

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

**August 10, 2023**

**Zoom Webinar**

**6:00 pm**

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

**Commissioners Absent:** Barbara Harrington-McKinney

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

**Others Present:** Alex Allon, Steven Buss, Elise Cruz, Glenn Hofer, Bruce Hollar, Lyn Huesmann, Sonja Kruesel, Thomas Mathies, Mark Nordland, Jeff Rau, Mark Roffers, Daniela Thompson, Steve Tremlett, Carl Walser

**1. Establish Quorum**

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.

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

**a. Minutes of the July 13, 2023, CARPC Meeting**

**b. Executive Committee Recommendations**

- (1) Authorize the Agency Director to Execute an Agreement with Source One Technology Inc for an IT Assessment**
- (2) Authorize the Agency Director to Execute an Agreement with Krystal Images Photography for Photographic Services**
- (3) Approval of the 2023-2024 Draft Cost Allocation Plan**
- (4) June 2023 Financial Statements and the July 2023 Operating Account Reconciliation**

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

**4. Resolution 2023-06, Approving CARPC Strategic Planning Process and Agreement with Alison Lebwohl for Facilitation of Process (*actionable item*)**

Mr. Greb move for approval of Resolution 2023-06, Approving the CARPC Strategic Planning Process and Agreement with Alison Lebwohl for Facilitation of Process; Ms. Murphy seconded. The motion passed on a voice vote.

A question was raised concerning the timing of the strategic planning sessions given that a new Executive Director would be coming on board.

**5. Discussion and Possible Action Regarding Authorization of Agency Director to Execute Agreement for Employment Search Services (*actionable item*)**

Chair Pfeiffer gave a recap of the Budget and Personnel Panel (BPP) meeting held on August 8, 2023 confirming their support of this action.

Mr. McKeever moved for Authorization of Agency Director to Execute Agreement for Employment Search Services; Mr. Wallner seconded. The motion passed on a voice vote.

Mr. McKeever thanked Chair Pfeiffer and Mr. Steinhoff for their efforts in bringing this action before the BPP and asked who the hiring body would be. Chair Pfeiffer stated the BPP confirmed in the meeting that per the CARPC bylaws, three candidates would be presented before them for consideration. Further discussion centered on the job description itself and soliciting feedback from the BPP on it.

**6. Discussion and Possible Action Regarding Authorization of Agency Director to Execute Agreement for Organizational Human Resource Consulting Services (*actionable item*)**

Mr. Schuler moved for Authorization of Agency Director to Execute Agreement for Organizational Human Resource Consulting Services; Ms. Richson seconded. The motion passed on a voice vote. Some further clarification was requested to distinguish this item from agenda item #5.

The Village of Oregon was not available to present prior at the 7:00 pm time that was publicly noticed. Mr. Schuler asked why the public hearings were not at the top of the agenda since this does happen regularly. Chair Pfeiffer stated that historically, the public hearings have been held at 7:00 pm. The public hearing can be held at 6:00 if it is publicly noticed.

Mr. Schuler moved to move public hearings further up the agenda in the future; Mr. McKeever seconded. Since there is an opportunity for public comment on the next agenda item, Chair Pfeiffer instructed attendees to move on to agenda items 10, 11 and 12 until the meeting was closer to the public hearing time. No vote on the new procedure was taken at this time.

**10. Discussion of Future Education and Social Commission/Staff Events**

After a successful outing for the limnology tour in June, Mr. Steinhoff solicited ideas for future outings. Mr. Schuler suggested a guided "after the development tour" to see if a development turned out the way it had been predicted to see what happens after the plans are executed. Other suggestions were to visit the Black Earth Creek Green Infrastructure Project, a trip to MMSD to see what goes on there and asking communities to share what they are doing to implement the Regional Development Framework.

**11. Reports**

- a. Executive Chairperson and Executive Committee
- b. Greater Madison MPO
- c. Agency Director / Division Director, Community and Regional Planning
- d. Environmental Resource Planning staff

Chair Pfeiffer had nothing else to report and there were no questions on the MPO report. Ms. Terrell shared that she recently attended the MPO meeting and found a lot of interest in the tree canopy project and that they had also been receiving requests from local communities to compile local zoning regulations on parking. Mr. Steinhoff stated that the intern for the Land Use Code Assessment project is primarily doing literature searches and focusing on best practices and that parking was included in the scope. Mr. Tishler was also interested in zoning rules for storage in the streets of items other than vehicles.

Mr. Steinhoff reported on ongoing activities such as the two planning assistance projects for the Village of Shorewood Hills and the comprehensive plan update for the Town of Bristol which includes intergovernmental communications and outreach between the Town and the City of Sun Prairie for future land use as well as the Village of Windsor to the west. We are also facilitating conversations between the Town and City of Sun Prairie which are going well since they have very similar goals. We continue to coordinate with the Dane County Office of Energy and Climate Change on the SolSmart Program with the next step being a training program on solar friendly zoning codes. We have also had to cut back on some work due to retirements, the Executive Director search and replacing our accounting and payroll services.

Nick Bower then presented some updates on the Environmental Resources Planning staff. Another sewer service area amendment for the City of Madison is in the works for September's agenda. We are still meeting on the Black Earth Green Infrastructure to replace funding and this week is also Wisconsin Stormwater Week.

Chair Pfeiffer asked if there was any concern about a big group of sewer service area amendments coming yet this fall and do have the capacity to handle them.

12. Future Agenda Items (next meeting is **Thursday, September 14, 2023**, via Zoom webinar at **6:00 pm**)

- Discussions on changing the starting time structure for public hearings
- There will be no more hybrid meetings at this point due to lack of staff capacity.

Mr. Steinhoff spoke of the difficulties staff are having conducting in-person meetings and took a poll on the topic. Ms. Richson also mentioned a new Covid strain coming out and asked for sensitivity surrounding it. Chair Pfeiffer suggested the possibility of in-person meetings out in the community on occasion as well. Mr. McKeever and Mr. Wallner also weighed in on this topic.

Chair Pfeiffer instructed attendees to move back to agenda items #7 and 8 at this time. The Village of Oregon staff were not yet available; the meeting moved on to agenda item #8.

8. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area (Village of DeForest – “Daentl Road Industrial Area”)
- a. Opportunity for Public Comment
  - b. Overview of Consistency with State and Local Standards
  - c. **Approval of CARPC Management Letter #2208 – Northern USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Northern Urban Service Area (*actionable item*)**

An opportunity for public comment was presented, but no one wished to speak. Nick Bower from the CARPC Environmental Planning staff presented the Overview of Consistency with State and Local Standards. [V-DeForest USAA 2208 Staff Presentation Daentl Rd Final.pdf](#) (1:05:50 – 1:10:47)

Questions were raised concerning the archeological review and the Village's use of salt given the proximity of parking areas to the Yahara River.

Ms. Richson moved for approval of CARPC Management Letter #2208 – Northern USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Northern Urban Service Area; Ms. Crombie seconded. The motion passed on a voice vote.

Discussion ensued.

7. **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 Oregon Urban Service Area (Village of Oregon – “Autumn Ridge – Phase 3 and 5”)
  - (1) Applicant Presentation – Amendment Overview
  - (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
  - (3) Commissioner Questions and Discussion

Sonja Kruesel, AICP from Vandewalle & Associates, Inc. gave the applicant presentation on behalf of the Village of Oregon. [V-Oregon Applicant Presentation Autumn Ridge 2023-08-10.pdf](#) (1:18:18 – 1:32:38)

Chair Pfeiffer opened the public hearing to take testimony from attendees.; No one wished to speak, and he closed the public hearing. The following public comments were sent to the commissioners for review prior to the meeting: [T-Oregon PublicHearingComments AutumnRidge 20230809.pdf](#).

Questions were raised about the density per acre, how the flooding concerns outlined in the comments from 2021 have been resolved and the criteria used for workforce housing.

9. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area (City of Stoughton – “USH 51 and CTH B Developments”)
  - a. Opportunity for Public Comment – David did not ask for public comment!
  - b. Overview of Consistency with State and Local Standards
  - c. **Approval of CARPC Management Letter #2306 – Stoughton USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Stoughton Urban Service Area (*actionable item*)**

An opportunity for public comment was presented, but no one chose to speak. Nick Bower from the CARPC staff provided the Overview of Consistency with State and Local Standards.

[C-Stoughton\\_USAA\\_2306\\_Staff\\_Presentation\\_USH\\_51-CTH\\_B\\_Final.pdf](#) (01:52:03 – 1:56:04)

Concerns were raised about the portion to the west not being very well delineated yet and whether the Town of Dunn’s concerns about stormwater had been addressed. Mr. Hampton noted that the map 10 mistakenly showed the Village of Waunakee as just north of Stoughton.

Ms. Murphy moved for approval of CARPC Management Letter #2306 – Stoughton USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Stoughton Urban Service Area; Mr. Schuler seconded. The motion passed on a voice vote.

### 13. Adjournment

Ms. Murphy moved for adjournment; Ms. Richson seconded. The meeting adjourned at 8:03 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

### Members of the Public:

- Alex Allon, Community Development Director, Village of DeForest
- Steven Buss, Founder/CEO, Likewise Partners
- Elise Cruz, Director of Planning/Zoning Administrator, Village of Oregon
- Glenn Hofer, Developer and Property Owner, Autumn Ridge Oregon
- Bruce Hollar, Engineer, D’Onofrio Kottke and Associates Inc
- Lyn Huesmann, Resident, Town of Oregon
- Sonja Kruesel, AICP, Vandewalle & Associates Inc
- Tom Mathies, Supervisor, Town of Verona
- Mark Nordland, Managing Principal, Nordland Partners
- Jeff Rau, Public Works Director, Village of Oregon
- Mark Roffers, Consultant, Village of DeForest
- Daniela Thompson, Attorney for Landowner related to the USH 51/CTH B USAA
- Steve Tremlett, AICP, Project Planner, MSA Professional Services
- Carl Walser, Chairperson, Town of Oregon