

MINUTES
of the
Capital Area Regional Planning Commission

February 12, 2026

Fitchburg Community Center-Fitchburg Room
5510 Lacy Rd, Fitchburg and Zoom Webinar

6:00 pm

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

Commissioners Absent: Alison Volk

Staff Present: Jason Valerius, Matthew Kozlowski, Caitlin Shanahan, Nick Bower

Others Present: Lauren Freeman, Forbes McIntosh, Tom Mathies

1. Establish Quorum

The meeting was called to order by Vice Chair Murphy at 6:03 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. Consent Agenda (*all items below are actionable items*) (6:04 pm)

a. **Minutes of January 8, 2026 CARPC Meeting**

Commissioner Richson requested separation of item 3.a from the consent agenda for further discussion.

Motion: Commissioner McKeever moved to approve the minutes of the January 8, 2026 CARPC Meeting. Commissioner Crombie seconded.

Motion: Commissioner Richson moved to amend the minutes to adjust the notes under item 13. Commissioner Crombie seconded.

On the motion to amend the minutes, the motion carried unanimously.

Motion: Commissioner Lieberman moved to amend the minutes to adjust the notes under item 14. Commissioner Crombie seconded.

On the motion to amend the minutes, the motion carried unanimously.

On the main motion to approve the minutes, the motion carried unanimously.

4. Amending 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”) (*actionable item*) (6:14 pm)

a. Overview of Consistency with State and Local Standards (Staff Presentation)

b. **Approval of CARPC Management Letter #2504 – Waunakee USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Waunakee Urban Service Area**

Nick Bower presented the staff report and overview of consistency with state and local standards.

Commissioner Richson asked for more details about conservation methods listed ‘as needed’ in the

report and for more details about the total area measurements listed in the report. Nick Bower noted the different types of areas included in the maps includes measurements for both areas included in the development area and surrounding the development area. Commission Richson asked for more details about endangered resources including endangered bees. Nick Bower noted that bees are a resource, but they're separated in the management letter because of the various types of reviews conducted in this process.

Motion: Commissioner Lieberman moved to approve CARPC Management Letter #2504. Commissioner Dalsoren seconded.

Discussion: Commissioner McKeever encouraged the Village and communities throughout Dane County to keep a closer eye to the need for more housing classified as 'starter homes' when bringing forward these types of developments.

Commissioner Crombie noted that this property has a counterpart in the City of Sun Prairie and that parts of the Sun Prairie development includes rental units and other affordable options.

Commissioner Greb asked for more details about why the thermal control requirements aren't included here and how the oil and grease requirements are noted in the management letter. Nick Bower noted that it wouldn't apply because this isn't in a thermally sensitive water body and oil and grease requirements don't apply for single family homes.

Commissioner McKeever noted it might reduce confusion to remove things that aren't applicable for our management letter both on this item and future letters.

Motion: Commissioner McKeever moved to amend the management letter to strike the provision regarding thermally sensitive water bodies. Commissioner Greb seconded.

On the motion to amend the CARPC Management Letter #2504, the motion carried unanimously.

On the main motion to approve CARPC Management Letter #2504, the motion carried unanimously.

5. Acknowledgement of Receipt – December 2025 Financial Management Report (actionable item) (6:37 pm)

Motion: Commissioner McKeever moved to acknowledge receipt of the December 2025 Financial Management Report. Commissioner Lieberman seconded.

The motion carried unanimously.

6. Capital Region Revolving Loan Fund – Staff Presentation and Discussion Regarding a Resolution to Accept Responsibility for the Fund from the Madison Region Economic Partnership (6:38 pm)

Jason Valerius provided an overview of the revolving loan fund and details about the resolution to accept responsibility for the fund from the Madison Region Economic Partnership ("MadREP"), with oversight from the United States Department of Agriculture (USDA).

