

MINUTES
of the
Capital Area Regional Planning Commission

September 8, 2022

Zoom Meeting

7:00 pm

Commissioners Present: Maureen Crombie, Steven Greb, Kris Hampton, Heidi Murphy, David Pfeiffer (Chair), Jim Schuler, Caryl Terrell, David Wallner, Nick Zavos

Commissioners Absent: Mark Geller, Anthony Gray, Barbara Harrington-McKinney, Peter McKeever

Staff Present: Nick Bower, Melissa Breyer, Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Stephen Glass, Sarah Glover, Larry Konopacki, JJ Larson, Allison Madison, Tom Mathies, Forbes McIntosh, Erin Ruth, Josh Straka, Tom Swadley, Steve Tremlett, Bob Wipperfurth

1. Roll Call

The meeting was called to order at 7:01 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to comment at this time. Due to the timing of this evening's meeting, the public hearing was moved to the front of the agenda.

4. **PUBLIC HEARING (7:00 pm)**

a) Public Hearing on the Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area

- (1) Applicant Presentation – Amendment Overview
- (2) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
- (3) Commissioner Questions and Discussion

b) Adoption of the 2023 Capital Area Regional Planning Commission Budget

- (1) Amendment to Fund 25% the MPO Community Relation Specialist

City of Stoughton Mayor, Tim Swadley, gave a few introductory remarks. Steve Tremlett, Urban Designer with MSA Professional Services gave the applicant presentation on behalf of the City of Stoughton. ([Magnolia Springs_USA Amendment_Presentation.pptx](#)).

The public hearing was opened for testimony. Stephen Glass, a representative with 350 Wisconsin Dane County working group, spoke in opposition to the amendment (11:56). ([Stephen Glass Public Comments Stoughton USAA 20220908.pdf](#)).

No other registrants / attendees wished to speak, and discussion ensued. Ms. Terrell asked Mr. Glass about the existing wetlands and any suggestions he might have for the developer to minimize the effects of stormwater runoff. Mr. Greb asked Mr. Tremlett for more information on the stormwater management plan. Mr. Tremlett responded that stormwater management for the development is provided prior to reaching the wetland and the stormwater does not leave the site under most conditions. The public hearing for agenda item 4a was subsequently closed.

Chair Pfeiffer then opened the public hearing for agenda item 4b. He explained the two different budget proposals that were presented to the Executive Committee earlier in the evening and the Executive Committee's recommendation. Mr. Steinhoff gave a brief overview of the presentation he made to the Executive Committee. Proposal A includes funding for an internship with UW-Madison. Proposal B includes the same internship funding plus revenue increases based on recent information and funding for CARPC to contract with the MPO for a 25% share of their Community Relation Specialist to be hired in 2023. A budget deficit is projected for 2023.

No attendees wished to speak at this time and there was no further discussion. The public hearing on the budget item was closed.

5. Resolution 2022-09 Adopting the CARPC 2023 Budget (*actionable item*)

a) Amendment to Fund 25% of the MPO Community Relation Specialist (*actionable item*)

Mr. Wallner move for approval of Resolution 2022-09 Adopting the CARPC 2023 Budget; Ms. Terrell seconded. A supermajority vote (8 commissioners) was required for budget adoptions. Roll call votes:

- Crombie – Aye
- Greb – Aye
- Hampton – Aye
- Murphy – Aye
- Pfeiffer – Aye
- Schuler – Aye
- Terrell – Aye
- Wallner – Aye
- Zavos – Aye

A supermajority voted aye. Ms. Terrell moved to amend the approved budget with the Proposal B which included the Amendment to fund 25% of the MPO Community Relations Specialist; Mr. Wallner seconded the motion. Another supermajority vote was required. Roll call votes:

- Crombie – Aye
- Greb – Aye
- Hampton – Aye
- Murphy – Aye
- Pfeiffer – Aye
- Schuler – Aye
- Terrell – Aye
- Wallner – Aye
- Zavos – Aye

A supermajority voted aye.

3. Consent Agenda (*all items below in #3 are actionable items*)

- a) Minutes of the August 3, 2022 Joint MPO-CARPC Meeting**
- b) Minutes of the August 11, 2022, CARPC Meeting**
- c) Executive Committee Recommendations**
 - (1) Authorization of Agency Director to Execute Agreement with UW-Madison for Land Use Assessment Internship**
 - ~~**(2) Authorization of Agency Director to Execute Agreement with Johnson Block Associates for 2022 Audit**~~
 - (3) July 2022 Financials and the August 2022 Operating Account Reconciliation**

Per Chair Pfeiffer, Consent Agenda item 3c) (2) was removed because the agreement had not been finalized. Ms. Murphy moved to approve the consent agenda without that item; Mr. Zavos seconded. The motion passed on a voice vote.

6. Presentation by WI Salt Wise

Allison Madison, Sustainability Coordinator for the Wisconsin Salt Wise Program, presented an overview of the program to the Commission. ([CARPC WISaltWise Presentation.pdf](#)). Commissioners expressed appreciation for the presentation and the work of WI Salt Wise.

7. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Cottage Grove Urban Service Area

- a) Opportunity for Public Comment
- b) Overview of Staff Recommendations
- c) Questions of Staff Recommendations
- d) **Approval of CARPC Management Letter #2205, Recommending to the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Cottage Grove Urban Service Area (*actionable item*)**

No members of the public wished to speak. Mr. Rupiper presented the staff recommendations. ([Cottage Grove USAA Staff Presentation 2022-09-08.pdf](#)).

Discussion ensued. Chair Pfeiffer asked about the agreements being part of the letters to DNR. Mr. Rupiper responded that the language of the amendment letters was changed to make a clearer distinction between what is currently required by state and local regulation versus what a community and developer agree to do for an amendment area above and beyond the current standards. Mr. Hampton asked who oversaw erosion control practices? Mr. Rupiper stated that it is the state and local agencies in charge of that permitting process. Both the state and the county have erosion control ordinances that must be followed and permit processes to ensure those requirements are met. CARPC staff review stormwater management plans, but not erosion control plans, as part of our conformance reviews.

Mr. Zavos moved for approval of CARPC Management Letter #2205, Recommending the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Cottage Grove Urban Service Area; Ms. Crombie seconded. The motion passed on a voice vote.

8. **Election of CARPC Treasurer (*actionable item*)**

With the resignation of Mr. Geller from the Commission who served as a member of the Executive Committee and as Treasurer, there is a need to find someone to fill that vacancy and a City of Madison representative is needed for representation. Ms. Murphy nominated Mr. Zavos for the position; Mr. Schuler seconded. Chair Pfeiffer called for a vote to approve the nomination of Mr. Zavos to the Executive Committee and to serve as Treasurer. The motion passed on a voice vote.

9. Reports

- a) Executive Chairperson and Executive Committee
 - (1) Letter from Johnson Block Co., CARPC Financial Statements and Required Audit Communications for the Year Ended December 31, 2021
- b) Members of the Greater Madison MPO
- c) Agency Director/Division Director, Community and Regional Planning
- d) Deputy Agency Director/Division Director, Environmental Resources Planning

The letter from Johnson Block was received in the mail and addressed to the full Commission. It was included in the packet for informational purposes only. There was no report from the Greater Madison MPO this evening.

Mr. Steinhoff presented a brief overview of his report with highlights concerning the CARPC Proactive Planning Committee, arrangements for the internship the UW-Department of Landscape Architecture, and planning assistance projects.

Mr. Rupiper noted that the Black Creek Green Infrastructure Planning Project reached another milestone. Formal approval of the plan has been received from Wisconsin Emergency Management. The planning part of this project has now wrapped up and staff will be working with communities on formal plan adoption and implementation assistance.

10. Future Agenda Items (next meeting is **October 13, 2022**, 6:00 pm, in room 354 of the City-County Building, 210 Martin Luther King Jr. Blvd., Madison). Please note this will be the Agency's first hybrid meeting (both in-person and with Zoom).

11. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Wallner seconded. The meeting adjourned at 8:46 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Stephen Glass, Representative, 350 Wisconsin, Dane County Working Group
- Sarah Glover, Intern, Dane County Working Group
- Larry Konopacki, Attorney, Village of Cottage Grove
- JJ Larson, Deputy Administrator/Director of Public Works & Utilities
- Allison Madison, Coordinator, Wisconsin Salt Wise Program
- Tom Mathies, Supervisor, Town of Verona
- Forbes McIntosh, Lobbyist, Dane County Cities' & Villages Association (DCCVA)
- Erin Ruth, Director of Planning & Development, Village of Cottage Grove
- Josh Straka, Engineer, Strand & Associates (on behalf of the Village of Cottage Grove)
- Tim Swadley, Mayor, City of Stoughton
- Steve Tremlett, Urban Designer, MSA Professional Services
- Bob Wipperfurth, President, Dane County Cities' & Villages Association (DCCVA)