

Minutes
DCTA Executive Board Meeting
Tuesday, February 18, 2025
Meeting held via Zoom

Present: Tom Mathies, Greg Hyer, Steve Anders, Martha Gibson, Mary Manering, Ted Olson, Brian Willison.

Also Present: Renee Lauber, DCTA; Roger Lane, Dane County Zoning Administrator.

Meeting called to order at 6:01 PM by President Mathies.

Approval of 12/10/2024 Meeting minutes

Motion: Gibson/Olson. Approved minutes. Carried.

Discussion with Roger Lane, Dane County Zoning Administrator, regarding ordinance amendment to allow the Zoning Administrator to require a deed restriction if the proposed design of a structure presents a probability that it could be used for a different purpose, i.e. single-family vs. duplex. The intent is to make future landowners aware of building limitations. [Dane County - File #: 2024 DISC-019](#)

Lane discussed the issue of permit applications for single family homes that appear to be designed as duplexes but meet the technical definition of a single family home. His department currently puts restrictions on the zoning permit limiting uses to single family but this has not been effective as future owners never see these zoning permit restrictions. He recommends amending the zoning code to require a deed restriction. Deed restrictions are reviewed before a home sale. This action would help protect future property owners.

Board members discussed amendment wording and suggested reference changes. Lane noted that deed restrictions do now show up on Access Dane. There was consensus that this good idea. The Board asked to review the wording of the final OA proposal.

Follow up on discussion at Annual Meeting of Ordinance Amendment Regarding the Review Process for Condition Use Permits (application submittal requirements and zoning code revisions)

So far, 14 towns have voted in favor, 3 opposed, 1 town decided not to vote. The Board discussed possible next steps to address concerns brought up at the DCTA January meeting. Next steps include: CUP worksheet to help towns with the process, educational presentation about how towns can amend their comp plans to detail what conditional uses they will allow, discussion of way to clarify when an application is final (to ensure the town and county are acting on the same request), and discussion of moving some CUPs to new zoning codes. (Lane left the meeting.)

Approval of Financial Report

Motion: Olson/Hyer. Approve report. Carried.

Update on Dane County Purchase of Development Rights initiatives

Gibson and Lauber updated the Board on recent meetings with land trust non-profits and the County Executive. One purpose was to work on the DCTA policy initiative to promote purchase of development right program funding. Gibson noted the broader issue: What is the County doing for towns and specifically rural towns? Non-profits talked about the projects they have in the pipeline for the next 5 years. Non profits do not have enough staff to keep up with the interest from landowners to protect

their land. Donations and grants are being left on the table because of the staffing issue. Ideas for how the County might help out with either staffing or funding was discussed. Lauber was asked to check in with Laura Hicklin on the status of the \$300,000 allocated a few years ago for PDR.

Review of DCTA Guide for Setting Speed Limits on Town Roads [Document](#)

Mathies reviewed a goal for the document, to help towns understand what they can do under state law to reduce speed limits, noting many misunderstandings stated from town officials at DCTA meetings. Lack of clarity in state law was discussed. The only way to get that resolved might be a court case. Attempts by WTA to lobby for legislative changes to increase local control were discussed. There was consensus to work with attorney Olson on this a bit more. Lauber and Mathies will follow up.

Review CARPC appointments and discuss CARPC's impact on towns

Mathies reported meeting with Jason Valerius, CARPC ED. Asking CARPC to work on promoting dark skies was discussed. Mathies reported on the Budget and Personal Panel (BPP) meeting in January. They meet again in April to review the preliminary budget before it is presented to the CARPC Commission. Working to reduce duplication was discussed.

Commission appointments were discussed. Lauber sent a notice to towns in January regarding replacing Kris Hampton on CARPC. No letters of interest in the position have been received. She also noted that in 2024 we only appointed Pfeiffer for one year so technically we have two seats to fill.

Motion: Gibson/Manering. Appoint Pfeiffer for 2 more years - to end of his term. Also do more to advertise the other opening on CARPC. Carried.

Discuss County Executive Melissa Agard's comments at annual meeting

Mathies noted that Agard asked for comments on the budget. State statute allows for the county to share lease revenue, perhaps we should ask for a portion the revenue to cover town expenses. DNR pays \$3.5 per acre for fee in lieu. Needing to know the dollar amounts we are talking about to properly evaluate was discussed. Lauber noted that we collected information on this a few years ago. She will look for information and resend.

Educational programming

Ideas include: Are there grants that we should know about? Tips for writing grant applications (try again to find a speaker), How to make roads last longer (is this part of WTA road school in April?), invite public health back to give update about PFAs, do they have results from their studies? Check in with DCCVA to see if can do any combined events.

Review annual letter to towns

Change wording from Dane County's Public Radio System to DaneCom.

Updates from Towns

Mary gave an update on Westport's incorporation.

Adjourn

Motion: Manering/Gibson. 8:03 adjourn. Carried.