Commissioner Richson asked if we have anything in writing from USDA regarding a deadline for this decision. Jason Valerius noted that the conversation has been evolving over time with USDA staff and they have indicated that they do not have a deadline, though MadREP may.

Commissioner Schuler asked for clarification about the potential for using CARPC's values surrounding water quality and the *Regional Development Framework* to inform our lending decisions. Jason Valerius answered that we could potentially incorporate those ideas when amending the handbook.

Commissioner Dalsoren noted that banks typically would perform an evaluation of an existing loan fund when making a transfer to another lending institution or seek separation of existing risks for outstanding loans.

Commissioner McKeever asked for clarity on the process for approval of this item. Jason Valerius answered that there are no action items related to the Revolving Loan Fund on tonight's agenda. Tonight is the public hearing for amending the bylaws and next month we will consider action items for amending the bylaws and adopting the resolution to take over responsibility for the Revolving Loan Fund.

Commissioner McKeever asked for additional clarity on the timing from USDA. Jason Valerius answered that the USDA has clarified that they are not on a clock, but MadREP might be.

Commissioner McKeever asked for additional clarity on the rolling nature of the funds in this program. Jason Valerius answered that these funds are continually replenished by repayments of the loan.

Commissioner Richson noted that the Greater Madison Chamber of Commerce ("GMCC") originally created MadREP and that GMCC may be able to accept the loan fund.

Commissioner Richson requested a copy of the written communication from CARPC's legal counsel regarding this item.

Commissioner Crombie asked for clarity about whether GMCC is interested in taking over administration of the Revolving Loan Fund. Jason Valerius answered that GMCC has stated in the past that they aren't interested in taking on this function.

Chair Pfeiffer noted that this type of program falls within the scope of the statutes under Wis. Stat. 66.0309(8)(a)1.d. and is something USDA would expect a regional planning commission to administer.

7. PUBLIC HEARING (7:02 pm)

a. Public Hearing on a Proposed Amendment of the Bylaws of the Capital Area Regional Planning Commission to Create a Capital Region Revolving Loan Fund Committee

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

Jason Valerius provided an overview of the proposed amendment to the bylaws and the revolving loan fund.

Vice Chair Murphy opened the public hearing at 7:15 pm. *No public comments were made.* Vice Chair Murphy closed the public hearing at 7:16 pm.

Commissioner Richson asked if our attorney provided opinions about this item in writing. Jason Valerius answered yes.

Commissioner Richson noted that the RPC statutes include the phrase "advisory only" but making decisions about loaning funds is more than advisory.

Commissioner Richson noted that the Commission is predominantly funded by Dane County property taxes and that there could be review costs for denied applications.

Commissioner Schuler asked about what influence the Commission can have over the decision-making process within the proposed committee. Jason Valerius answered with additional details included in the draft bylaws amendment.

Commissioner Dalsoren stated a preference for having a tiered decision-making process based on the amount of loans being considered with higher tiers requiring Commission approval.

Commissioner Richson notes that we are not a Commission comprised of financial experts and

are also limited by the statutes to serve as solely advisory. She wants CARPC to seek an indemnification agreement.

Chair Pfeiffer feels that the policies and procedures manual that is created by the fund should include objectives related to water quality and land use, but also that we should be sensitive to water quality and land use needs as it relates to other counties and communities. One objective of doing this kind of work with other counties is to seek cooperation and partnerships with the neighboring regions, and this may necessitate parameters that aren't one-size-fits-all.

Commissioner Dalsoren noted that there is one outstanding loan, but we should also seek exemption from any prior issues that have arisen prior to CARPC taking over the fund. USDA likely also has limitations on the utilization requirements that we should be sure to examine when setting policy for operation of the fund.

Commissioner Schuler asked for clarity on what revenues would be captured by CARPC from this fund. Jason Valerius answered that we would be able to capture a portion of the interest generated from funds that haven't yet been loaned and the interest charged on loans as they're repaid.

