

**MINUTES**  
of the  
**Capital Area Regional Planning Commission**

**October 13, 2022**

**Hybrid Meeting**

**6:00 pm**

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**Commissioners Attending in Person:** Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Jim Schuler

**Commissioners Attending via Zoom:** Maureen Crombie, Caryl Terrell

**Commissioners Absent:** Mark Geller, Anthony Gray, Steve Greb, Barbara Harrington-McKinney, David Wallner, Nick Zavos

**Staff Present:** Sean Higgins (6:30 pm), Mike Rupiper, Haley Smith, Steve Steinhoff

**Others Present:** Tom Mathies, Forbes McIntosh (6:35 pm), Cynthia Richson, Rodney Scheel, Tim Swadley, Steve Tremlett

1. Roll Call

Chair Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

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

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

a) **Minutes of the September 8, 2022, CARPC Meeting**

b) **Executive Committee Recommendations**

- (1) **Authorization of the Agency Director to Execute the 2023 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Parts 1 and 2**
- (2) **Authorization of the Agency Director to Execute an Engagement Letter with Johnson Block CPAs for the 2022 Financial Audit**
- (3) **August 2022 Financials and the September 2022 Operating Account Reconciliation**

Mr. Schuler moved to approve the Consent Agenda; Mr. Hampton seconded. The motion passed on a voice vote.

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

- a) Opportunity for Public Comment
- b) Overview of Staff Recommendations
- c) Questions of Staff Recommendations
- d) **Approval of CARPC Management Letter #2207, 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 Stoughton Urban Service Area (*actionable item*)**

No members of the public wished to comment. Mike Rupiper presented an overview of the staff recommendations for the Stoughton Urban Service Area Amendment ([Stoughton USAA Staff Presentation 2022-10-13.pdf](#)).

Ms. Terrell asked about the success rate of staff recommendations for restoration plans for wetlands and woodlands and if the Agency is getting any questions on the stewardship areas, which is new terminology in the Regional Development Framework. Mr. Rupiper stated that he could not provide exact numbers but believes that most communities are interested in having restoration plans done, including Stoughton. He also noted that many of the stewardship areas tend to end up in environmental corridors even without the stewardship area recommendation because many are extensions of buffers around areas that are required to be included in environmental corridors under the current policies and criteria.

Mr. Schuler moved for approval of CARPC Management Letter #2207 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 Stoughton Urban Service Area; Ms. Murphy seconded.

Some commissioners felt the development was inconsistent with the Regional Development framework and the Dane County Climate Plan and they would like to see more infill, density, and sustainable elements, while acknowledging that these are not water quality concerns. Commissioner Terrell complemented the stormwater management features of the amendment. Chair Pfeiffer reminded everyone that discussions on land use issues are not appropriate during deliberations on the water quality management letter to DNR for a USA amendment and can undermine CARPC's efforts to promote implementation of the Regional Development Framework. USA amendments are very small portions of overall development in a community and focusing on them does not take into account broader efforts of communities. The goals of the Regional Development Framework should be addressed earlier in the overall planning process. At the USA stage, planning decisions have already been made and the water quality issues in this amendment are being handled well. Mr. Schuler noted that land use concerns come up during the public hearing process and suggested a scorecard approach could be used to gage consistency of applications with the Framework. He suggested the Commission take a separate vote on land use consistency. Chair Pfeiffer noted that CARPC used to take separate votes on land use and water quality but discontinued land use votes because DNR contracts with CARPC to provide recommendations on consistency with water quality standards. CARPC's role on land use is advisory and the agency is working with the Proactive Planning Committee to identify best methods of working with local communities on Framework implementation. Discussion continued regarding the appropriate role, scale, and methods of CARPC's engagement with communities over land use and the Regional Development Framework.

Aye votes - Crombie, Hampton, Murphy, Pfeiffer, Schuler, Terrel

Nay votes – McKeever

The Ayes votes carried 6 to 1.

**5. Approval of CARPC Resolution No. 2022-10 Authorizing the Deputy Agency Director to Execute a WDNR Surface Water Education Grant Agreement and Related Documents (*actionable item*)**

Mike Rupiper presented an overview of the grant and stated one of the application requirements is a resolution from the applicant formally authorizing submittal of the grant application. This is a DNR education grant for up to \$5,000.00 to do an informational / promotional video for the Black Earth Creek Green Infrastructure Plan. A similar video was developed for A Greater Madison Vision and the Regional Development Framework.

