

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

**July 13, 2023**                      **Hybrid In-Person and Zoom Meeting**  
**CARPC Offices, 100 State Street, Suite 400, Madison, WI**                      **6:00 pm**

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**Participant Information**

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

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

**Staff Present:**                    Nick Bower, Melissa Breyer, Matt Noone, Haley Smith, Steve Steinhoff

**Others Present:**                Gary and Katrina Becker, Steven Buss, Bill Chang, Thomas Matson, Craig Matthews, Matt Muchow, Mark Roffers, Rodney Scheel, Tim Swadley, Daniela Thompson, Steve Tremlett

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:10 and quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak.

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

**a. Minutes of the June 8, 2023 CARPC Meeting**

**b. Executive Committee Recommendations**

- (1) Authorize the Agency Director to Execute an Agreement with SmithGroup for Limited Term Environmental Engineering Consulting Services**
- (2) May 2023 Financial Statements and the June 2023 Operating Account Reconciliation**

Mr. Hampton moved for approval of the Consent Agenda; Ms. Crombie seconded. The motion passed on a voice vote. Ms. Richson asked for a friendly amendment to correct the verbiage concerning the MD&A analysis; Murphy seconded. The amended motion passed on a voice vote.

4. Presentation of Proposed CARPC Strategic Planning Process (Allison Lebwohl)  
[\(2023 Strategic Planning Process Proposal Lebwohl 2023-07-13.pdf\)](#) (0:56 - 30:36)

Chair Pfeiffer and Mr. Steinhoff set the stage for Ms. Lebwohl's presentation. Ms. Lebwohl presented her proposal for a strategic planning process, prepared in collaboration with the Agency Director, Deputy Agency Director, Executive Chair and Vice Chair., The process builds upon and promotes implementation of the direction laid out by the Regional Development Framework (RDF) and the recommendations made by the Proactive Planning Committee (PPC).

Questions were asked about who Ms. Lebwohl envisioned participating in this process, clarification on the "Engaging design and materials" section of the proposal and what the starting assumptions were. Ms. Lebwohl said it would be commissioners and staff for the launch, survey and design charrette events and that partner agencies and local communities would participate later. The design element is about being very intentional about the design of the conversations to elicit as much information from people who think in a variety of ways. For example, supplying questions and materials ahead of time so people can think about

them, asking questions in a variety of ways, having participants write things down, see them and hear them, etc. She also reviewed the starting assumptions on page 8 of the proposal.

5. Presentation of CARPC Tree Canopy Projects (Matt Noone)  
([Commission Tree Canopy Presentation 2023-07-13.pdf](#)) (30:39 – 51:39 pm)

Matt Noone, CARPC GIS Specialist, presented tree canopy projects including canopy cover mapping, canopy cover equity prioritization tool, Shorewood Hills Forest Management Plan, heritage oak project, and on-going tree growing and planting.

**6. PUBLIC HEARINGS (7:00 pm)**

- a. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area ([DeForest\\_Daentl\\_Rd\\_Industrial\\_Area\\_NUSAA\\_2208\\_2023-07-13.pdf](#)) (51:40 – 1:02:30)
- (1) Applicant Presentation – Amendment Overview
  - (2) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
  - (3) Commissioner Questions and Discussion

Bill Chang, the Village Administrator provided some updates on current intergovernmental agreements that were in the works and Mark Roffers, the Village's planning consultant gave the applicant presentation. The application is a joint effort between the Village, the Town of Burke and Likewise Partners.

The public hearing was opened for public comment, but no attendees wished to speak. The public hearing was subsequently closed. Questions were asked about the current size of the Village and how the Town of Burke will be annexed in the future. Mr. Roffers stated the Village had about 11,500 – 12,000 residents and that the end date for the annexation is scheduled for 2036. This is based on a four-party cooperative agreement executed in 2006 by Burke, DeForest, Madison and Sun Prairie.

- b. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area ([Stoughton\\_USH\\_51\\_CTH\\_B\\_Developments\\_USAA\\_2306\\_2023-07-13.pdf](#)) (1:05:21 - 1:22:43) and comments from the Town of Dunn ([T-Dunn\\_Stoughton\\_USAA\\_2306\\_Comments\\_20230612.pdf](#))
- (1) Applicant Presentation – Amendment Overview
  - (2) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
  - (3) Commissioner Questions and Discussion

Mayor Swadley and Rodney Scheel, Stoughton's Director of Planning and Development kicked off the applicant presentation before turning it over to their consultant, Steve Tremlett, AICP and Project Planner with MSA Professional Services.

The public hearing was opened for public comment, but no attendees wished to speak. The public hearing was subsequently closed. Questions were raised about contention at past public hearings surrounding the development of farmland in this area, how the size of the environmental corridor was determined, how City plans to protect agricultural land as it continues to grow and what the plans are for USH 51. Mr. Scheel stated that much of that outcry was directed at a large retailer and not development in general. Recent comments have more limited in input and focused more on ensuring compatible residential use next to the campus. The environmental corridor also encompasses parks, wetlands and open space that is not all used for stormwater management. The City is very conscious about the density and type of housing they are putting in their locations due to the compact nature of their urban service area and trying to be good stewards of the land. A roundabout is planned at the intersection of USH and CTH B and there is a planned underpass. The Town of Dunn also worked with the City on this project and noted an increased focus on safety.

7. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area ([Stoughton Staff Presentation USAA 2304 Stone Crest 2023-07-13.pdf](#)) (1:36:21 – 1:41:33)
  - a. Opportunity for Public Comment
  - b. Overview of Consistency with State and Local Standards
  - c. **Approval of CARPC Management Letter #2304 – Stoughton USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Stoughton Urban Service Area (*actionable item*)**

The meeting was opened for public comment, but no attendees wished to speak. Nick Bower, CARPC Environmental Engineer, provided the overview of consistency.

Ms. Murphy moved for approval of CARPC Management Letter #2304 – Stoughton USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Stoughton Urban Service Area to open the discussion; Mr. Greb seconded. Ms. Richson asked about the development timeline for Matson Airport near the Stonecrest subdivision and voiced concern about leaded aviation gas emissions and compatible land use in that area. The motion carried on a voice vote.

Chair Pfeiffer returned to agenda item #5, Presentation of CARPC Tree Canopy Projects, for commissioners to continue their discussions. Questions arose about how to get trees on the heritage oak registry, the use of landmark status or other protections, financial support for maintenance upkeep, and the use of policies and ordinances to present for municipalities to adopt. A suggestion was made that a webinar on this topic might be presented to local communities. Mr. Noone gave a demonstration on how anyone can add a tree to the CARPC Open Data Portal.

8. Reports
  - a. Executive Chairperson and Executive Committee
    - (1) Filling the Position of a CARPC Executive Director
  - b. Greater Madison MPO
  - c. Agency Director / Division Director, Community and Regional Planning
  - d. Environmental Resources Planning Division

Chair Pfeiffer reported progress being made on scheduling a Budget and Personnel Panel meeting (BPP) and that the Dane County Towns Association has reiterated their support for this move.

The report from the Greater Madison MPO was in the packet; there was no discussion on that.

Mr. Steinhoff provided updates on the current planning assistance projects, the Agency's facilitation of inter-governmental agreements between the City and Town of Sun Prairie about future growth areas, outreach, webinars, coordination with the MPO on their hiring of a Communication Specialist to be hired in the fall, and the increase in administrative and management duties with Mike Rupiper's departure and the search for an executive director.

Mr. Bower gave a brief overview of the Lake Waubesa Management Plan being led by Carolyn Betz. He reiterated that CARPC continues to look for opportunities within the green infrastructure field. The environmental corridor report, last updated in 1996, is anticipating a final draft in Q3 of this year. Updates in the water quality plan amendments continue to come in as do sewer extension reviews. The current focus of the Black Earth Creek Green Infrastructure Plan is finding replacement funding for the existing stream monitoring gauges as the current funding source will expire shortly. The Midwest Climate Collaborative grant application that CARPC helped prepare was not funded, but the Collaborative continues to seek other avenues of funding and projects.

9. Future Agenda Items (next meeting is **Thursday, August 10, 2023**, via Zoom Meeting at **6:00 pm**)
  - Budget and Personnel Panel Meeting, TBD

## 10. Adjournment

Mr. Wallner moved for adjournment; Mr. Hampton seconded. The motion passed on a voice vote and the meeting adjourned at 8:19 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

### Members of the Public:

- Gary and Katrina Becker, Consultants, Becker Professional Services LLC
- Steven Buss, Founder/CEO, Likewise Partners
- Bill Chang, Village Administrator, Village of DeForest
- Alison Lebwohl, Facilitator
- Thomas Matson, Landowner related to the Stone Crest USAA
- Craig Matthews, Engineer, Village of DeForest
- Matt Muchow, PE, Engineering Department Manager, Vierbicher
- Mark Roffers, Consultant, Village of DeForest
- Rodney Scheel, Director of Planning & Development, City of Stoughton
- Tim Swadley, Mayor, City of Stoughton
- Daniela Thompson, Attorney for Landowner related to the USH 51/CTH B USAA
- Steve Tremlett, AICP, Project Planner, MSA Professional Services