Commissioner McKeever states that he'd like to see the Commission consider these important conversations, but that we should continue to find a way to say yes to this opportunity. There are various benefits for rural areas and farmers and this is consistent with RDF. This program also provides a strategic outreach opportunity. He agrees that we should use this as an opportunity to advocate for our values in this process, and is inclined to trust our staff and trust our lawyer.

Commissioner Lieberman asked for clarification on the capacity of staff to handle these functions. Jason Valerius answered that it would predominantly require the Executive Director's time and energy at the onset for getting the program started but not a significant number of hours beyond that point for the actual administration of the loans.

Commissioner McKeever noted that the surrounding counties and communities benefit from the economic health of Dane County and Dane County benefits from the economic health of the surrounding counties and communities.

Commissioner Richson asked when the next Budget and Personnel Panel ("BPP") meeting will be held. Jason Valerius answered that the next meeting will be 3/31 and that we discussed this item at the last BPP meeting.

Commissioner Schuler thinks that most of the work should focus on getting the bylaws clear and direct, and recommended that we set up a subcommittee to work on the bylaws.

Chair Pfeiffer reiterated the USDA limitations and noted that Dane County has a number of rural areas and towns that only see limited value from CARPC's programs and operations. This is an opportunity to expand our outreach and benefit provided to rural areas of Dane County.

Jason Valerius notes that we don't have an unlimited timeline for this, but that we could further refine this with a subcommittee to make future revisions to the process and bylaws, but there is still some timeliness to approving the initial bylaws through this process.

Commissioner McKeever suggests adding a process for selecting a Chair of the proposed committee.

Jason Valerius noted that staff are continuing to evaluate options for insurance and is seeking clarification from our insurance broker about our existing coverage. Jason Valerius also noted that CARPC should continue building our relationship with GMCC and work together on our programs.

8. Authorize the Executive Director and CARPC Chair to Move CARPC Deposits to Summit Credit Union (*actionable item*) (7:47 pm)

Commissioner Dalsoren recused herself and stepped out of the room for this item.

Motion: Commissioner McKeever moved to authorize the Executive Director and CARPC Chair to move deposits to Summit Credit Union. Commissioner Lieberman seconded.

The motion carried unanimously.

9. Farmland Stewardship Data and Planning Process Update – Staff Presentation and Discussion (7:50 pm)

Caitlin Shanahan provided an overview of the farmland stewardship planning process and CARPC's history surrounding farmland preservation planning.

Commissioner Richson noted federal funds for cover crops/sustainability have been reduced significantly and hopes there are opportunities to fill those gaps.

Commissioner Lieberman asked about strategies for supporting smaller farm operations.

Commissioner McKeever noted the parallel between farmland conservation efforts and wetland replacement conservation efforts in potential strategies.

Commissioner Greb notes that Town of Dunn is always looking to have more conversations about agricultural preservation efforts and would encourage CARPC staff to reach out.

10. Reports (8:30 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.

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

- a. Consideration for Adoption – *Dane County Water Quality Plan* Amendment Resolution – Sewer Service Area Amendment Policies and Criteria (March)
- b. Consideration for Adoption – Fee Resolution for Review of Sewer Service Area Amendments (March)
- c. Consideration for Adoption – CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee (March)
- d. Consideration for Adoption – CARPC Resolution Accepting Responsibility for the Revolving Loan Fund (March)
- e. Staff Presentation – Proposed 2027 Updated Schedule for the Regional Development Framework and Review of Initial Set of Key Performance Indicators (March)
- f. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (April)
- g. Visits/presentations by Allied Organizations – TBD

Commissioner Lieberman noted he's interested in hearing about CARPC's public engagement strategy around controversial developments.

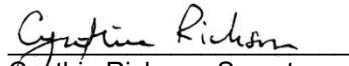
12. Adjournment

Motion: Commissioner McKeever moved to adjourn, seconded by Commissioner Dalsoren.

The motion carried unanimously. The meeting was adjourned at 8:44 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary