

AGENDA
of the
CARPC Ad Hoc Water Quality Committee

October 23, 2025

Virtual Meeting via Zoom

9:30 AM

Participant Information

Meeting Accommodation: This meeting will take place via Zoom Webinar. You may access the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/85642255210?pwd=ctU5nuXaj2Ur4Mne2CjjXluJmN28Y5.1>

Phone: 1 312-626-6799

Meeting ID: 856 4225 5210

Passcode: 368104

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days before the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline will be provided to Commissioners at the meeting.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

Agenda

1. Establish Quorum
2. Public Comment on Matters not on the Agenda
3. **Minutes of July 24, 2025, Ad Hoc Water Quality Committee Meeting (*actionable item, attached*)**
4. Overview of Final Deliverables and Requested Actions – Discussion
5. Review of Final Drafts of Summary of Changes, Application/Checklists, Flow Charts, and Policies & Criteria – Discussion
6. Review of Proposed Revisions to Fees – Discussion
7. **Seeking Directive from the Ad-Hoc Water Quality Committee to Advance the Following Proposed Amendments to the *Dane County Water Quality Plan*, for the Creation of Updated *Policies and Criteria for Sewer Service Area Amendments* (*actionable items*)**
 - a. **Revisions to Existing Policies for SSA Minor Amendments**

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

b. Revisions to Existing Policies to Create the SSA Major Amendment – “Standard Process”

c. Revisions to Existing Policies to Create the SSA Major Amendments – “Proactive Process”

8. Next Steps – Discussion

9. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam sawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC Ad Hoc Water Quality Committee

AGENDA COVER SHEET

October 23, 2025
Item 03

Re: Minutes of July 24, 2025, Ad Hoc Water Quality Committee Meeting (actionable item, attached)

Requested Action: Review and approve.
Background: (none)
Staff Comments: (none)
Attachments: Attached.
Staff Contact: (none)
Next Steps: (none)

MINUTES
of the
CARPC Ad Hoc Water Quality Committee

July 24th, 2025

Virtual Meeting via Zoom

10:00 AM

Participant Information

Commissioners Present: David Pfeiffer, Cynthia Richson, Jim Schuler, Caryl Terrell (joined 10:05), Allison Volk (departed 10:53)

Commissioners Absent: None

Staff Present: Jason Valerius, Nick Bower, Prachi Mehendale

Others Present: None

1. Establish Quorum

Quorum was established at 10:03 AM.

2. Public Comment on Matters not on the Agenda

No Public Comment.

3. **Minutes of the May 28, 2025, Ad Hoc Water Quality Committee (*actionable item, attached*)**

Mr. Schuler motioned for approval. Ms. Richson seconded. The motion passed on a voice vote.

4. Q&A Follow-up from Legal Counsel and DNR Meetings - Discussion

Committee members and staff discussed setting up reimbursement agreements with applicants, clarifying operations of the pre-application meeting and staff review period, as well as requiring written approval of entities providing services for wastewater collection & treatment and with jurisdiction to regulate non-point source pollution for sewer service area (SSA) amendment applications.

5. Review Revised Flow Charts - Discussion

Committee members and staff discussed how to ensure that the public and Commissioners will have sufficient time to review application materials before public hearings and discussed the critical role public hearings play in the SSA amendment process.

6. Review Draft Application Checklist – Discussion

Committee members and staff discussed language regarding demonstration of conformance with the Regional Development Framework (RDF) and municipal comprehensive plans. Committee members recommended seeking legal counsel regarding inclusion of the certification section in the Application Checklist.

7. Review SSA Planning Overview Document – Discussion

No discussion on this agenda item due to time constraints.

8. Next Steps – Discussion

Staff will finalize materials based on the meeting discussion and then seek feedback from municipalities contacted earlier in the development of the revised SSA Amendment policies. The reviewed materials will be shared with Committee members and will be discussed at the following Committee meeting. Following official recommendation by the Committee, the final resolutions will come before the Commission as amendments to the *Dane County Water Quality Plan*.

9. Future Meeting Scheduling – Discussion

10. Future Agenda Items

- a. SSA Planning Overview Document
- b. Resolution – SSA Standard Amendment Policies, Criteria and Fees
- c. Resolution – SSA Proactive Amendment Policies, Criteria and Fees
- d. Resolution – SSA Minor Amendment Policies, Criteria and Fees

11. Adjournment

Mr. Schuler motioned for adjournment. Ms. Richson seconded. The meeting was adjourned at 11:53 AM.

Minutes prepared by Prachi Mehendale and reviewed by CARPC staff.

Respectfully submitted:

Cynthia Richson, Secretary

CARPC Ad Hoc Water Quality Committee

AGENDA COVER SHEET

October 23, 2025
Item 05

Re: Review of Final Drafts of Summary of Changes, Application/Checklists, Flow Charts, and Policies & Criteria – Discussion

Requested Action:

Review and discuss.

Background:

(none)

Staff Comments:

(none)

Attachments:

Attached.

Staff Contact:

(none)

Next Steps:

(none)

Overview of Changes to SSA (Minor) Amendment Policies and Practices

Policies and Criteria for the Review of Minor Sewer Service Area Amendments (Adopted 3/17/2020)

Description of Change	Currently Adopted Policy	Proposed Policy
As an allowed project type, add to allow for up to 4 <u>new</u> residential units , with certain stipulations and limitations to utilize the Minor SSA Process	Current allowed project types, with certain stipulations and limitations: "Minor amendments are limited to existing buildings or the comparable replacement of existing buildings..." [Item 1.A.]	Revise to read (emphasis added): "Minor amendments are limited to <i>new single family or duplex residential homes (up to 4 total units) on existing parcels</i> ; and existing buildings..."
Require that amendment area also not contain "estimated environmental corridors" ; reference adopted Policies & Criteria for Env Corridors	Requires that amendment area not contain "environmental corridors" (which generally do not exist outside of the current SSA – such areas which would require inclusion are identified as "estimated environmental corridors". [Item 1.C.]	Revised text: "The amendment area cannot contain any environmentally sensitive areas (environmental corridors or estimated environmental corridors) as defined by NR 121 or by the adopted Policies & Criteria for Environmental Corridors within the <i>Dane County Water Quality Plan</i> ."
Clarify that those expected to provide wastewater collection and treatment services must acknowledge ability to do so	Requires that local government and sanitary or sewerage districts in charge of pollution prevention sponsor the amendment. [Item 1.G.]	Clarify that all entities responsible for wastewater collection/conveyance and treatment must state ability to do so

Make explicit that local agency in charge of stormwater control supports the amendment.	Support by entity in charge of stormwater control is implied, but not explicit. [Item 1.G.]	Add a separate requirement, requiring that entity responsible for stormwater runoff control will enforce regulations.
Minor grammatical and word-choice updates for clarity	(all throughout)	(all throughout)
Updated Flow Chart , including aesthetic changes, adding pre-application steps, and clarifying what happens if an information request is made by staff	Does not explicitly address process for requesting information	See Flow Chart (markups and working)

Overview of Changes to SSA (Major) Amendment Policies and Practices

[Policies and Criteria for the Review of Sewer Service Area Amendments](#) (Adopted 4/13/2017)

Description of Change	Currently Adopted Policy	Proposed Policy
Existing process is now referred to as "Standard Process" ; and creation of "Proactive Process" as an alternative process for USA amendments	Offer two process types: 1) SSA Amendment (<i>typical 90-day timeline</i>) 2) Minor SSA Amendment (<i>60-day</i>)	Three distinct process types 1) SSA Major Amendment (Standard Process) (<i>typical 90-day timeline</i>) 2) SSA Major Amendment (Proactive Process) (<i>possibility of 60-day</i>) 3) SSA Minor Amendment (<i>60-day</i>)

Designation of “Major” SSA amendments (inclusive of both “Proactive” and “Standard” processes), to create better distinction from existing “Minor” SSA amendments	Simply referred to as SSA amendments	Three distinct process types 1) “SSA Major Amendment (Proactive Process)” 2) “SSA Major Amendment (Standard Process)” 3) “SSA Minor Amendment”
Updated/Created Flow Charts for Standard and Proactive Processes, including aesthetic changes, adding pre-application steps, clarifying information requests, and removal of land use approval track	See existing flow chart for SSA Amendment (correlates to new Standard Process) (link)	See Flow Charts
Clarify who must support the amendment regarding wastewater collection and treatment .	Requires that local government and sanitary or sewerage districts in charge of pollution prevention sponsor the amendment [Item I.1.H.]	Clarify that all entities responsible for wastewater collection/conveyance and treatment must support the amendment (via written statement)
Make explicit that local agency in charge of stormwater control will enforce regulations within the amendment area	Support by entity in charge of stormwater control is implied, but not explicit	Require that entity responsible for stormwater runoff control will enforce regulations (via Resolution or written statement)
Make explicit that local municipality is expected to support CARPC’s execution of environmental corridor policies (either through direct enforcement or by alert to CARPC)	Referred to within submittal requirements and also policies & criteria for environmental corridors (and associated fact sheet), but not stated explicitly	Require local municipality to acknowledge role (via Resolution) and describe local measures to assist in EC protection

Specify who the applicant must be	"Amendments to service areas must be sponsored by the unit of government planning to provide the services or by the CARPC..." [Item I.1.J.]	Applicant shall be Municipality who will provide wastewater collection service (matches more recent Minor SSA Policies)
Formalize the pre-application period	Pre-application work (coordination, meeting, draft application review and feedback by staff) has been customary, but not explicitly referenced in policy	Outline clear expectations for work occurring prior to formal application—still optional for "Standard Process", required for "Proactive Process"
Create Application Form , including collection of basic/vital contact and project info	Application checklist included in SSA amendment packet	See Application Form
Various updates to application checklist , to improve relevance of info requested and clarify requirements	Application checklist included in SSA amendment packet	See Application Form
Require applicant provide certification that proposal is consistent with water quality standards	Not required/requested within CARPC policy, although is required per Wis. Stats. 283.83(1m)(c)	Statement and signature from Applicant certifying this is within Application Form

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Major Amendments

*Capital Area Planning Commission
(DRAFT October 17, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. Refer to Policies & Criteria for Sewer Service Area Amendments for more info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the property will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Does this application include a request for a deviation from the Policies & Criteria for Environmental Corridors (i.e., Environmental Corridor Major Change Amendment) (yes/no)? _____

If yes, briefly describe the request: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process and schedule, and considerations that may impact development design. **This meeting is *required to be eligible for the Proactive Process* and strongly encouraged for the Standard Process.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Amendment Process

Identify whether this application is for the Standard Process, with an expectation of DNR decision by Day 90; or the Proactive Process, with the possibility of a CARPC recommendation on Day 30 (same meeting as public hearing) and DNR decision on Day 60 (refer to flow charts).

By checking the Proactive Process box, I acknowledge that:

- 1) Applicant has completed a Pre-Application meeting with CARPC staff
- 2) There are no known, unmitigated water quality concerns, as determined in consultation with CARPC staff
- 3) Applicant has met with affected units of government (or provided documentation that invitation was declined or not responded to within 10 business days)
- 4) The expedited timeline may not be possible if unmitigated water quality concerns or other legitimate controversies emerge during the public review process, requiring delay on CARPC action to evaluate those concerns

- 5) Although it will be the intention of DNR to give a final administrative determination at Day 60, statutory regulations allow up to Day 90 to issue a final administrative determination

☐

Standard Process

☐

Proactive Process

Section 4 – Fees

The following fees will be charged for SSA Major Amendments, in accordance with CARPC Resolution ####-##.

Criteria	Application Fee	Remaining Balance
Adds greater than 1 net developable acre to urban service area	\$3,500	Actual cost exceeding \$3,500 ^{1,2}
Adds 1 or fewer net developable acre to urban service area		\$0
Exclusively removes developable acreage from urban service area		\$0

¹ At current CARPC billing rates and any associated direct costs

² Includes all costs directly attributable to SSA review and administration, which may include staff time prior to formal application, except that the initial pre-application meeting between Applicant and CARPC staff will not be charged

Upon receipt of a formal application package, the individual listed as “Applicant” (see Section 1) will be invoiced for the application fee and held responsible for payment.

Upon completion of work by CARPC (typically following DNR decision), the individual listed as “Applicant” will be invoiced for the remaining balance and held responsible for payment.

It is acceptable for a third party to pay invoices on behalf of applicant, provided that proper reference to the specific SSA Amendment and Invoice No. is made to ensure proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Consistency with Local and Regional Plans			
1.1	Consistency w/ Local Plan*	Description of consistency with local community’s comprehensive plan (or neighborhood plan, if applicable)	
Applicant Comments:			
1.2	Consistency w/ RDF*	Description of consistency with priorities in 2050 Regional Development Framework (RDF)	
Applicant Comments:			

Intergovernmental Cooperation			
2.1	Notification	Document notification to adjacent local governmental units regarding the proposed USA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
2.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
2.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
2.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce <u>nonpoint source pollution control</u> (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development	
Applicant Comments:			
2.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
2.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing <u>wastewater treatment</u> for amendment area at the time of development	
Applicant Comments:			
2.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide <u>wastewater collection and/or conveyance</u> from the amendment area to the treatment plant at the time of development	
Applicant Comments:			
Land Use & Geography			
3.1	Existing Map & USAA Boundary	Map of the proposed USAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
3.2	Proposed Map & USAA Boundary	Map of the proposed USAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			
3.3	Plat / Concept Layout	Preliminary plat and final plat (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			

3.4	Land Use Table	A table with the following (refer to Policies & Criteria for details): 1. Acreage of “Proposed” land uses 2. Acreage of “Existing” land uses	
Applicant Comments:			
3.5	Proposed Land Uses*	Description of proposed land uses, including estimated number and type of housing units (including single-family, multifamily, group quarters), commercial-building space area, and estimated employee types (if known, as applicable)	
Applicant Comments:			
3.6	Phasing*	For proposals larger than 100 developable acres, map showing conceptual staging boundaries (smaller proposals also encouraged to submit phasing maps, if available)	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
4.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
4.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
4.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
4.3	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
4.4	Parks and Stormwater Areas	Description of proposed publicly and privately-owned parks, greenways, and conservancy areas and public outlots intended for stormwater management facilities	
Applicant Comments:			
4.5	Major Change (if applicable)	If any deviations to the Policies & Criteria for Environmental Corridors are proposed (constituting a Major Change request), also include the following	

		(refer to Environmental Corridors Major Change request guidance for more information): - Extent of the encroachment into the required environmental corridor - Justification for not meeting requirements - Practicable alternatives analysis - Proposed mitigation strategies & measures to offset and/or prevent water quality impacts or reduced function of the environmental corridor - Assessment of current conditions of natural resources affected (e.g., wetland delineation, tree survey, flora/fauna assessment, connectivity to other water resources, etc.) - Local municipality support (including any feedback received during local processes)	
Applicant Comments:			
4.6	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
5.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer extension for the amendment area	
Applicant Comments:			
5.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.3	Existing Loading	Current average daily flow for <i>all</i> downstream receiving sewers and the wastewater treatment plant, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.4	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
5.5	Existing Utility Map	Map of the current municipal wastewater collection system, noting areas which are outdated and of influence on the proposed amendment; identify the route of wastewater transport from the amendment area to WWTP (or regional interceptor if within MMSD's service area)	
Applicant Comments:			
Utilities (Water Supply)			
6.1	Proposed Water Supply	Description and map of the proposed public water distribution system extension for the amendment area	
Applicant Comments:			

6.2	Proposed Demand	Estimate of the average daily and peak hourly water demand for the amendment area, including full calculations, sources of values and assumptions and identification of any heavy water users	
Applicant Comments:			
6.3	Existing Demand	Current average daily and peak hourly water demand, including full calculations and sources of values and assumptions	
Applicant Comments:			
6.4	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
7.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
7.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			
7.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
7.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
7.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <u>Note:</u> Areas within the watersheds of Areas of Special Natural Resources Interest (e.g., Outstanding Resource Waters and Exceptional Resource Waters) and impaired waters may be subject to additional protection to achieve water quality goals	
Applicant Comments:			
7.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	
Applicant Comments:			
7.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
Applicant Comments:			

Section 6 – Certification

I, _____ (*name*), on behalf of the City/Village/Town
(*circle one*) of _____, certify that the proposed amendment to
the _____ Limited/Urban Service Area, a revision to the *Dane County Water
Quality Plan*, is consistent with applicable water quality standards and the information provided
herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued
upon formal application and completion of work by CARPC, in accordance with CARPC Resolution
####-##, regardless of whether payment has been delegated to another party, and regardless of
whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

Signature: _____ Date: _____

(end)

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Minor Amendments

*Capital Area Planning Commission
(DRAFT October 17, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. Refer to Policies & Criteria for Sewer Service Area Amendments for more info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the property will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process and schedule, and considerations that may impact development design. **This meeting is optional, but recommended.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Section 4 – Fees

The following fees will be charged for SSA Minor Amendments, in accordance with CARPC Resolution ####-##.

Criteria	Application Fee ¹
Existing Development on Septic	\$0
New Residential Land Uses	\$2,500
All Other Cases	\$1,500

¹ Fees will be reviewed and updated periodically, and adjusted based on current CARPC staff billing rates at time of review

Upon receipt of a formal application package, the individual listed as "Applicant" (see Section 1) will be invoiced for the application fee and held responsible for payment.

It is acceptable for a third party to pay invoices on behalf of applicant, provided that proper reference to the specific SSA Amendment and Invoice No. is made to ensure proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Intergovernmental Cooperation			
1.1	Notification	Document notification to adjacent local governmental units regarding the proposed USA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
1.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
1.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
1.4	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
Land Use & Geography			
2.1	Existing Map & USAA Boundary	Map of the proposed USAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
2.2	Proposed Map & USAA Boundary	Map of the proposed USAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			
2.3	Plat / Concept Layout	Existing plat or CSM, or proposed CSM (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			
2.4	Proposed Land Uses*	Description of proposed land uses, including estimated number and type of housing units	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
3.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
3.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of	

		Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
3.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
3.4	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
3.5	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
4.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer connection(s) for the amendment area	
Applicant Comments:			
4.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
4.3	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
Utilities (Water Supply)			
5.1	Proposed Water Supply	Description and map of the proposed public water supply system extension for the amendment area	
Applicant Comments:			
5.2	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
6.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
6.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			

6.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
6.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
6.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <u>Note:</u> Areas within the watersheds of Areas of Special Natural Resources Interest (e.g., Outstanding Resource Waters and Exceptional Resource Waters) and impaired waters may be subject to additional protection to achieve water quality goals	
Applicant Comments:			
6.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	
Applicant Comments:			
6.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
Applicant Comments:			

Section 6 – Certification

I, _____ (*name*), on behalf of the City/Village/Town (*circle one*) of _____, certify that the proposed amendment to the _____ Limited/Urban Service Area, a revision to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution ####-##, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

