

**MINUTES**  
of a Joint Meeting of the  
Capital Area Regional Planning Commission and the  
CARPC Proactive Planning Committee

**March 9, 2023**

**Zoom Meeting**

**6:00 pm**

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**Commissioners Present:** Maureen Crombie, Kris Hampton, Peter McKeever; Heidi Murphy, David Pfeiffer (Chair), Cynthia Richson, Jim Schuler, Caryl Terrell, David Wallner; Nick Zavos (6:19 pm)

**Commissioners Absent:** Anthony Gray, Steve, Greb, Barbara Harrington-McKinney

**Staff Present:** Melissa Breyer, Nick Bower, Sean Higgins, Mike Rupiper, Caitlin Shanahan, Steve Steinhoff

**Proactive Planning Committee**

**Members Present:** Randy Bruce, Jay Lengfeld, Jim Simpson, Maureen Crombie, Heidi Murphy, David Pfeiffer, David Wallner

**Proactive Planning Committee**

**Members Absent:** Dean Grosskopf

**Others Present:** Abby Attoun, Tony Vandermuss, Anonymous Attendee

1. Establish Quorum of the Commission and Proactive Planning Committee

The meeting was called to order at 6:01 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak.

3. Commission and Virtual Meeting Protocols

Chair Pfeiffer reviewed the Commission and Virtual Meeting Protocols with attendees.

4. **Consent Agenda (all items below in #4 are actionable items)**

**a. Minutes of the February 9, 2023 CARPC Meeting**

**b. Executive Committee Recommendations**

- (1) CARPC Policy for Provision of Mobile Phones and Cellular Service Plans to Employees**
- (2) Authorize the Deputy Agency Director to Execute an Agreement with SmithGroup for Short Term Environmental Engineering Consulting Services**
- (3) Authorize the Agency Director to Execute an Agreement with Alison Lebwohl for Strategic Planning Services**
- (4) Authorize the Deputy Agency Director to Execute an Agreement to Provide Lake Management Planning Services to the Lake Waubesa Conservation Association**
- (5) January 2023, Financial Statements and the February 2023, Operating Account Reconciliation**

Ms. Crombie moved for approval of the Consent Agenda; Mr. McKeever seconded. The motion passed on a voice vote.

**5. Minutes of the January 11, 2023 meeting of the CARPC Proactive Planning Committee (actionable item)**

Mr. Bruce moved for approval of the Minutes of the January 11, 2023 meeting of the CARPC Proactive Planning Committee; Ms. Murphy seconded. The motion passed on a voice vote.

6. Preliminary Recommendations from the Proactive Planning Committee for an Ideal Proactive Planning Process to Implement the Regional Development Framework – Joint Discussion Item with Commission and CARPC Proactive Planning Committee ([Proactive Planning Committee 2023-03-09.pdf](#)) (4:50 – 1:10)
- a. Presentation of Preliminary Recommendations
  - b. Roundtable: Comments by the Proactive Planning Committee Members
  - c. Roundtable: Questions and Comments by CARPC Commissioners

Mr. Steinhoff presented the Proactive Planning Committee membership, purpose, work to date, findings and components of an ideal proactive planning process that formed the basis of the Committee's recommendations. Chair Pfeiffer reported that feedback from the many meetings with local government officials and stakeholders revealed strong support for the Regional Development Framework, alignment between Framework and local plan goals, and recognition of CARPC's role in promoting Framework goals and intergovernmental cooperation towards achieving them.

Committee members shared their comments on the meetings and their findings. Ms. Murphy found staff had established good relationships with stakeholders across the region that will serve them well as the Agency transitions into working with them earlier in their planning processes and that people were eager to have a forward-looking plan on how to tackle some issues. Mr. Bruce felt that CARPC's involvement as a mediator between communities would be invaluable as is using the Regional Development Framework as a starting point to work from. Ms. Crombie thought the key to success would be communication and education and that bringing all parties together earlier in the planning processes would produce better outcomes. She also felt that CARPC had improved its reputation and was moving in the right direction in collaborating with the smaller communities. Mr. Lengfeld agreed with the sentiments shared and added that it will be very important to continue to get out and meet with community members to establish relationships before they are needed for specific projects. Mr. Wallner thought it was a good process, that they came up with a good product and was overall very pleased with the results. Mr. Simpson echoed the sentiments of the others and added that it was important to reach out to communities ahead of time before they come to CARPC with a USA amendment. His experience with FUDA growth scenarios was helpful as were the CARPC data sets. He also said that comprehensive planning can be challenging for communities due to lack of funding and getting behind in the updates. Having CARPC to assist them with those updates and reviewing their local ordinances will further build those relationships so they feel comfortable working with the Agency.

Chair Pfeiffer opened the floor for discussion. Commissioner Terrell asked if any specific planning issues come up as the focus of any meetings such as density, climate change or water quality? Mr. Rupiper stated that while some of those issues did come up, most of the meeting discussions were focused on processes and how to best promote collaborative planning with communities. Mr. Steinhoff confirmed that density was definitely a flashpoint of contention. Chair Pfeiffer said another common theme was that communications and building relationships early on was critical to reducing conflict later in the process.

Commissioner McKeever asked when commissioners would have an opportunity to apply their expertise, knowledge and regional perspective to the work that the local communities are doing? Chair Pfeiffer stated that the Strategic Planning effort will have a part in determining that because we have heard that the current methods do not promote the early involvement of the Agency that we seek. If changes need to be made, we need to find ways to accomplish that. Mr. Simpson noted that one challenge is the uncertainty of USA amendments. More involvement earlier in the comprehensive planning phase would give communities a better idea of what to expect when bringing them before the commission.

Commissioner Schuler suggested that we focus on fulfilling those steps, processes and roles to get commissioners involved in earlier stages to mediate development. He also said that communities could get zoning ordinances put in place that would require them to get input from CARPC.

Commissioner Murphy agreed that working with communities early in the process in those areas might head off USA amendments that perhaps should not be approved.

Commissioner Richson agreed that being proactive and collaborative earlier in the process would make a big difference. She noted that CARPC is in a much better position today to review community plans within the context of what is best for the region and use its expertise to encourage movement in a positive direction. Working with communities as a valued partner earlier in the comprehensive planning process can help communities think more regionally and not just about their local communities.

Commissioner Hampton agreed that getting CARPC working with communities earlier in the process will help them better understand the Regional Development Framework and incorporate a more regional view in their plans instead of simply focusing only on their local community.

Commissioner Zavos agreed that getting in on the ground floor as a partner instead of acting from a pulpit will help foster positive relationships.

Mr. Rupiper added that as the Agency shifts to a more proactive comprehensive planning focus, there are a variety of forms commissioner involvement could take and opportunities that could be built into those processes. However, when it comes to USA amendments, the focus must be on water quality. As we shift to a more proactive comprehensive planning approach, that opens the range of issues that the commission can comment on and provide expertise.

Commissioner Terrell asked if CARPC could address looming issues such as recycling and landfill locations that all the communities are going to have to deal with at some point. Is it appropriate for the Agency to get involved there? Commissioner Murphy liked the idea of addressing those topics in advance because they would have such a big impact on their communities. Mr. Steinhoff brought up the example of larger scale solar installations that would have similar impacts. Mr. Simpson felt the landfill issues might be more engineering based, and cautioned against CARPC getting involved in solar siting because the topic is so contentious. Chair Pfeiffer clarified that rooftop solar was more likely a topic they would be discussing.

Commissioner McKeever thought Commissioner Terrell raised a provocative topic. Dane County has some of the best agricultural land in the world which creates a conflict between that precious soil and development in the context of climate change and growing food locally. Does agricultural preservation need to be expanded? In that context it becomes a regional planning issue. Mr. Rupiper provided an example of solid waste planning done by DCRPC in the eighties and the study that was done on it which led to a more regional approach to doing things.

Commissioner Schuler agreed that all the points raised here are good long-term, but the near-term objective should be to increase the Agency's ability to mediate planning issues with local communities. New initiatives require realistic priorities and expanding our reach will require funding.

Commissioner Richson also brought up the issue in the Town of Middleton where agricultural land is being affected by expansion of the local airport and airborne lead levels from aviation fuel in produce. All these ecosystems are interconnected, so protecting the region we should be aware of these issues.

All parties agreed that Agency involvement earlier in the comprehensive planning processes would benefit both the municipalities and the region while allowing for more commissioner input on a greater range of topics than is currently allowed in the USA amendment process. Chair Pfeiffer added that Agency capacity will also

be an issue. He also reiterated that the Committee's focus was proactive and cooperative planning and that is the near-term focus. He also reminded everyone of the mission of the Agency and its charge when created, noting that there was no pushback received about that from the stakeholders. The agency can benefit from changing the perception by many as only the water quality / urban service area amendment agency to now a broader regional planning agency. Now is the time to embark on a strategic planning effort to implement the strategies that will enable us to be more successful in working with communities earlier in the process and more cooperatively.

7. Adjournment of the CARPC Proactive Planning Committee

Ms. Crombie moved for adjournment of the CARPC Proactive Planning Committee; Mr. Simpson seconded. The motion passed on a voice vote and the Committee adjourned at 7:10 pm.

8. Amending the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (City of Middleton)

- a. Opportunity for Public Comment
- b. Overview of Consistency with State and Local Standards
- c. **Approval of CARPC Management Letter #2209 (*actionable item*)**

No members of the public registered / wished to speak. Mike Rupiper presented an overview of the staff recommendations for the Central Urban Service Area Amendment request by the City of Middleton. ([Middleton USAA Staff Presentation 09-03-2023.pdf](#)) (1:10 – 1:24)

Commissioners asked questions about the stormwater management plan, including the thermal control of the stormwater runoff. Comments were made by Commissioners that current stormwater standards may not always be adequate for specific bodies of water and that workforce housing and affordable housing are often used interchangeably but are not the same thing.

Mr. Rupiper noted that all the stormwater runoff from the amendment area eventually reaches Pheasant Branch Creek. He also stated that current stormwater ordinances were updated after the 2018 floods, from peak rate control for a 100-year event up to a 200-year event and that by infiltrating the runoff, both the thermal and volume control standards are met.

Mr. Shuler moved for Approval of CARPC Management Letter #2209; Ms. Murphy seconded. The motion passed on a voice vote.

9. Reports

- a. Executive Chairperson and Executive Committee
  - (1) CARPC Staff Remote Work Policies
- b. Greater Madison MPO
- c. Agency Director / Division Director, Community and Regional Planning
- d. Deputy Agency Director / Division Director, Environmental Resources Planning

Chair Pfeiffer provided the Commission with a recap of the Executive Committee's discussion on a remote work policy. To date the Agency has been operating without a formal policy, but remote work is likely here to stay and the Agency tries to mirror the policies of Dane County.

The Greater Madison MPO's written report was included in the packet materials.

Mr. Steinhoff provided updates on CARPC reviews of draft local comprehensive and neighborhood plans with respect to consistency with the Regional Development Framework, Agency planning services, partnerships, and upcoming events.

Mr. Rupiper highlighted two water quality planning items. A lake management plan for Lake Waubesa has been awarded grant funding and will be getting underway shortly. A partnership with WI Salt Wise and the Rock River Coalition will expand chloride monitoring in the region. The data will also be shared with the Isaac Walton League who maintains a national chloride monitoring database.

10. Future Agenda Items (next meeting is April 13, 2023, at 6:00 pm)

- A request was made for a short presentation on what happens in a sewer extension review. This will be scheduled for the June Commission meeting.
- Confusion on different types of housing raised the question of how much WHEDA knows or cares about regional plans

11. Adjournment

Mr. Hampton moved for adjournment; Ms. Richson seconded. The motion passed on a voice vote and the meeting adjourned at 7:37 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary

Members of the Public:

- Abby Attoun, Director of Planning and Community Development, City of Middleton
- Tony Vandermuss, Civil Engineer, SmithGroup
- Anonymous Attendee