



AGENDA
of the
Capital Area Regional Planning Commission

March 12, 2026

Zoom Webinar

6:00 pm

Participant Information

How to Attend: This meeting will take place in person and via Zoom Webinar. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/85681285412?pwd=9SeBL9buMbvJa1AaGCpdng2JCXbzp.1>

Phone: 1-312-626-6799

Meeting ID: 856 8128 5412

Passcode: 464856

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 for all attendees at the discretion of the Chair. The Commission 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 prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline and up to 24 hours before the meeting 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. **Consent Agenda (all items are actionable)**
 - a. **Minutes of the February 12, 2026 CARPC Meeting**
 - b. **Executive Committee Recommendations**
 - a. **CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant Agreement**
4. **Acknowledgement of Receipt – January 2026 Financial Management Report (actionable item)**
5. Update on Economic Development Programming and USDA Revolving Loan Fund Transition – Staff Presentation and Discussion

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.

6. **CARPC Resolution 2026-05, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for Sewer Service Area Amendments* (actionable item)**
7. **CARPC Resolution 2026-06, Adopting a Fee Policy for the Review of Sewer Service Area Amendments (actionable item)**
8. Regional Development Framework Key Performance Indicators – Staff Presentation and Discussion
9. Reports
 - a. Commission Chair
 - b. Executive Director
 - (1) Program and Services Updates
 - (2) Partnership Updates
10. Future Agenda Items (next meeting March 12, 2026, via Zoom Webinar, 6:00 pm meeting start)
 - a. Consideration for Action – Acceptance of MadREP/USDA Revolving Loan Fund assets and structure for guiding use of the funds (April)
 - b. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (April)
 - c. Discussion of framework with the Madison Metropolitan Sewerage District for CARPC to support implementation of Badger Mill Creek resilience improvement projects (April)
 - d. Review of CARPC approach to public engagement related to sewer service area amendments (May)
 - e. Visits/presentations by allied organizations - TBD
11. Adjournment

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DRAFT 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.



CARPC Resolution No. 2026-04

Authorizing the Environmental Resources Planner to Execute WDNR Surface Water Grant and Related Documents for Black Earth Creek and Brewery Creek

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a duly created regional planning commission under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is obtaining cost-share grants from the Wisconsin Department of Natural Resources for the purpose of Surface Water Planning Grants to continue water quality and quantity monitoring on Black Earth Creek and Brewery Creek within the Black Earth Creek Watershed; and

WHEREAS, CARPC attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, a grant agreement is requested to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, that CARPC will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Environmental Resources Planner (Melissa Michaud) to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

1. Sign and submit the grant application
2. Sign a grant agreement between CARPC and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

BE IT FURTHER RESOLVED that CARPC will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: Acknowledgement of Receipt – January 2026 Financial Management Report (*actionable item*)**Requested Action:**

Motion to acknowledge receipt of January 2026 Financial Management Report

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.

Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer, who each sign off on the packet when they are satisfied that it is an acceptable representation of the Commission's fiscal condition.

The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.

Staff Comments:

Requests for additional financial information or reports may be directed to the Administrative Services Manager.

Attachments:

1. January 2026 Financial Management Report

Staff Contact:

Matt Koz
Administrative Services Manager
MatthewKoz@CapitalAreaRPC.org
608-474-6017

Next Steps:

Continual improvements to the CARPC financial systems, policies, and procedures.

Management Report

Capital Area Regional Planning Commission
For the period ended January 31, 2026



DRAFT

Prepared by
Berndt CPA

Prepared on
February 27, 2026

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Notes to the Monthly Financial Statements

To Capital Area Regional Planning Commission,

Provided is some additional context regarding the deferred revenue and related activity for the month of January 2025.

Deferred revenue represents funds that have been invoiced or received in advance for services that have not yet been performed. It also includes contracts or related grants established at the beginning of the year, or early in the year, that relate to work performed throughout the year and are invoiced periodically. These amounts are recognized as revenue over time to more accurately align associated expenses with the related revenue.

For January, \$126,016 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$2,931 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of January month-end, the balance in account 3600 – Deferred Revenue is at \$879,412 per knowledge of remaining balances of current contracts and received donations and taxes.