Mr. McKeever moved for Approval of CARPC Resolution No. 2022-10 Authorizing the Deputy Agency Director to Execute a WDNR Surface Water Education Grant Agreement and Related Documents; Mr. Hampton seconded. The motion passed on a voice vote.

**6. CARPC Draft 2023 Work Program**

Mr. Steinhoff gave an overview of the Draft 2023 Work Program covering its structure, 2022 highlights, Agency programs and their components and a summary of staff hours. Mr. Rupiper provided more detail on the Regional Water Quality Planning Program, the Regional Climate Resilience Planning Program, and the

USGS Cooperative Water Resources Monitoring Program. . Mr. Steinhoff then presented additional detail on the Regional Land Use Planning Program, the Regional Development Framework, Land Use Inventories and Mapping, Planning and Data Systems, Regional Transportation - Land Use Planning Integration (the Agency's collaboration with the Greater Madison MPO), Community Planning Assistance Program, the Education and Information Program and Administration and Commission Support.  
([CARPC 2023 WorkProgram Draft.pdf](#))

## 7. Reports

- a) Executive Chairperson and Executive Committee
- b) Greater Madison MPO
- c) Agency Director/Division Director, Community and Regional Planning
- d) Deputy Agency Director/Division Director, Environmental Resources Planning

Chair Pfeiffer reported that the CARPC Proactive Planning Committee has held a lot of meetings with municipalities and that that he sees the potential for CARPC to have a productive role in assisting municipalities with their development in ways that align with the Regional Development Framework, but they have also heard negative comments. Discussion ensued. Mr. McKeever felt that commissioners were underutilized and asked how they might be able to engage with the communities earlier in the planning processes. Chair Pfeiffer said there may be some opportunities to participate in the future. Mr. Schuler suggested serving as ambassadors for what CARPC does and asked for a presentation they could use to do that.

Chair Pfeiffer reported that Mr. Steinhoff and Mr. Rupiper met with Bill Schaefer and Mark Opitz of the MPO to follow-up from the joint MPO-CARPC meeting in August regarding ongoing collaboration. One outcome of the meeting is to provide each other with summary updates to share at board and commission meetings. Mr. Steinhoff reported on the following for the MPO:

- They will be hiring a paid consultant to prepare a Regional Safety Action Plan
- They will be approving their 2023-2027 Transportation Improvement Program
- They are putting their work program and budget out for comment before approval next month
- They are putting together their Regional Transportation Plan Summary webpage with interactive maps
- They recently made a presentation on their Roundtrip Travel Demand Management Program.

Mr. Steinhoff emphasized the joint CARPC-MPO open house next Thursday, October 20th. To date, he has had 20 meeting with local municipalities, and noted that some of the commissioners have helped arrange some of them. Also, the first of the Planning Commission 101 joint MPO-CARPC webinars will be coming up on the same day as the open house with the second session schedule for 10/27/22.

Mr. Rupiper reported that the Wisconsin Salt Wise Program has successfully obtained grant funding to pay for a majority of the staff costs associated with this program. In November, the Commission will formally discuss the opportunity to bring this program into CARPC as of January 2023.

## 8. Future Agenda Items (next meeting is **November 10, 2022**, 6:00 pm, in room 354 of the City-County Building, 210 Martin Luther King Jr. Blvd., Madison and via Zoom).

- Updates from the CARPC Proactive Planning Committee
- Wisconsin Salt Wise Program Transition to CARPC

## 9. Adjournment

Mr. Hampton moved to adjourn the meeting; Ms. Murphy seconded. The meeting adjourned at 7:23 pm.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton". The signature is written in a cursive style with a horizontal line underneath it.

Kris Hampton, Secretary

Members of the Public:

- Tom Mathies, Supervisor, Town of Verona
- Forbes McIntosh, Lobbyist, Dane County Cities' & Villages Association (DCCVA)
- Cynthia Richson, Town Chair, Town of Middleton
- Rodney Scheel, Director, City of Stoughton Planning & Development
- Tim Swadley, Mayor, City of Stoughton
- Steve Tremlett, Urban Designer, MSA Professional Services for the City of Stoughton