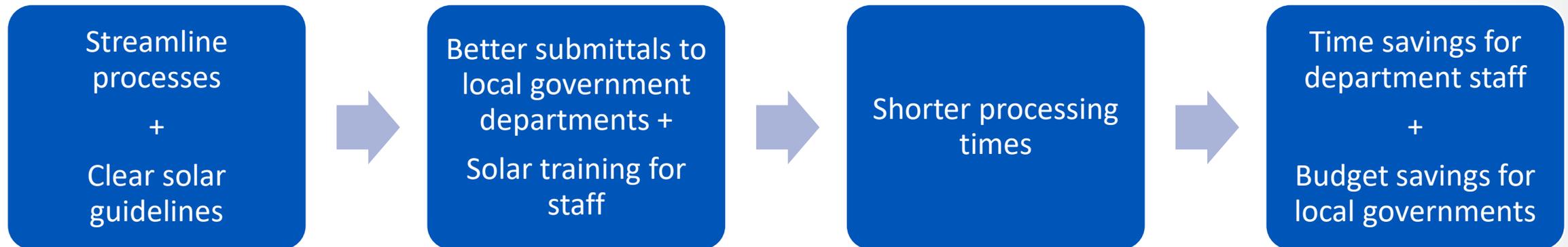
- **Permitting - 15 credits, 135 pts**
 - Implement permitting best practices to provide solar developers and installers a transparent, efficient, and cost-effective approval processes that also protects your community's valuable staff time.
- **Planning, Zoning, & Development Regulations - 20 credits, 160 pts**
 - Provide maximum siting options for rooftop and ground-mounted solar projects while preserving your community's character and historic resources.
- **Inspection - 6 credits, 80 pts**
 - Protect public health and safety while ensuring compliance with state and local codes.
- **Construction Codes - 6 credits, 55 pts**
 - Adopt applicable codes and standards that provide clear guidance on solar installation requirements and solar-ready construction.
- **Solar Rights - 7 credits, 50 pts**
 - Protect the right to sunlight for current and future solar consumers through solar access ordinances or easements.
- **Utility Engagement - 8 credits, 100 pts**
 - Discuss and implement your community's goals for solar energy, community solar, net metering, and interconnection with local utility.
- **Community Engagement - 18 credits, 225 pts**
 - Support local solar energy development through public education and engagement efforts, group purchase programs, and participation in state-level solar conversations.
- **Market Development and Finance - 15 credits, 190 pts**
 - Lead the way with solar installations on public facilities and grow the local solar market by providing information on, or expanding, local financing options and incentives.

- The designation scorecard is comprised of 95 unique credits in 8 different categories that aim to improve local solar markets
- Each credit has a corresponding point value ranging from 5 to 20
- Communities are awarded points based on credits they have completed to make their local processes more solar-friendly
- Points are verified by the Designation Administrator through a review of documents provided by the community
- Communities that complete the required level of prerequisites and points are awarded SolSmart designation
- SolSmart can provide technical assistance for each of the 95 credits

- SolSmart TA providers work with elected officials, local government staff, and community members to help communities update processes using established best practices
- Funded by SolSmart, no-cost to the community
- Communities need to commit staff time to working with SolSmart
- Communities must demonstrate a commitment to achieving designation
- TA Delivery
 - Online – resource library, email, webinars, templates
 - Phone – conference calls
 - In person – site visits, technical workshops

- **Increase Transparency**
 - Post a permitting checklist online
 - Post a solar landing page
- **Increase Understanding**
 - Provide training to permitting and inspection staff on solar PV best practices
 - Provide training to planning and zoning staff on the latest land use practices
- **Reduce Barriers**
 - Decrease permit turnaround time
 - Codify solar PV as a by-right/allowed accessory use

- SolSmart technical assistance and designation helps communities create better local markets for solar energy by cutting red tape, making it easier and more affordable for homes and businesses to install solar.
- National recognition as a leading solar community
- SolSmart Plaque to proudly display in City Hall
- Promote local, well-paying jobs
- Improve financial returns for homeowners and local businesses
- Achieve local climate and energy goals



South Florida (2/5/2019)

- [SolSmart program helps turn around solar permits in one day](#)

Durango, CO (1/27/2019)

- [Durango recognized for solar accessibility](#)

Corinth, TX (4/17/2018)

- [Corinth designated SolSmart Silver for advancing solar energy growth](#)

Chicago, IL (2/2/2018)

- [Southland communities honored for work in solar energy](#)

Chicago, IL (11/1/2017)

- [Chicago-area mayors hope collaboration will spark more interest in solar](#)

Atlanta, GA (6/30/2017)

- [City of Atlanta Recognized for Leadership in Solar Energy Growth by the U.S. Department of Energy](#)

Charlottesville, VA (4/24/2017)

- [City of Charlottesville Earns National SolSmart Award for Advancing Solar Energy Growth](#)

- Contact Nick Kasza (kasza@nlc.org) to set up a consultation call to learn more about the program
- Complete a SolSmart scorecard to establish your community's solar baseline
 - Assistance is available to help a community complete a scorecard
- If required, work with TA providers to complete credits and achieve designation!

SOLAR STATEMENT



Friday, March 6, 2020

International City/County Management Association
777 North Capitol St. NE, Ste. 500
Washington, DC 20002

The Solar Foundation
1717 Pennsylvania Ave NW
Suite 750
Washington, D.C. 20006

To: SolSmart Program Administrators

On behalf of **Village of Cross Plains**, I am proud to announce our commitment to become a SolSmart-designated community. In partnership with the SolSmart team, Village of Cross Plains' dedicated staff members will work to improve solar market conditions, making it faster, easier, and more affordable for our residents and businesses to install solar energy systems. These efforts will also increase the efficiency of local processes related to solar development, which may save our local government time and money.

The **Village of Cross Plains** will leverage SolSmart to achieve the following goals:

- **Develop a streamlined process for solar permitting or inspections.**
- **Develop and execute a community solar program.**
- **Expand and communicate solar finance options for residential or commercial properties.**

These efforts demonstrate that our community is committed to driving continual improvement in our solar market, and in the process of doing so, all the related areas identified as community priorities in our **Comprehensive Plan**.

In order to measure progress along the way, **the Village of Cross Plains** will track key metrics related to solar energy deployment, such as installed solar capacity and the number of installations across sectors.

Inquiries related to **community name's** SolSmart participation can be directed to **Bill Chang** at bchang@cross-plains.wi.us or 608-798-3241.

Sincerely,

Signed name

Bill Chang
Village Administrator/Clerk



COMMUNITY PLANNING ASSISTANCE TEAMS

CPAT COMMUNITY PROPOSAL FORM

Thank you for your interest in participating in APA's Community Assistance Program. As a priority of APA and its professional institute, AICP, the Community Planning Assistance Teams (CPAT) program focuses broadly on addressing issues of social equity, inclusion, accessibility, and sustainability in planning and development. CPATs seek to foster community education and civic engagement. The program is designed to bring planning resources and opportunities to communities with a demonstrated need for assistance and to strengthen the ability of local residents and other community stakeholders to influence or determine decisions that affect their quality of life. CPAT is a pro bono program, meaning that the program provides the time of senior-level planning experts and APA staff to a community without compensation. However, the community is expected to raise funds to cover travel expenses and accommodations.

When preparing your submission, please keep in mind that your project should be as focused as possible in scope. The scope of a CPAT's work is limited due to the constraints of time and resources provided by APA staff and the volunteer experts. While experts spend time preparing for a project before they arrive in the community and additional time completing project elements after they leave, actual time spent in the community is only three to five days, plus an initial visit by the Team Leader and APA staff to meet with stakeholders. A sample timeline for a typical CPAT project is provided in this form (section 12) along with a sample budget (section 9). Thorough preparation of briefing materials ahead of a Team's visit is a tremendous help. The work requested must be achievable within a limited amount of time.

Your proposal is used by APA to determine whether the project is an appropriate fit for the CPAT program. Please include as much relevant information and background as possible. APA's ability to commission a team of volunteer experts to successfully address the issues and needs of your community may be limited by the care and thoroughness of the submission. Proposals are reviewed as they are received. If your proposal is selected, project scheduling is determined on current capacity.



Contact us to discuss your project!

Email or call us to discuss how CPAT may help your community.

You can also send a draft proposal for review and discussion.

CPAT@planning.org

312-786-6359

PLEASE READ:

Your proposal must address each section in the same order with the same section headings as they appear below. You may, however, submit your proposal in any format style (font, spacing, margins, heading styles, embedded images, etc.). Please submit the completed proposal form, including an appendix with all supporting materials, i.e., letters of support, the primary contact's resume, and any multi-media resources. Submit the completed proposal via email to CPAT@planning.org. Please use a file hosting service if the file size is too large to email or we can set one up for you.

1. TITLE

Provide a short name for your proposal. For example, *Sampleville Transportation Project: Connectivity, Community, & Coordination*.

2. BRIEF SUMMARY

Provide a short standalone paragraph (3-5 sentences) summarizing and outlining the key points of your community's project/issue.

3. DESCRIPTION OF COMMUNITY AND ISSUES

This section will serve as the main body of your proposal. We encourage you to include images and maps to define the study area and highlight any key issues. The following guidelines and questions may help guide this section.

- Draw the boundaries of the study area on a map.
- Describe the issues affecting your community that influence or have led to the need for assistance. Include the degree to which the problem is recognized by leadership and the community, and the obstacles (social, political, economic, physical, etc.) to addressing and overcoming these issues.
- Describe how a CPAT can build on past efforts or advance current work within the community. Please describe any approaches used and the level of success they had or are having.
- What types of expertise are you most interested in receiving? For example: urban design, economic development, transportation, implementation, parks/open space/trails planning, etc.
- From your perspective, why would a team of expert planners from around the country provide a more effective result than hiring consultants or using other resources? Why is your community in need of pro bono services?

4. OUTCOMES

In this section, please discuss what your community hopes to achieve from receiving assistance. In general, CPATs are short-term community initiatives that frequently work to help build momentum around a community's vision or strategy. What plans do you have to maximize the opportunity and follow through with the project and the Team's work? The following questions should help guide your thoughts on this section:

- What are the major objectives of your project?
- How do you plan to leverage the Team's work to achieve the goals of the project and community?
- How will you attract local media and gain public attention for the project?
- What do you imagine will be different after the Team's work is completed?

5. STAKEHOLDERS

List the major stakeholders in your community such as government agencies, business owners, key property owners, community organizations, schools, etc. What is their role in this project? In what ways will they work with APA staff and the Team? What kinds of resources will they provide? Will they have representatives who meet with the Team during their visit? How will they follow-up after the project? Please include any relevant websites and contact information.

6. LETTERS OF SUPPORT

Please provide at least three letters of support from major stakeholders. Letters should state reasons why the project is important to the community and why APA's CPAT program is needed. Include the contact information of each letter's author using the format below in this section of the proposal. Attach the three letters as an appendix to your proposal.

Jane Doe
Director of Planning, City/Town
(555) 555-5555, jdoe@citytown.gov
1234 First Street, Suite 567

* Include all letters of support as an appendix.

7. COMMUNITY CAPACITY / PARTNERSHIPS

**This section is not required, but strongly encouraged, if possible.*

APA/AICP strongly encourages diverse community participation. Strategic partnerships build stronger community support and, ultimately, create more successful projects. Potential partners may include: local businesses, business improvement districts, the chamber of commerce, nonprofit organizations, among others.

A university, community college, or other educational institution may also serve as an important and strategic partner. Their participation may come in various forms, including the incorporation of the CPAT into a graduate-level studio or class project, student volunteers during the Team's visit (particularly those with research and design skills), and meeting space. Such a partnership is not possible for every community. Where possible, partners often include schools of urban and regional planning, urban design, architecture, landscape architecture, environmental studies, economics, business administration and other related disciplines. If you are planning any partnerships for your project, please include the following:

- Name of partner institution
- Partner contact Information
- Description of partnership

8. PRIMARY CONTACT INFORMATION

The primary contact person will be the main community resource for APA staff and the Team. This person will be responsible for connecting APA staff and the Team to stakeholders and building community involvement. The primary contact person will help organize local logistics for the Team's visit, collect and organize requested materials for the Team, among other project tasks as needed. The person should include a resume in the appendix of the application. Include the following information in the body of the proposal.

- Primary Contact's Name
- Title
- Company/Organization
- Address
- Email
- Phone
- Short Description of how the contact represents or speaks for the interests of the community

** Please include the primary contact's resume in the appendix.*

9. BUDGET

Please draft a tentative budget for the project. While a budget will ultimately be developed in cooperation with APA staff, please provide basic information such as cost of meeting space, hotel accommodations, food and beverage, local transportation, printing, etc.

What kind of financial support or in-kind donations can your community provide for the project? (For example: meals, hotel accommodations, meeting space, work supplies, etc.). If funds are not available at this time, what fundraising strategies will you employ (local donations, partnerships, sponsorships, etc.)? In the past, communities have requested food and beverage from local businesses, meeting space has been provided by local governments, hotels and universities, hotels have given special rates to communities for Team members, etc.

Below is an example that should help get you started in preparing the project's budget. Any budget format is acceptable. However, please be as specific as possible and explain any in-kind services or donations in the budget.

TITLE: SAMPLETOWN: SUSTAINING OUR CITY FOR THE FUTURE					
Line Item	Amount				
Travel	Traveler	Airfare (\$400/person)	Lodging (\$200/night/ person)	Food (\$100/day/ person)	Total
	Team Leader (Preliminary visit)	\$400. ⁰⁰	\$200. ⁰⁰ (1 night)	\$200. ⁰⁰ (2 days)	\$800. ⁰⁰
	Experts (x5) *All experts' time is pro bono	\$2,000. ⁰⁰	\$4,000. ⁰⁰ (4 nights)	\$1,875. ⁰⁰ 5 days (\$75/day) Lunch provided by University (see below)	\$7,875. ⁰⁰
	APA Staff (x2 visits) *All APA staff time is pro bono	\$800. ⁰⁰	\$2,000. ⁰⁰ (5 nights)	\$750. ⁰⁰ 5 days (\$75/day) Lunch provided	\$3,350. ⁰⁰
	TOTAL	\$3,200.⁰⁰	\$6,200.⁰⁰	\$2,825.⁰⁰	\$ 12,225.⁰⁰
Meeting Space	Meeting space will be provided free of charge for all 5 days by the University of Samletown. The University will additionally provide A/V equipment, space for the community meeting, student volunteers, and lunches for the Team and APA staff. More details are provided below.				\$0. ⁰⁰
Local Transportation	Rental car for initial visit: \$200. ⁰⁰ Rental van for full team visit: \$500. ⁰⁰				\$700. ⁰⁰
Printing	Any printing services needed will be provided free of charge by the City of Samletown Planning Department.				\$0. ⁰⁰
Supplies	The City of Samletown will provide flipcharts, markers, design supplies, paper, pens, and other basic office supplies for the Team's use.				\$0. ⁰⁰
TOTAL					\$12,925.⁰⁰

10. LIST OF MULTI-MEDIA MATERIALS (INCLUDE ITEMS IN APPENDIX)

Please provide a list of any multi-media items provided as appendices in this section. Include any maps, pictures, planning documents, graphic illustrations, newspaper articles, tourist brochures, chamber of commerce materials, demographic information, history, form of local government, regional context, geographical/topographical information, etc. that will help give APA a better understanding of your community and the issues to address. Include all additions in the appendix of your proposal.

11. HOW DID YOU HEAR ABOUT CPAT?

Please tell us how you learned about APA's CPAT program, e.g., from a colleague, while browsing the APA website, during an APA event, from APA's e-newsletter – Interact, or some other way. We want to know.

12. AVAILABILITY

A Team's visit is typically three to five days. If there are any strategic dates for the Team's visit that may assist community participation or increase media attention, and avoid possible conflicts, please explain.

Below is a sample timeline of a typical project to help you think through any scheduling issues. Project timelines will be worked out with APA staff upon official selection. The four main stages are:

- Review and Selection by APA
- Initial Site Visit by Team Leader and APA Staff
- Full Team Visit to Community
- Follow-up and Final Report

See below for a more detailed timeline of a typical CPAT project.



TYPICAL CPAT TIMELINE

Time Frame	CPAT Activity
Month 1 – 2	<ul style="list-style-type: none"> • APA staff and community contact person(s) discuss project in more detail; identify all stakeholders and compile a contact list; finalize dates for the initial Team Leader visit and the Team’s visit. • APA staff works with community contact person to develop a timeline. Please note that the remainder of the timeline from the initial discussion with APA staff will depend on the finalized dates for the site-visits. • APA staff identifies Team leader and confirms dates/timeframe for project. • Establish dates and coordinate preliminary site-visit with Team Leader, APA staff, community contact person(s), and stakeholders. • Community contact person gathers and prepares additional briefing materials for the Team.
Month 3 – 4	<ul style="list-style-type: none"> • Preliminary site visit/meeting/community tour (Team Leader, APA staff, and community stakeholders). • Following site visit, APA staff and Team Leader create a scope of work for the project. Upon agreement, primary community contact signs document. • APA staff and Team Leader begin selection process of additional Team members. • APA staff finalizes and confirms all Team members. • APA staff and community contact person coordinate all logistics for Team’s visit with community members and key stakeholders.
Month 4 – 6	<ul style="list-style-type: none"> • Community contact person finalizes all briefing materials for team’s review. (current plans, documents, MOUs, maps, pictures, news articles, etc.). • APA staff and Team meet via conference calls and email exchanges to discuss and coordinate details of the project. • Press release - APA staff works with community contact person to develop press release for CPAT. • Team’s on-site visit (3 to 5 days); public meeting; stakeholder interviews; intensive Team work sessions; preliminary findings/recommendations are presented; Team Leader establishes responsibilities among Team members for the final report. • APA staff posts photos, news releases, quotes from participants and stakeholders, media hits, and project outcomes on APA website. Each project has its own project webpage. • Community contact person posts links to the APA project webpage where possible. • Community contact person encourages community members and other stakeholders to review the Team’s preliminary recommendations and provide additional feedback.
During the visit and immediately thereafter	<ul style="list-style-type: none"> • Team works independently on final report. • APA staff works with Team to add graphics/pictures, review and edit, and synthesize the contents of final report.
Month 6 – 9	<ul style="list-style-type: none"> • APA staff finalizes and formats the contents of the final report. • APA staff issues a digital copy of the final report to primary community contact and releases and announces the report on the APA website. • Community contact person (and community leadership) promotes final report through appropriate local/regional outlets. • (No time limit) Community contact person is encouraged to follow up with APA staff regarding any news or developments related to the CPAT project.

13. EVALUATION OF PROPOSALS

APA staff is available to assist a community ahead of submitting a proposal. Upon fulfilling all of the needed elements of the proposal, APA staff will review it, then present it to the AICP Community Assistance Planning Services Committee (comprised of members appointed by the AICP Commission) for approval. Submission contacts will be notified by APA staff within one month with either additional questions or a final decision.

Criteria considered when reviewing proposals:

- Clarity of issue(s) to be addressed; the scope of work is appropriately focused and well defined. *Can a group of five volunteer professionals address the issue(s) in three to five days?*
- Commitment and support for project by community and key stakeholders (including partnerships). *Is the timing right for a CPAT? Will the community participate?*
- Funding and ground support available for project. *Is the funding to cover all travel costs secured?*
- Primary contact person's demonstrated ability to coordinate project. *Does s/he have the experience and time to commit to the CPAT endeavor?*
- The community's level of need for pro bono assistance. *Is pro bono help truly needed?*

14. TERMS OF SUBMISSION

When submitting your proposal, you understand and agree to the following:

- I understand that the CPAT program is a pro-bono effort. While APA provides staff support and a team of subject matter experts, a substantial commitment from the host community in the form of financial resources or in-kind donations (lodging, food, meeting space, etc.) is required to sustain the program.
- I understand that, as the host community, I am responsible for developing briefing materials for the team of subject matter experts to review prior to, during, and after the Team visit, in consultation with APA staff.
- I understand that, as the host community, I am responsible for providing timely review and feedback needed by APA staff and the team of experts to finalize reports and other project-related materials.
- I understand that the volunteer CPAT team will provide objective, unbiased recommendations based on their consultation with the community. The community retains the authority to implement these recommendations as they see fit.
- APA seeks to foster lasting relationships with communities, from the beginning of the CPAT process through implementation and follow-up

Thank you for your interest in the CPAT program!

If you have any questions about the community proposal form or about any aspect of the CPAT program, we encourage you to contact us at:

CPAT@planning.org

312-786-6359



**American Institute
of Certified Planners**

Creating Great Communities for All