

MINUTES
of the
Capital Area Regional Planning Commission

January 08, 2026

Zoom Webinar

6:00 pm

Commissioners Present: David Pfeiffer, Audra Dalsoren, Maureen Crombie, Cynthia Richson, Alison Volk, Steve Greb, Regina Vidaver, Heidi Murphy, Noah Lieberman, Bill Tishler, Peter McKeever, Caryl Terrell

Commissioners Absent: Jim Schuler

Staff Present: Jason Valerius, Matthew Kozlowski, Prachi Mehendale, Nick Bower, Melissa Michaud, Caitlin Shanahan

Others Present: Tim Semmann, Forbes McIntosh, Jessica Esposito, Julie McKiernan, Lauren Freeman, Brian Arcand, Josh Wilhelm, Cody Esposito

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:00 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. PUBLIC HEARINGS

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 Waunakee Urban Service Area (#2504 Village of Waunakee – “Heyday Development”)

- (1) Applicant Presentation – Amendment Overview
- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
- (3) Commissioner Questions and Discussion

Lauren Freeman, Josh Wilhelm, and Brian Arcand provided an overview of the proposed amendment.

Chair Pfeiffer opened the public hearing at 6:16 pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:17 pm.

Commissioner Greb asked for clarification about the current status of the development. Lauren Freeman clarified that the area for development would be annexed into the Village of Waunakee.

Commissioner Greb asked additional questions about the stormwater management plans as it relates to the development. Brian Arcand provided additional details from the presentation.

Commissioner Crombie asked for clarification about EV charging options in the proposed development and noted that the sister development in Sun Prairie has been successful. Josh Wilhelm clarified that each proposed housing unit includes an EV charging station.

Commissioner Lieberman asked about potential impacts on insect/wildlife in the surrounding areas.

Commissioner Dalsoren asked about accessibility features of the proposed developments. Josh

Wilhelm clarified that nearly every unit is stepless and ADA-compliant.

Commissioner McKeever asked if the proposed housing units are targeted as starter homes. Josh Wilhelm clarified that the lot sizes and housing sizes are intended to be attainable, but the definition of a starter home is more restrictive.

Commissioner Greb asked about the capacity in the stormwater management. Brian Arcand clarified that the retention ponds were designed to greatly exceed the 100-year storm requirements.

b. **Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for the Review of Sewer Service Area Amendments***

- (1) Staff Presentation – Overview of Updated Policies and Criteria document
- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
- (3) Commissioner Questions and Discussion

Prachi Mehendale provided an overview of the proposed policies and criteria amendments.

Chair Pfeiffer opened the public hearing at 6:42 pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:43 pm.

Commissioner Dalsoren asked for clarification about how CARPC solicited feedback in the process of creating the revised policies and criteria. Prachi Mehendale noted that Fitchburg, Sun Prairie, Middleton, Stoughton, and the Village of Windsor were all asked to provide input along with the DNR. Jason Valerius added that every jurisdiction in Dane County received details about the proposal in December. Nick Bower noted that we used the master contact list, which typically includes staff for the municipalities involved in the process.

Jason Valerius also noted there haven't been major concerns expressed at this point in the process, but there have been requests to delay the process to allow more time for review. Given that there isn't an urgent rush for these changes to be adopted, staff would welcome the Commission's choice to delay adoption on the proposed changes to allow more time for public input.

Commissioner McKeever asked for details about how an expedited review occurs. Prachi Mehendale clarified that the expedited process features more collaborative discussion between the applicant, CARPC staff, and neighboring municipalities to address potential future concerns that would otherwise arise later in the process. Nick Bower added that more of the staff work is completed earlier in the process with the expedited process. The applicant and CARPC staff jointly determine whether the expedited or major process is appropriate given the details of the proposed amendment.

Chair Pfeiffer noted that in the expedited process there is the option for the Commission to extend their review by shifting the proposed amendment to the major amendment process if needed to address potential concerns.

4. Consent Agenda (*all items below are actionable items*) (6:55 pm)

- a. **Minutes of December 11, 2025 CARPC Meeting**
- b. **Executive Committee Recommendations**
 - (1) **Authorize Executive Director to Execute Agreement with the City of Madison (the Greater Madison MPO) for 2026 Transportation Planning Services**

Commissioner Murphy moved to approve the items on the consent agenda. Commissioner Crombie seconded. The motion carried unanimously.

5. Acknowledgement of Receipt – November 2025 Financial Management Report (*actionable item*) (6:57 pm)

Commissioner Dalsoren moved to acknowledge receipt of November 2025 Financial Management Report, seconded by Commissioner Richson. The motion carried unanimously.

6. Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*) (6:57 pm)

Commissioner Crombie moved to suspend Robert's Rules of Order to discuss informally. Commissioner Dalsoren seconded. The motion carried unanimously.

7. Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (*actionable item*) (6:58 pm)

Commissioner Crombie nominated Chair Pfeiffer for the office of Chairperson. Commissioner Pfeiffer accepted the nomination. The motion carried unanimously.

Chair Pfeiffer nominated Vice Chair Murphy for the office of Vice-Chairperson. Vice Chair Murphy accepted the nomination. The motion carried unanimously.

Chair Pfeiffer nominated Commissioner Richson for the office of Secretary and Commissioner McKeever for the office of Treasurer. Commissioner Richson and Commissioner McKeever accepted the respective nominations. The motion carried unanimously.

8. Appointment of Executive Committee Members (*actionable item*) (7:01 pm)

Chair Pfeiffer nominated Commissioner Tishler and Commissioner Crombie for the Executive Committee. Commissioner Tishler and Commissioner Crombie accepted the nominations. The motion carried unanimously.

