

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

**May 11, 2023**

**Zoom Meeting**

**6:00 pm**

---

**Commissioners Present:** Maureen Crombie, Steve Greb, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Cynthia Richson, Caryl Terrell, Bill Tishler, David Wallner, Nick Zavos (6:02 pm)

**Commissioners Absent:** Barbara Harrington-McKinney, Jim Schuler

**Staff Present:** Nick Bower, Sean Higgins, Mike Rupiper, Caitlin Shanahan, Haley Smith, Steve Steinhoff

**Others Present:** Bill Chang, BetsyJo Howe, Mike Lawton, Forbes McIntosh, Mark Roffers, Matt Schreiner, Tim Semmann, Kent Straus, Jerry Tierney

1. Establish Quorum

Quorum was established at 6:00 pm

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak.

3. Welcome New Commissioner and Introductions

Bill Tishler, the new mayoral appointee who replaced Anthony Gray, was welcomed and commissioners and staff introduced themselves.

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

~~a. Minutes of the March 9, 2023, CARPC Meeting~~

**b. Executive Committee Recommendations**

**(1) Authorize the Agency Director to Execute Agreement with the Village of Shorewood Hills for Planning Services**

**(2) Approve March 2023 Financial Statements and the April 2023 Operating Account Reconciliation**

Mr. Hampton moved for approval of the consent agenda; Ms. Richson seconded. The motion passed on a voice vote.

[NOTE: The April meeting minutes were unintentionally omitted from the May meeting packet. Both the April and May meeting minutes will be included in the June meeting packet for approval at the June CARPC meeting.]

5. Village of DeForest Comprehensive Plan Update

a. Presentation by Mark Roffers

b. Discussion

Mr. Roffers, a planning consultant hired by the Village, presented the DeForest Comprehensive Plan Update adopted in April 2023 with input from Bill Chang, the Village Administrator.

[\(DeForest Comprehensive Plan Presentation 05.11.23 v3.pdf\)](#) (11:07 - 1:00:17)

Discussion addressed affordable housing, transit, workforce, economic development, renewable energy, farmland preservation, and intergovernmental cooperation. The presentation and discussion were acknowledged as an example of CARPC engaging with communities early in the planning process as intended.

Due to timing, the public hearing was moved up the agenda to convene promptly at 7:00 pm.

## 7. PUBLIC HEARING (7:00 pm) (1:00:18 - 1:19:40)

- a. Public Hearing on the Amendment of the *Dane County Water Quality Plan* by Removing a Prior Condition of Approval in the Waunakee Urban Service Area (Village of Waunakee)
  - (1) Applicant Presentation – Amendment Overview
  - (2) Open Public Hearing to Take Public Comment from Registrants, Close Public Hearing
  - (3) Commissioner Questions and Discussion

Tim Semmann, the Community Development Director for the Village, gave the applicant presentation along with Matt Schreiner, PE of Vierbicher. ([V-Waunakee Infiltration Change Presentation 20230511.pdf](#))

Chair Pfeiffer opened the public hearing to take public comments from registrants. No members of the public wished to comment, and the public hearing was subsequently closed.

Ms. Terrell noted a written communication a member of the public sent to the commissioners and asked for an interpretation of it. Mr. Rupiper responded that the comment came from Tom Mathies, a Town of Verona resident and Town Supervisor. His interpretation of the statute was that cities, villages and towns cannot have an ordinance requiring something above 90% by statute. The implication may be that because it does not reference water quality plan amendments or conditions of approval that the state statute does not apply which is correct based on what DNR and their attorneys have told us. That is why the Village is requesting the amendment to the water quality plan. The statute change itself does not eliminate the condition placed in the previous plan approval. It requires an actual plan amendment which is what the Village is requesting be formally removed. Ms. Terrell then asked what the barriers would be to removing the condition from a percentage to more of a “best that can be done” option. Mr. Rupiper responded that there needs to be agreement on the parameters of any agreement to be included in the water quality plan. ([Mathies Comments V-Waunakee USAA 20230511.pdf](#))

Mr. McKeever would like the Commission’s attorney to provide guidance on the legal aspect of the comments and explore the question of whether off-site infiltration is feasible and within the statutes. Mr. Rupiper responded that staff should not be designing off-site stormwater practices for communities. Mr. McKeever added that he would like to know what is off-site before deciding.

Mr. Hampton asked if any flooding issues would be created downstream. Mr. Rupiper responded there is not really a downstream concern since it all goes into wetlands.

Ms. Murphy asked if there were any other amendments that came up within this timeframe that may need to be addressed. Mr. Rupiper said this was a requirement unique to the Town of Westport and he is unaware of any other amendments where that would apply.

Chair Pfeiffer directed the Commission’s attention back to agenda item #6.

6. Amending the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Waunakee Urban Service Area (Village of Waunakee)
  - a. Opportunity for Public Comment
  - b. Overview of Consistency with State and Local Standards
  - c. **Approval of CARPC Management Letter #2302 (actionable item)**

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

Nick Bower, CARPC Environmental Engineer, made the staff presentation this evening. ([Waukegan USAA 2302 Staff Presentation 2023-05-11.pdf](#)) (1:20:37 - 1:27:03)

Ms. Crombie moved for Approval of CARPC Management Letter #2302; Ms. Murphy seconded. The motion passed on a voice vote. Mr. McKeever abstained since he was not present for the applicant presentation.

8. CARPC Preliminary 2024 Draft Budget ([Preliminary 2024 Draft Budget 2023-05-11.pdf](#)) (1:28:46 - 1:56:00)
  - a. Staff Presentation
  - b. Discussion

Mr. Steinhoff gave the staff presentation providing context, budget trends, a current year budget update and 2024 budget considerations.

Discussion ensued. Topics included the need for an Executive Director as part of the budget and strategic planning processes; a need for more external leadership / outreach to help implement the Regional Development Framework; agreement that the strategic planning process has a large budget component to it and that there is an increased appetite for staff capacity to assist municipalities.

9. Focus Performance Indicator for the Regional Development Framework: Development in Centers and Corridors and in Already Developed Areas ([CARPC Centers and Corridors 2023-05-11.pdf](#)) (1:56:00 - 2:24:53)
  - a. Staff Presentation
  - b. Discussion

Mr. Higgins gave this month's performance indicator presentation as a metric for evaluating how the Agency is meeting RDF objectives, goals, and strategies. Commissioners asked clarifying questions and commented that the indicator and information was impactful.

10. Reports (2:24:55 - 2:27:58)
  - a. Executive Chairperson and Executive Committee
    - (1) CARPC Draft Telecommute Policy
  - b. Greater Madison MPO
  - c. Agency Director / Division Director, Community and Regional Planning
  - d. Deputy Agency Director / Division Director, Environmental Resources Planning

The Greater Madison MPO written report was included in the packet for review.

Deputy Agency Director Mike Rupiper announced his retirement from the Agency. His last day of work will be Wednesday, May 31st. Chair Pfeiffer announced a special meeting of the Executive Committee acting as a Personnel Committee to conduct an exit interview, discuss the steps to take with staffing, and implications for the strategic planning effort.

11. Future Agenda Items (next meeting is **Thursday, June 8, 2023**, location TBD, meeting at **6:00 pm**)
  - None

12. Adjournment

Mr. Hampton moved for adjournment; Ms. Richson seconded. The meeting adjourned at 8:28 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:

- Bill Chang, Administrator, Village of DeForest
- BetsyJo Howe, Senior Water Resources Mgmt Specialist, Wisconsin Dept of Natural Resources
- Michael Lawton, Attorney, Boardman Clark
- Forbes McIntosh, Lobbyist, Dane County Cities' and Villages' Association
- Mark Roffers, Consultant, Village of DeForest
- Matt Schreiner, PE, Vierbicher
- Tim Semmann, Community Development Director, Village of Waunakee
- Kent Straus, Strand Associates
- Jerry Tierney