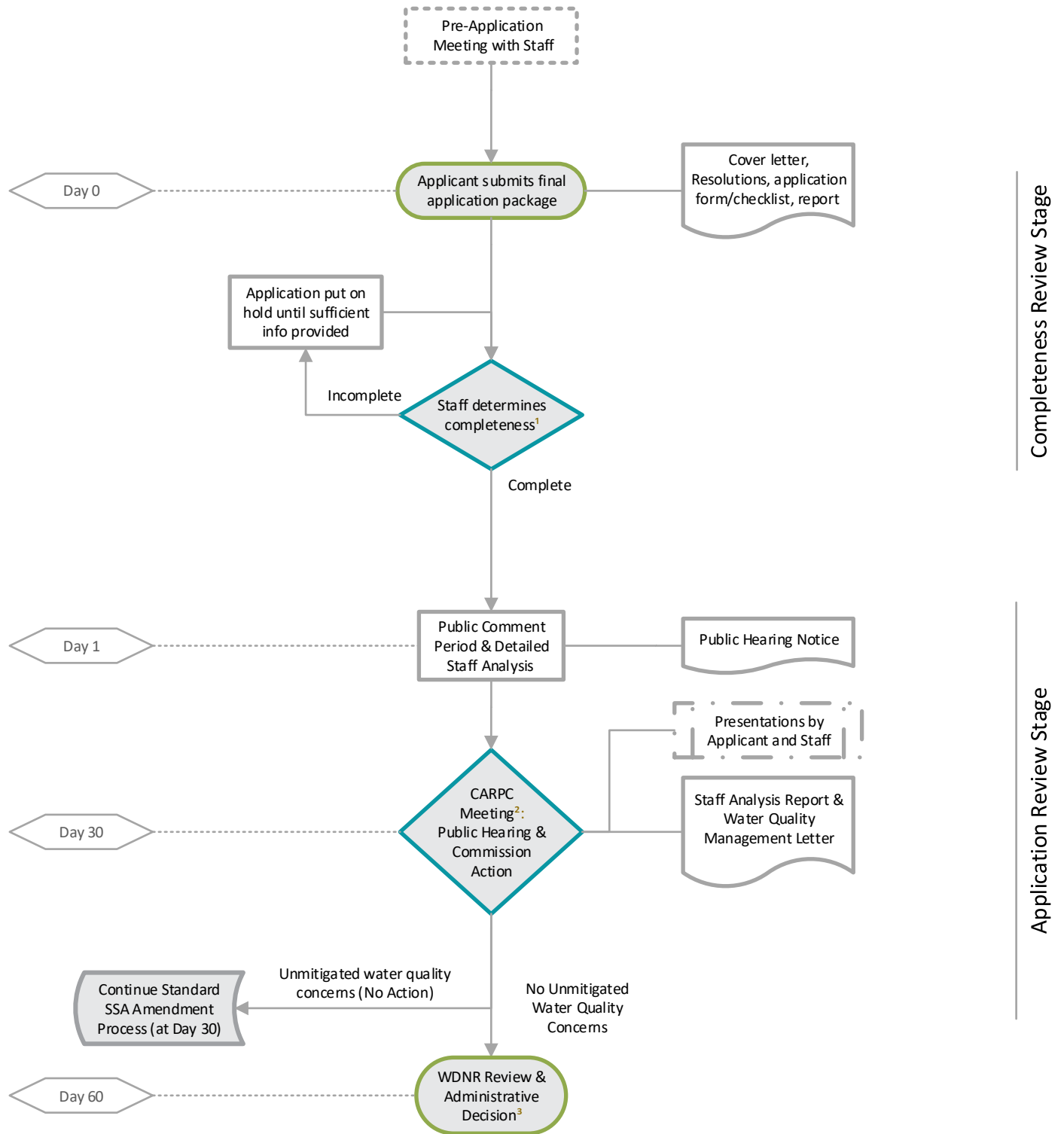
Name, Title: _____

Signature: _____ Date: _____

(end)

Sewer Service Area Amendments Flow Chart (Minor Process)

(revised October 2025)



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

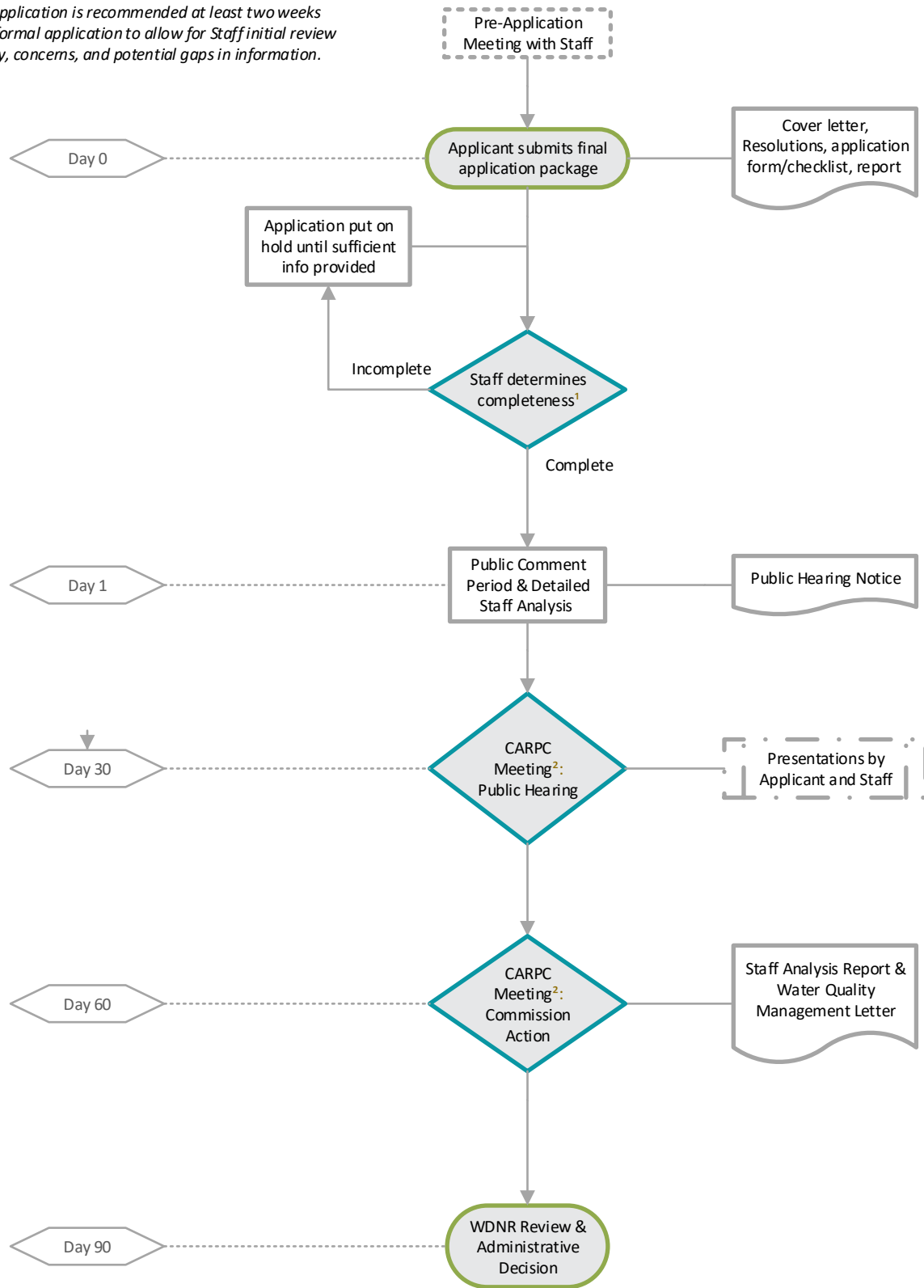
² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Sewer Service Area Amendments Flow Chart (Standard Process)

(revised October 2025)

A draft application is recommended at least two weeks prior to formal application to allow for Staff initial review for clarity, concerns, and potential gaps in information.



Completeness Review Stage

Application Review Stage

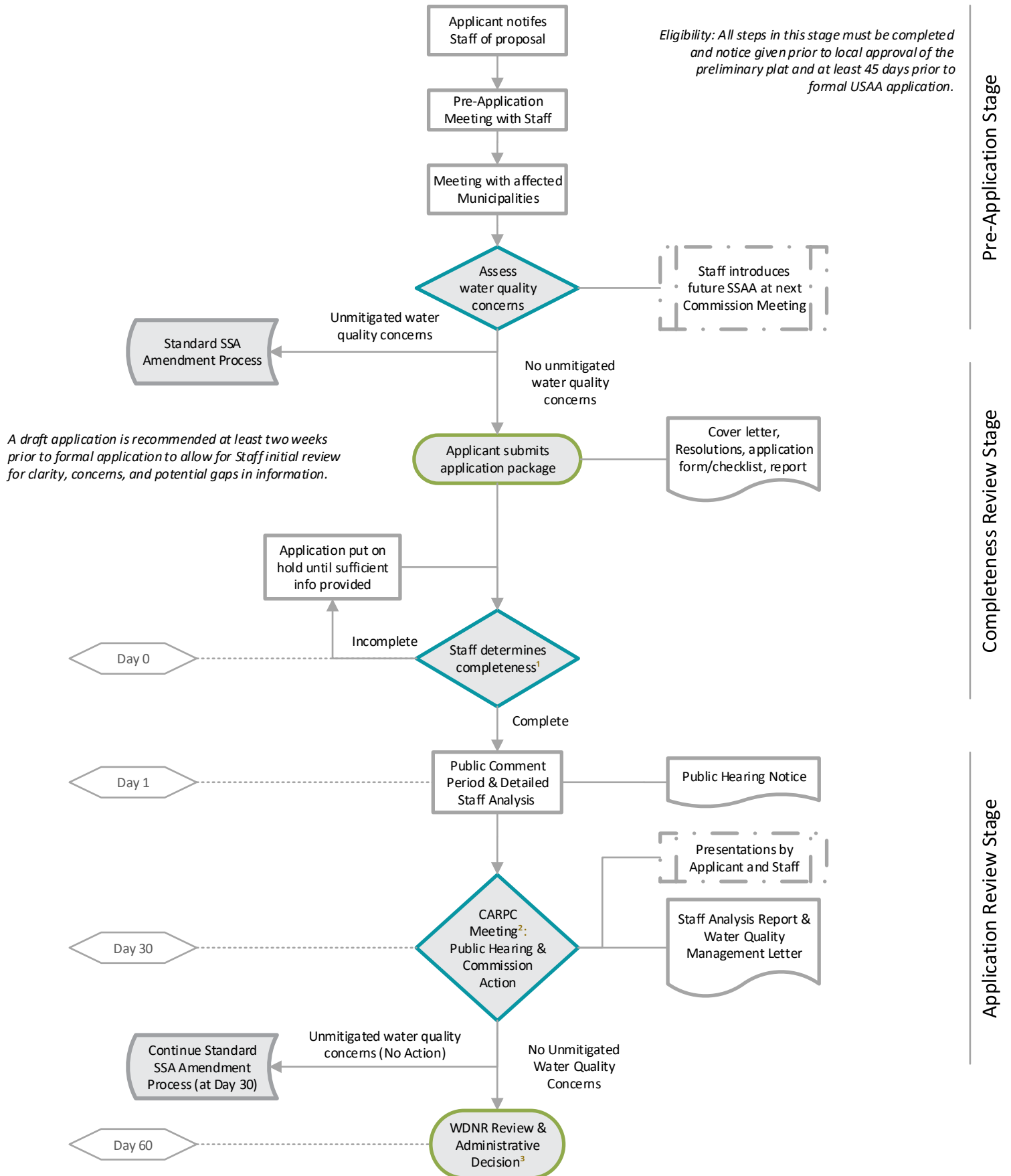
¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month



Sewer Service Area Amendments Flow Chart (Proactive Process)

(revised October 2025)



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Sewer Service Area Amendments to the Dane County Water Quality Plan

Policies & Criteria

Capital Area Planning Commission

(DRAFT October 17, 2025)

Review Note Proposed policies for all SSA amendments, based on the following:

- Policies and Criteria for the Review of Sewer Service Area Amendments (dated April 13, 2017) ([Link](#))
- Policies and Criteria for the Review of Minor Sewer Service Area Amendments (dated February 13, 2020) ([Link](#))

Contents

01 Sewer Service Area Amendments – General	2
Key Terms and Concepts.....	2
Need for Sewer Service Area Planning	2
Regional Planning Priorities	4
Public Participation Process	4
Creation of New Sewer service Areas	5
Historical Limited Service Areas.....	5
Criteria for All Sewer Service Area Amendments.....	5
02 Sewer Service Area Major Amendments	7
Additional Criteria for Major Amendments.....	7
Procedures.....	7
Standard Process	8
Proactive Process	9
Submittal Requirements.....	12
03 Sewer Service Area Minor Amendments	15
Additional Criteria for Minor Amendments	15
Procedures.....	15
Submittal Requirements.....	17

01 Sewer Service Area Amendments – General

KEY TERMS AND CONCEPTS

Sewer Service Area (SSA)

Planning area which identifies existing sewerage areas and adjacent land most suitable for new development, as well as environmentally sensitive areas where development would have an adverse impact upon water quality (see Environmental Corridors definition below). In the Dane County region, sewer service areas have historically been further defined as either Urban Service Areas or Limited Service Areas (see definitions below).

Urban Service Areas

Lands intended for urban development, located in and around existing communities in the Dane County region, with the capacity to provide a full range of urban services (e.g., public sanitary sewer, public water supply, trash/refuse collection, EMS, etc.).

Limited Service Areas

Lands intended for limited urban development, located in and around existing communities in the Dane County region, with the capacity to provide one or more urban services (typically inclusive of public sanitary sewer collection).

Environmental Corridors

Generally contiguous systems of open space and environmentally sensitive areas within urban service areas that are protected from development.

Estimated Environmental Corridors

Preliminary estimates of lands that would be required to be designated as Environmental Corridor if brought into an urban service area.

Voluntary Environmental Corridors

Lands that provide important benefits to the region, but do not have legal protection from development or disturbance (e.g., old-growth woodlands, 500-year floodplains, etc.), and which are recommended for voluntary inclusion in Environmental Corridors.

NEED FOR SEWER SERVICE AREA PLANNING

Sewer service area planning plays an important role in keeping Wisconsin's water safe for drinking, recreation and diverse aquatic life. Sewer service area planning is not intended to restrict a community's growth, obligate wastewater treatment plants to provide sewer throughout the planning boundary or affect community annexation policy. Planning accommodates future growth, while at the same time consolidating wetland, shoreland and floodplain protection programs within a community-based plan for sewerage development.¹ Effective service area planning and policies relating to

wastewater collection and treatment are best developed in tandem with Comprehensive Planning at a regional and local level.

All amendments to urban service areas and limited service areas represent changes to the sewer service area within the *Dane County Water Quality Plan*, and as such, are referred to as Sewer Service Area (SSA) Amendments. The goal of these policies and sewer service area planning is to allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality. This planning approach considers the interrelationship and impact of land development on water resources and ecosystem resources on an areawide basis.

Predicting the specific impacts of any one development on water resources can be difficult, or even impossible. At a regional or watershed scale, recognizing and accounting for the cumulative impacts of development on the ecological systems that are vital to the region's wellbeing is also a difficult, but vital challenge. As development increases in a watershed—through urbanization, infrastructure expansion, and increases in impervious surfaces—the cumulative impacts can push these natural systems beyond the point where ecological degradation accelerates, often irreversibly. In this way, there is a need for balancing the needs of a growing economy and population with the need for sustaining the ecological systems that are the foundation of the region's vitality.

Avoiding all detrimental impacts to the water resources and ecological systems within a watershed can be difficult, or entirely impossible, in a highly urbanized area, especially given the historical lack of proper stormwater management or focus on conservation and protection of these sensitive ecosystems. However, there are strategies which can slow and even reverse some of the harm done. Good development practices with a focus on sustainability and progressive stormwater management using integrated green infrastructure throughout, is one of the most effective ways of pairing the need for development with limiting detrimental impacts on ecosystems.

In areas of the region where water resources are not already highly impaired, special emphasis should be placed on avoiding degradation and pushing these resources beyond the tipping points described above. Current stormwater management ordinances do not fully mitigate the effects of development on water resources. Even with stringent stormwater management performance standards, the effects of land conversion from natural systems to agriculture use or urban development can have detrimental impacts on water resources and biological systems. As such, it is often appropriate in the watersheds of Areas of Special Natural Resources Interest (ASNRI) resources (e.g., Outstanding Resource Waters (ORWs)/Exceptional Resource Waters (ERWs)) to enact higher standards for stormwater management and ecosystem conservation to further limit the degradation of these resources.

Given the varying levels of complexity and the associated potential for adverse water quality impacts on receiving waters and ecosystem resources for any given SSA Amendment, three separate processes have been established for prospective sewer service area amendments commensurate with the potential impacts.

REGIONAL PLANNING PRIORITIES

The following items represent general planning priorities and best practices supported by CARPC. While the applicant is encouraged to incorporate these into their proposal, these are not a basis for a decision on water quality criteria.

- A. Contiguity to Existing Urban Infrastructure. Development should seek the efficient use of existing capacity in urban infrastructure (roads and streets, sewerage systems, water systems, parks and open space, etc.).
- B. Efficient Land Use. Development should seek efficient use of land through higher densities of development, infill development and redevelopment of existing development areas across the region.
- C. Reliance on Planning. USA expansion should be based on the community's comprehensive plan. Ad-hoc plan amendments in response to an unanticipated development opportunity should be rare but are sometimes necessary, especially for a land use in short supply in the community.
- D. Intergovernmental Cooperation. Infrastructure systems (e.g. transportation) and natural systems (e.g. watersheds) cross municipal boundaries. Annexation and development decisions affect functions and outcomes for neighboring communities. CARPC encourages good communication between neighbors and intergovernmental agreements that coordinate growth, boundaries and services.
- E. Climate Change Mitigation and Resiliency. All facets of planning and development should consider the impacts of a warming climate and increased precipitation anticipated in the region, including increased severe weather patterns. Future development and infrastructure planning should aim to ensure reliability and sustainability in the face of these conditions and consider the associated socio-economic impacts.
- F. Transportation Planning. Careful planning of transportation systems can improve cost efficiency and mobility outcomes for current and future residents of our region. CARPC will provide all SSA amendment applications to the Greater Madison MPO for review and commentary.

PUBLIC PARTICIPATION PROCESS

A key component of areawide water quality planning, and specifically the sewer service area amendment process, is meaningful public participation. Amendment proposals should be prepared with public input at the local process. All areawide water quality plan and plan revisions, including SSA Amendments, must have been subject to a public participation process approved by the Department including, at a minimum, a public hearing [[NR 121.07\(1\)\(b\)](#)].

A public hearing will be set for the next possible CARPC meeting unless the DNR determines it will hold the hearing at a time and place it deems appropriate in accordance with the contractual agreement between DNR and CARPC. The DNR may petition the circuit court for an order extending the time to act

on the proposed amendment [[Wis. Stat. § 283.83\(1m\)\(c\)\(2\)](#)]. All affected local units of government (generally, local clerks and administrators), applicable county board supervisors, local chief elected officials, and other interested parties will be notified by letter thirty (30) days prior to the public hearing in accordance with [Wis. Stat. § 66.1001\(4\)\(d\)](#). For amendments which would expand the Central USA more than 300 developable acres, CARPC will notify all the units of government within the Central USA and invite them to comment.

All materials, including the application, staff analysis, CARPC recommendation, records of public hearings and Commission action, and DNR decision letter will be made available to the public throughout the amendment process through the CARPC website or other designated medium.

CREATION OF NEW SEWER SERVICE AREAS

In general, new sewer service areas will not be created unless there is no existing wastewater treatment facility and service area which could logically be expanded to serve the area. Creation of new service areas must meet the requirements and conditions of NR 110 regarding new treatment facilities to serve new and existing residential and non-residential development, and the state anti-degradation policy (NR 207, which prevents the unnecessary creation of new point-sources of wastewater discharge on water bodies). This process will require additional coordination with Wisconsin DNR and may be subject to additional criteria and requirements not stated in this document.

HISTORICAL LIMITED SERVICE AREAS

[Content under creation]

CRITERIA FOR ALL SEWER SERVICE AREA AMENDMENTS

Requests for all amendments (major and minor) must comply with ALL the following:

- A. The applicant for a proposed amendment should be the municipality within which the property will be located at the time of development.
- B. The following must be provided with the application which shows that certain designated local management agencies in charge of various aspects of water quality protection have the ability and recognize their responsibilities in serving the amendment area (Note: one or more of the following can be combined if the responsible agency is the same):
 - i. Resolution stating support of the amendment to the SSA by municipality who is making the application
 - ii. Resolution acknowledging obligation to enforce nonpoint source pollution control (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development

- iii. Resolution acknowledging enforcement role to protect designated environmental corridor by municipality who will have regulatory jurisdiction at the time of development
 - iv. Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing wastewater treatment for amendment area at the time of development
Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the treatment system
 - v. Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide wastewater collection and/or conveyance from the amendment area to the treatment plant at the time of development.
Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the downstream systems
- C. The applicant must have notified neighboring and affected units of government of their intent to expand the service area.
 - D. Adequate treatment capacity must be available in wastewater treatment facilities to receive the anticipated volume of wastewater generated by the area.
 - E. Service areas must be delineated to ensure the cost-effective (as defined in NR 110.03) and environmentally sound expansion of public sewerage facilities.
 - F. The boundary of SSA amendment areas should generally follow parcel lines, rights-of-ways (ROWS), or other appropriate, repeatable boundary. Consult with CARPC Staff on delineation.
 - G. Stormwater management measures should be aimed at mitigating to the maximum extent practicable the cumulative and incremental adverse impacts of development on surface water and groundwater resources and associated ecological systems. Such impacts include, but are not limited to, increases in off-site erosion and flooding, increases in pollution, reductions in stream baseflow, reductions in groundwater recharge, lowering of groundwater levels and groundwater quality, reductions in flows to and from springs, hydrologic alterations of wetlands, and reductions in the ecological health of natural habitats. The effectiveness of proposed measures should be analyzed in the context of the current best management practices and available technology, and in consultation with municipal, county, and WDNR technical staff.

02 Sewer Service Area Major Amendments

SSA Major Amendments allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality.

ADDITIONAL CRITERIA FOR MAJOR AMENDMENTS

In addition to the criteria listed under [CRITERIA FOR ALL SEWER SERVICE AREA AMENDMENTS](#), requests for major amendments must comply with ALL the following:

- A. In general, amendments should be contiguous with existing service areas and should not omit adjacent lands which would leave a gap in the SSA. In rare instances, an amendment area may be discontinuous (on an island) to accommodate special or unique facilities or institutional uses which are appropriately located outside the immediate vicinity of existing urban service areas, or areas of existing development experiencing wastewater disposal or water supply problems.
- B. Proactive Process:
 - i. There shall not be any known, unmitigated water quality concerns related to the proposed amendment to the sewer service area.
 - ii. Applicants shall have met with CARPC staff for a pre-application meeting.
 - iii. Applicants shall have met with CARPC staff and neighboring and affected units of government regarding their intent to expand the service area (or provided documentation that invitation was declined or not responded to within 10 business days).

PROCEDURES

The following describes procedures regarding applying for and the processing of an SSA major amendment. Refer to the attached flow charts for an illustrative outline of steps, specific to the Proactive Process and Standard Process.

The goal of the Standard Process is to provide a pathway for applicants to amend the sewer service area boundaries to accommodate imminent and future planned growth in a structured manner while managing, protecting, and enhancing groundwater and surface water quality. This process has been established in accordance with [Wis. Stat. § 283.83\(1m\)](#).

The goal of the Proactive Process is to provide an elective, alternative route of pursuing an SSA amendment. Working collaboratively prior to the formal amendment application allows for the possibility to resolve issues, align priorities, and yield better outcomes. By initiating the proposal early in the overall development process and proactively engaging with CARPC staff regarding possible issues and concerns, the formal amendment review period has the potential of being completed on a shorter

timeline (i.e., 60 days from formal submittal, compared to 90 days for the Standard Process).

Note: DNR has historically operated in a manner which provides their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 90 days of formal application pursuant to [Wis. Stat. § 283.83\(1m\)](#); in the Proactive Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue operating in the same timeline and issue their decision within 60 days.

Standard Process

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via letter or email) notice to CARPC staff of the intent of pursuing an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is optional (but *highly recommended*). Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and environmental corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and developmentNote: CARPC Staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.
- 3) CARPC Staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 4) A draft application is recommended to be submitted to CARPC Staff at least two (2) weeks prior to a formal application submittal to allow for Staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 5) Upon receipt of an application package, CARPC Staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.

- 6) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC Staff.

Application Review Stage

- 7) CARPC Staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 8) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 9) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - a. A public hearing, at which members of the general public will be open to speak.
 - b. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.
- 10) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - c. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - d. The Commission may act on the Water Quality Management Letter.
- 11) Upon the action of the Commission, Staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 12) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 13) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

Proactive Process

Pre-Application Stage

To be eligible for the Proactive Process, all steps within the pre-application stage must be completed at least 45 days prior to a formal SSA application, and prior to local approval of a preliminary plat for the amendment area.

- 1) The applicant shall provide written (via letter or email) notice to CARPC staff of the intent of pursuing an SSA amendment. It is intended for this to occur early in the overall development process (for a specific development request) or comprehensive planning process (for general requests).
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and environmental corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development
Note: CARPC Staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.

- 3) A meeting(s) between the applicant (and/or applicant's representative), affected municipalities (including all adjacent municipalities), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topic which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Discussion of conflicts and possible resolution between municipalities due to the SSA amendment

Note: In lieu of a meeting with affected municipalities, the applicant may demonstrate that the meeting invitation was declined or not responded to within 10 business days.

- 4) CARPC Staff, in consultation with the applicant and other municipal, county, and WDNR technical staff (as appropriate) will decide if the application can proceed with the Proactive Process, based on whether there are unmitigated water quality concerns which raise uncertainty to the ability to meet water quality standards. Proposals with such unmitigated concern will follow the Standard Process.
- 5) CARPC Staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 6) A draft application is recommended to be submitted to CARPC Staff at least two (2) weeks prior to a formal application submittal to allow for Staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future

acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 7) Upon receipt of an application package, CARPC Staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 8) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC Staff.

Application Review Stage

- 9) CARPC Staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 10) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 11) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - e. A public hearing, at which members of the general public will be open to speak.
 - f. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.
 - g. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - h. The Commission may act on the Water Quality Management Letter.

Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the Standard Process.

- 12) Upon the action of the Commission, Staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 13) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).

- 14) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the Application – Major Amendments for additional details and a checklist of items necessary for submittal.

Requests for sewer service area amendments must be accompanied by plans for development, provisions for urban services to be provided to the amendment area, and identification of environmentally sensitive areas which will be protected from development.

The specific level of detail in supporting materials can vary depending on how much is known about the future development area and whether there are specific development plans, provided that the applicant can show compliance with water quality standards under Wis Stats. 281.15. The applicant should include as much detail as is currently known, which at a minimum justifies the ability to provide wastewater collection and treatment for the development area, states all minimum stormwater performance standards will be met, identifies all environmentally sensitive areas and intention for protection of such areas, and generally demonstrates conformance with water quality standards.

Completeness

For a complete submittal, the applicant shall submit the following:

1. Cover letter from sponsoring municipality or representative
2. Supporting resolution(s)
3. Documentation of notification to adjacent local governmental units
4. Application form/checklist
5. Narrative and associated maps, tables, and figures which address requirements of application form/checklist
6. Relevant reports and studies (e.g., wetland delineation, stormwater management report, flora/fauna assessment, utility report, etc.)

Land Use Tables

Applications require two land use tables using the categories provided below, one table for the existing land uses and a second for proposed land uses. It is important for our data collection that applicants use consistent land use categories (i.e., all land uses should fit into one of the predefined categories). When in doubt, applicants should refer to the [North American Industry Classification System \(NAICS\)](#) for example uses within each category. Provide values rounded to the nearest tenth of an acre.

Table 1. Existing Land Use

Land Use	Total Area (ac)	Housing Units (Count)
Agricultural		
Cemetery		
Commercial ¹		
Extractive		
Governmental/Institutional		
Manufacturing		
Military		
Open Land		
Parks and Recreation		
Residential ²		
Single-Unit		
Multi-Unit		
Rural		
Group Quarters		
Mixed-Use		
Road Rights-of-Way (ROW)		
Stormwater Management		
Water and Wetlands		
Woodland		
TOTAL ACREAGE		

¹ Use of "commercial" here refers to Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) only. Please note that "manufacturing" is a separate category referring to the actual *production* of goods. Whereas "commercial" (NAICS 42, 44-45) use refers to service-providing industries, e.g., wholesale, sale of goods, services, etc.

² Where possible, separate residential uses into the following categories: Residential - Single-Unit, Residential - Multi-Unit, Residential - Rural, Residential - Group Quarters, and Residential/Commercial Mixed-Use.

Table 2. Proposed Land Use

Land Use	Total Area (ac)	Existing Development (ac)	New Development (ac)	Housing Units (Count)
Agricultural				
Cemetery				
Commercial ³				
Extractive				
Governmental/Institutional				
Manufacturing				
Military				
Open Land				
Parks and Recreation				
Residential ⁴				
Single-Unit				
Multi-Unit				
Rural				
Group Quarters				
Mixed-Use				
Road Rights-of-Way (ROW)				
Stormwater Management				
Water and Wetlands				
Woodland				
TOTAL ACREAGE				

³ Use of “commercial” here refers to Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44–45) only. Please note that “manufacturing” is a separate category referring to the actual *production* of goods. Whereas “commercial” (NAICS 42, 44–45) use refers to service-providing industries, e.g., wholesale, sale of goods, services, etc.

⁴ Where possible, separate residential uses into the following categories: Residential – Single-Unit, Residential – Multi-Unit, Residential – Rural, Residential – Group Quarters, and Residential/Commercial Mixed-Use.

03 Sewer Service Area Minor Amendments

SSA Minor Amendments facilitate the connection of existing structures to the public wastewater collection and treatment system as well as provide a simplified pathway for very small adjustments to the sewer service area boundaries which would have a negligible impact on the wastewater collection and treatment system.

ADDITIONAL CRITERIA FOR MINOR AMENDMENTS

In addition to the criteria listed under [CRITERIA FOR ALL SEWER SERVICE AREA AMENDMENTS](#), requests for minor amendments must comply with ALL the following:

- A. Minor amendments are limited to new residential land uses (up to 4 total residential units); and existing buildings or the comparable replacement of existing buildings (i.e. properties currently on septic systems, existing buildings where only part of the parcel is in the sewer service area, buildings already connected to sanitary sewer but currently outside of the approved sewer service area) in existence as February 13, 2020.
- B. The buildings must be able to be served by private interceptor and/or lateral connection(s) to an existing sanitary sewer main (i.e., no public sanitary sewer main extension).
- C. The amendment area must adhere to all adopted Policies & Criteria for Environmental Corridors within the Dane County Water Quality Plan.
- D. Area must be contiguous with existing sewer service areas.
- E. There shall not be any known, legitimate water quality concerns related to the proposed addition to the sewer service area.

PROCEDURES

The following describes procedures regarding applying for and the processing of an SSA Minor Amendment. Refer to the attached flow chart for an illustrative outline of steps, specific to the [Minor Process](#).

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via letter or email) notice to CARPC staff of the intent of pursuing an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is *optional*. Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review

- c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and environmental corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development
Note: CARPC Staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.
- 3) CARPC Staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
 - 4) A draft application is recommended to be submitted to CARPC Staff at least two (2) weeks prior to a formal application submittal to allow for Staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 5) Upon receipt of an application package, CARPC Staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 6) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC Staff.

Application Review Stage

- 7) CARPC Staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 8) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 9) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - i. A public hearing, at which members of the general public will be open to speak.

- j. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.
- k. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
- l. The Commission may act on the Water Quality Management Letter.

Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the Standard Process.

- 10) Upon the action of the Commission, Staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 11) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 12) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the attached Application – Minor Amendments for additional details and a checklist of items necessary for submittal.

Requests for sewer service area amendments must be accompanied by plans for development, provisions for urban services to be provided to the amendment area, and identification of environmentally sensitive areas which will be protected from development (which must be absent).

The specific level of detail in supporting materials can vary depending on how much is known about the future development area and whether there are specific development plans, provided that the applicant can show compliance with water quality standards under s. 281.15. The applicant should include as much detail as is currently known, which at a minimum justifies the ability to provide wastewater collection and treatment for the development area, states all minimum stormwater performance standards will be met, documents the absence of environmentally sensitive areas, and generally demonstrates conformance with water quality standards.

Completeness

For a complete submittal, the applicant shall submit the following:

- 1. Cover letter from sponsoring municipality or representative
- 2. Supporting resolutions
- 3. Documentation of notification to adjacent local governmental units
- 4. Application form/checklist

5. Narrative and associated maps, tables, and figures which address requirements of application form/checklist
6. Relevant reports and studies (as appropriate)

ⁱ "Sewer Service Area Planning". Wisconsin DNR.

<https://dnr.wisconsin.gov/topic/SurfaceWater/SSAPPlanning.html>

CARPC Ad Hoc Water Quality Committee

AGENDA COVER SHEET

October 23, 2025
Item 06

Re: Review of Proposed Revisions to Fees – Discussion

Requested Action: Review and discuss.
Background: (none)
Staff Comments: (none)
Attachments: Attached.
Staff Contact: (none)
Next Steps: (none)

Overview of Changes to SSA Amendment Fees

[CARPC Resolution No. 2018-03: Adopting Service Area Amendment Fees for the Capital Area Regional Planning Commission](#) (Adopted July 12, 2018)

[CARPC Resolution No. 2020-04: Adopting Fees for Minor Sewer Service Area Amendments](#) (Adopted February 13, 2020)

Description of Change	Currently Adopted Policy	Proposed Policy
Clarify that third-party can pay fees	Silent on who must pay invoices	Allow for third party to pay invoices on behalf of applicant
Tie fees to CPI Index	Fees were set at time of Resolution	Tie fee amounts to CPI index which will be reviewed and updated periodically
Clarify scope of work	States fee will be equal to actual cost incurred, but is silent on specifically what will be charged;	Clarify that time billed will NOT include pre-application meetings, but will include all other direct costs attributable to the SSA amendment
Minimum fee of Major SSAA	Not clear on whether \$3,500 is a retainer (with unused amount refunded) or initial application fee	\$3,500 is the initial application fee <u>and</u> the minimum amount due (no refunds)
Update Fee Structure for Minor SSAA	\$1,500 fixed fee, unless exempt	Retain \$1,500 fixed fee for existing development; add \$2,500 fixed fee for new development

CARPC Ad Hoc Water Quality Committee

AGENDA COVER SHEET

October 23, 2025
Item 06

Re: Seeking Directive from the Ad-Hoc Water Quality Committee to Advance the Following Proposed Amendments to the Dane County Water Quality Plan, for the Creation of Updated Policies and Criteria for Sewer Service Area Amendments (actionable items)

Requested Action:

Review and provide directions.

Background:

Staff have developed policies and associated materials for reviewing and processing SSA amendments, which are prepared to allow for separate action. Upon adoption of all, materials will be compiled into one set of policy documents for implementation.

Staff Comments:

Separate action is requested on the following:

- a. Revisions to Existing Policies for SSA Minor Amendments
- b. Revisions to Existing Policies to Create the SSA Major Amendment – “Standard Process”
- c. Revisions to Existing Policies to Create the SSA Major Amendments – “Proactive Process”

Attachments:

Attached.

Staff Contact:

(none)

Next Steps:

Prepare final materials and Resolutions for Commission review and adoption.