9. Motion to Return to Standard Robert's Rules of Order (*actionable item*) (7:02 pm)

Commissioner Crombie moved to restore Robert's Rules of Order. Commissioner Dalsoren seconded. The motion carried unanimously.

10. CARPC Resolution 2026-01, Expression of Appreciation for Executive Committee Service in 2025 (*actionable item*) (7:02 pm)

Commissioner Lieberman moved approval of CARPC Resolution 2026-01. Commissioner Dalsoren seconded. The motion carried unanimously.

11. CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion, and Consideration for Adoption (*actionable item*) (7:03 pm)

Jason Valerius detailed the feedback received from Berndt CPAs and Johnson Block.

Commissioner McKeever moved approval of CARPC Resolution 2026-02. Commissioner Dalsoren seconded. The motion carried unanimously.

12. CARPC Resolution 2026-03, Recognizing January 26-30, 2026, as Winter Salt Week in the Greater Madison Region (*actionable item*) (7:06 pm)

Commissioner Crombie moved approval of CARPC Resolution 2026-03. Commissioner Dalsoren seconded. The motion carried unanimously.

13. Acceptance of Responsibility for the MadREP Revolving Loan Fund – Staff Presentation and Discussion (7:07 pm)

Jason Valerius provided an overview of the MadREP Revolving Loan Fund and conditions required for operating the fund.

Commissioner Greb asked about how this might impact our Regional Development Framework (“RDF”) and whether staff has the capacity to take on the revolving loan fund. Jason Valerius noted that the only potential area of conflict with the RDF might arise in the event a business seeking a loan from the fund is also seeking land use which conflicts with our goals under the RDF. Jason Valerius noted that there are some larger questions about how the wider region of the loan fund might impact and enhance CARPC’s involvement in the wider region.

Commissioner Dalsoren asked about the potential for expanding the size of the fund in the future and about the proposed process for creating a committee and policies. Jason Valerius noted that there may be opportunities to grow the fund in the future along with some additional administrative funds related to promoting its use. The current plan is to adopt the existing manual and policies drafted by MadREP while seeking review of the existing policies by the new committee and the Commission.

Commissioner McKeever expressed approval of the potential for taking on this work for both strategic and programmatic reasons by expanding our reach beyond Dane County.

Commissioner Richson stated Wisconsin Statute 66.0309, which is the creation organization powers and Duties of Regional Planning Commissions, and throughout it, it makes it very clear, advisory only. She also asked what kind of errors and omissions coverage do we have as commissioners? Jason Valerius noted that the Commission does have insurance for the Commissioners.

Chair Pfeiffer noted that many other regional planning commissions throughout the state operate similar loan funds and conduct economic development activities.

Vice Chair Murphy asked about our outreach to other regional planning organizations that conduct loan funds. Jason Valerius noted that he’s done some outreach and plans to do more.

Chair Pfeiffer asked about Iowa County and Green County with their membership in other regional organizations. Jason Valerius noted that Iowa and Green may seek economic development support from other regional organizations, but that there has been overlap with both counties for many years now.

Commissioner Dalsoren asked about how CARPC would seek committee members for the new committee. Jason Valerius noted that previous board members of MadREP and members of the Inter-County Coordinating Committee would both be sources of recruitment for potential committee members.

Commissioner Vidaver expressed concerns about the potential of returning funds rather than keeping them within the region.

14. Authorize the Executive Director and CARPC Chair to move CAPRC deposits to One Community Bank (*actionable item*) (7:39 pm)

Commissioner Dalsoren noted she would be recusing herself from the discussion and vote due to her employment at One Community Bank.

Jason Valerius provided an overview of the RFP, the responses received, and the rationale for the staff’s recommendation of One Community Bank. Jason Valerius also provided details about the feedback received from CARPC’s legal counsel.

Commissioner Richson stated concerns about the potential for conflict of interest by going with One Community Bank and the issues that may arise from operating the revolving loan fund with One Community Bank as our financial institution.

Commissioner McKeever moved to table #14 to the February 2026 Commission meeting. Commissioner Vidaver seconded. The motion carried 11-1; Commissioner Richson voted no for concerns about potential conflicts of interest.

Commissioner Lieberman asked if there were any potential risks posed by delaying the decision. Jason Valerius noted that there are no risks from delay.

15. Reports (7:53 pm)

a. Commission Chair

None

b. Executive Director

- (1) Program and Services Updates
- (2) Partnership Updates

Jason Valerius provided highlights from the Executive Director's report.

16. Future Agenda Items (next meeting February 12, 2026, via Zoom Webinar, 6:00 pm meeting start time)

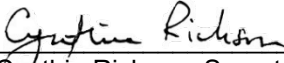
- a. Actions regarding the MadREP Revolving Loan Fund, including resolutions to create a RLF Committee, to establish bylaws for that committee, and to accept responsibility for the fund (Feb)
- b. Consideration for Adoption – *Dane County Water Quality Plan* Amendment Resolution – Sewer Service Area Amendment Policies and Criteria (Feb)
- c. Consideration for Adoption – Fee Resolution for Review of Sewer Service Area Amendments (Feb)
- d. Conflict of Interest Training Session by UW-Extension (Feb)
- e. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (Feb)
- f. Visits/presentations by allied organizations - TBD

17. Adjournment

Commissioner Richson moved to adjourn, seconded by Commissioner Murphy. The motion carried unanimously. The meeting was adjourned at 8:05 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary