

MINUTES
of the
Capital Area Regional Planning Commission

January 11, 2024

Union South, 1308 W Dayton St., Madison and Via Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Steve Greb, Kris Hampton, Barbara Harrington-McKinney, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Caryl Terrell, Nick Zavos

Commissioners Absent: Jim Schuler, Bill Tishler, Cynthia Richson,

Staff Present: Nick Bower, Matthew Krempley, Melissa Michaud, Prachi Mehendale, Tanya Sime, Steve Steinhoff, Jason Valerius

Others Present: Bill Chang (V-Deforest), A. Kessenich, Sonja Kruesel (Vandewalle & Assoc.), Michael Lawton, Tom Mathies (T-Verona), Mark Roffers(V-Deforest), Cecelia Toshner

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:14 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. PUBLIC HEARING

- 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 (Village of DeForest – “Northern Interstate Corridor Area”)

(1) Applicant Presentation – Amendment Overview

Bill Chang and Mark Roffers gave the applicant presentation on behalf of the Village of Deforest (6:15:26).

[V-DeForest Presentation_2310 USAA_DeForest Northern Interstate Corridor.pptx](#)

(2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing

Chair Pfeiffer opened the public hearing to take testimony from attendees, but no one wished to speak. The public hearing was subsequently closed.

(3) Commissioner Questions and Discussion

Mr. Zavos asked of staff or the Village what the benefit is of bringing in areas that are not going to be served by sanitary sewer, such as the Buc-ee’s area. Mr. Roffers responded, noting the desire of the Village to ultimately bring all areas of the Village into the urban service area to provide for continuity and a cleaner boundary that avoids having a site partially in and partially out. He indicated this will not affect what does or does not get served with utilities. Mr. McKeever asked if the Village will deed restrict or otherwise prevent it from being developed into something other than stormwater management? Mr. Roffers responded, noting the Village has granted a conditional use permit to Buc-ee’s and detailed site plan review will be conducted prior to development, but there is no intent to deed restrict the property.

Mr. Hampton moved for Approval of #2310 V-Deforest – Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Central Urban Service Area; Ms. Terrell seconded. The motion passed on a voice vote.

4. Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*)

Mr. McKeever moved for approval of Relaxing Robert's Rules of Order to Discuss Informally; Ms. Murphy seconded. The motion passed on a voice vote.

5. Election of Officers: Chairperson, Vice-Chairperson, Secretary and Treasurer (*actionable item*)

Mr. McKeever made a motion to keep current officers as **Chairperson, Vice-Chairperson, Secretary and Treasurer** going forward; Ms. Terrell seconded. The motion passed on a voice vote.

6. Appointment of Executive Committee Members (*actionable item*)

Ms. Terrell moved for approval of the Appointment of the Executive Committee Members to be the current members of the Executive Committee Members; Ms. Terrell seconded. Chair Pfeiffer accepts and the motion passed on a voice vote.

7. Designation of Chairperson as a CARPC Employee with the Title of "Executive Chairperson" (*actionable item*)

Ms. Murphy moved for approval of the Designation of Chairperson as a CARPC Employee with the Title of "Executive Chairperson" remain Chair David Pfeiffer; Mr. Greb seconded. There was an agreement to revisit the Executive Chairperson position in 6 months when Jason Valerius has been acclimated to his position. This will be revisited for the June CARPC Meeting. The motion passed on a voice vote.

8. Motion to Return to Standard Robert's Rules of Order (*actionable item*)

Mr. Hampton moved for approval to Return to Standard Robert's Rules of Order; Ms. Murphy Seconded. The motion passed on a voice vote.

9. Adoption of CARPC Resolution 2024-01 Expression of Appreciation for Executive Committee Service in 2023 (*actionable item*)

Ms. Terrell moved for the Adoption of CARPC Resolution 2024-01 Expression of Appreciation for Executive Committee Service in 2023: Mr. Greb seconded the motion. The motion passed on a voice vote. Ms. Terrell thanked everyone on the Executive Committee for their time and hard work. Chair Pfeiffer expressed his gratitude to the committee because of the numerous meetings this past year and the continuous hard work they have put in.

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

a. Minutes of the December 14, 2023, CARPC Meeting

b. Executive Committee Recommendations

(1) Authorize Agency Director to Execute Amendment to the Research Agreement with UW-Madison

(2) November 2023 Financial Statements and the December 2023 Operating Account Reconciliation

Mr. Zavos moved for approval of the Consent Agenda, Ms. Murphy Seconded. The motion passed on voice vote.

11. Amending the *Dane County Water Quality Management Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Verona Urban Service Area (City of Verona – "Epic Campus 6 and 7 Expansion")

a. Opportunity for Public Comment:

No public comment.

b. Overview of Consistency with State and Local Standard

Presentation given by Nick Bower for the Revision of the Sewer Service Area Boundaries and Environmental Corridors in the Verona Urban Service Area (06:35:07)

[2309 Verona_USAA Staff Presentation \(Epic Campus 6 & 7\) 2024-01-11.pdf](#)

Question and Discussion ensued. . .

c. **Approval of CARPC Management Letter #2309 – Verona USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Verona Urban Service Area (*actionable item*)**

Mr. Hampton moved for Approval of CARPC Management Letter #2309 – Verona USA, Recommending to the Wisconsin DNR an Amendment of the Dane County Water Quality Plan in the Verona Urban Service Area. Ms. Murphy seconded. The motion passed on a voice vote.

12. Reports

a. Executive Chairperson and Executive Committee

(1) Water Quality Plan Committee Appointments

Chair Pfeiffer did reach out to individuals by invitation. Will use the February meeting to see what people are thinking.

b. Greater Madison MPO

No additions were made to the update in the meeting packet.

c. Agency Director / Division Director, Community and Regional Planning

Mr. Steinhoff reviewed the status of planning assistance projects, activities to implement the Regional Development Framework, and transition to new accounting and payroll.

d. Environmental Resource Planning staff

Mr. Bower reviewed the Lake Waubesa Lake Management Plan project, Environmental Corridor Report preparation, urban service area amendments, and sewer service and stormwater consistency reviews. In 2023 staff processed 94 reviews, down slightly from recent years. He reviewed Regional Climate Resiliency planning projects: Black Earth Creek Watershed, tree Canopy, and the Midwest Climate Collaborative.

13. Future Agenda Items (next meeting is **Thursday, February 8, 2023**, at Waunakee Public Library, 201 N. Madison St., Waunakee, and via Zoom webinar at **6:00 pm**)

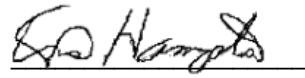
Jason Valerius would like to set up times to meet with each commissioner in the coming weeks.

14. Adjournment

Mr. Hampton moved for adjournment. Mr. Mc Keever seconded. The motion passed on voice vote. The meeting was adjourned at 7:14 PM.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully submitted:


Kris Hampton, Secretary