January's financials currently do not reflect any audit adjustments that may occur related to year end 2025. After the audit, finalized financials for this period will be released to include those adjustments.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of January 31, 2026

	Total	
	As of Jan 31, 2026	As of Dec 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	21,395	32,190
1001 MONEY MARKET ACCOUNT	68,090	68,106
1002 INVESTMENT ACCOUNT	488,108	586,456
Total Bank Accounts	\$ 577,593	\$ 686,752
Accounts Receivable		
1105 PROJECT AND GRANTS REC	780,748	239,123
Total Accounts Receivable	\$ 780,748	\$ 239,123
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	400,809	261,342
1150 PREPAID EXPENSES	0	0
1153 PREPAID HEALTH INSURANCE	31,416	0
1156 PREPAID LIFE INSURANCE	(209)	(267)
1157 PREPAID PARKING	190	142
1165 PREPAID LICENSES	6,889	6,615
Total 1150 PREPAID EXPENSES	\$ 38,285	\$ 6,490
1170 UNDEPOSITED FUNDS	1,805	0
Total Other Current Assets	\$ 440,900	\$ 267,832
Total Current Assets	\$ 1,799,241	\$ 1,193,707
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	\$ -	\$ -
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,528)	(3,494)
Total Fixed Assets	\$ 2,549	\$ 2,582
TOTAL ASSETS	\$ 1,801,789	\$ 1,196,289
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	25,386	98,572
Total Accounts Payable	\$ 25,386	\$ 98,572
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	2,465	7,923
Total 3002 PARK BANK CREDIT CARD	\$ 2,465	\$ 7,923
Total Credit Cards	\$ 2,465	\$ 7,923
Other Current Liabilities		
3005 ACCRUED PAYROLL	39,986	31,044
3010 ACCRUED COOP WATER RESOURCE MONITORING	16,201	0
3015 ACCRUED PREPAID LIABILITIES	2,278	2,516

3202 WRS PENSION PLAN	11,534	10,742
3300 UNUSED VACATION, WELLNESS	60,786	49,178
3500 SICK LEAVE ACCRUAL PAY	91,420	79,368
3600 DEFERRED/UNEARNED REVENUE	879,412	182,449
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	\$ 1,104,606	\$ 358,283
Total Current Liabilities	\$ 1,132,457	\$ 464,778
Total Liabilities	\$ 1,132,457	\$ 464,778
Equity		
3700 PRIOR YEAR BALANCE	(177,083)	(118,524)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(62,179)	(58,559)
Total Equity	\$ 669,332	\$ 731,511
TOTAL LIABILITIES AND EQUITY	\$ 1,801,789	\$ 1,196,289
TOTAL LIABILITIES AND EQUITY	1,801,789	1,196,289

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Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of January - Budget Vs Actuals 1 Months Ended

	Total			
	Monthly Actual	Actual Year to Date	Annual Budget	% of Annual Budget
Revenue				
5000 PROPERTY TAX REVENUE	-	-	-	
5001 DANE COUNTY PROP TAX-OTH	96,747	96,747	1,160,959	8.33%
Total 5000 PROPERTY TAX REVENUE	96,747	96,747	1,160,959	8.33%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	9,917	134,000	7.40%
5102 EPA/DNR GRANT FUNDS	-	-	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	13,021	13,021	125,000	10.42%
5104 WisDOT PLAN INTEGRATION	-	-	5,457	0.00%
Total 5100 STATE/FEDERAL GRANTS	22,938	22,938	264,457	8.67%
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	-	7,093	0.00%
5220 COOP WATER RESOURCE MONITORING	-	-	68,200	0.00%
Total 5200 PASS THROUGH REVENUE	-	-	75,293	0.00%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	1,200	1,200	45,000	2.67%
5302 FEES - USA/LSA APP REVIEW	-	-	65,000	0.00%
Total 5300 FEES REVENUE	1,200	1,200	110,000	1.09%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	82	82	140,000	0.06%
Total 5400 SERVICES REVENUE	82	82	140,000	0.06%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	1,660	1,660	32,000	5.19%
5502 MISCELLANEOUS REVENUES	6	6	3,123	0.19%
5505 WI SALT WISE	6,315	6,315	140,000	4.51%
Total 5500 OTHER REVENUE	7,981	7,981	175,123	4.56%
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	128,947	128,947	1,925,832	6.70%
Gross Profit	128,947	128,947	1,925,832	6.70%
Expenditures				
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	58,825	58,825	903,822	6.51%
6002 COMPENSATED LEAVE TIME	56,043	56,043	198,400	28.25%
Total 6000 SALARIES AND LEAVE TIME	114,868	114,868	1,102,222	10.42%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,195	6,195	82,115	7.54%
6052 LIFE INSURANCE	(37)	(37)	309	-12.07%
6053 HEALTH INSURANCE	23,641	23,641	329,364	7.18%
6054 DENTAL INSURANCE	1,074	1,074	15,369	6.99%
6055 WRS-ER CONTRIBUTION	5,767	5,767	73,440	7.85%
6056 DISABILITY INSURANCE	-	-	534	0.00%
6057 COMMUTE CARDS	142	142	200	71.10%
6058 UNEMPLOYMENT	439	439	1,000	43.90%
6059 WORKER'S COMPENSATION	-	-	2,771	0.00%

Total 6050 FRINGE BENEFITS	37,220	37,220	505,102	7.37%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	4,382	51,833	8.45%
Total 6100 OCCUPANCY	4,382	4,382	51,833	8.45%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	-	-	
6202 LEGAL SERVICES	1,042	1,042	6,000	17.36%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	-	-	
Total 6200 CONTRACTED SERVICES	1,042	1,042	27,000	3.86%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	-	15,435	0.00%
6302 PAYROLL FEES	932	932	5,250	17.75%
6303 FINANCIAL SERVICES	2,850	2,850	42,000	6.79%
Total 6300 FINANCIAL SERVICES	3,782	3,782	62,685	6.03%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	199	199	13,349	1.49%
6402 MEALS	-	-	907	0.00%
6403 CONFERENCES & MEETINGS	1,207	1,207	9,638	12.52%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	1,406	1,406	26,894	5.23%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	238	238	3,860	6.17%
6502 PRINTING	-	-	1,558	0.00%
6503 POSTAGE	-	-	105	0.00%
6504 EQUIPMENT	-	-	8,925	0.00%
6505 TELEPHONE	330	330	1,500	22.00%
6506 ADMINISTRATIVE FEES	4	4	442	0.93%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	572	572	18,890	3.03%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	18	18	368	4.94%
6602 SOFTWARE	1,526	1,526	17,220	8.86%
6603 IT SERVICES	600	600	8,000	7.50%
Total 6600 INFORMATION TECHNOLOGY	2,145	2,145	25,588	8.38%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	350	350	8,000	4.38%
6702 COMMISSION TRAVEL	-	-	840	0.00%
Total 6700 COMMISSION	350	350	8,840	3.96%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 COOP WATER RESOURCE MONITORING	16,201	16,201	68,200	23.76%
6802 WisDOT PLANNING SERVICES	-	-	5,457	0.00%
Total 6800 PASS THROUGH EXPENSES	16,201	16,201	73,657	22.00%
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,759	1,759	7,186	24.48%
6903 EDUCATION/INFO/OUTREACH	-	-	1,500	0.00%
6904 RECRUITMENT	-	-	1,050	0.00%
6905 INSURANCE	7,366	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	34	608	5.55%
Total 6900 OTHER	9,159	9,159	15,053	60.84%
Uncategorized Expense	-	-	-	

Total Expenditures
Net Operating Revenue
Net Revenue

191,126	191,126	1,917,764	9.97%
(62,179)	(62,179)	8,068	-770.69%
(62,179)	(62,179)	8,068	-770.69%

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Capital Area Regional Planning Commission
A/R Aging Summary
As of January 31, 2026

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.					1,000	1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	5,326					5,326
Total City of Evansville	\$ 5,326	\$ -	\$ -	\$ -	\$ -	\$ 5,326
City of New Berlin			1,000			1,000
County of Dane	580,480					580,480
D'Onofrio Kottke and Associates	400					400
Dane County Land Conservation					85,075	85,075
Department of Planning, Community and Economic Development					2,869	2,869
Dodge County Highway Department					1,500	1,500
Homburg Contractors, Inc.					400	400
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
Madison Metropolitan Sewerage District	500					500
MDRoffers Consulting LLC						0
255103 - Trends and Conditions	2,200					2,200
Total MDRoffers Consulting LLC	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ 2,200
MSA Professional Services, Inc.				1,000	1,400	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Rock County Planning, Economic & Community Development Agency						0
245401 - Rock County Comp Plan	18,246					18,246
Total Rock County Planning, Economic & Community Development Agency	\$ 18,246	\$ -	\$ -	\$ -	\$ -	\$ 18,246
Snyder & Associates, Inc.					2,400	2,400
Southwestern Wisconsin Regional Planning Commission-c						0
255401 - SWWRPC Strategic Planning	8,921					8,921
Total Southwestern Wisconsin Regional Planning Commission-c	\$ 8,921	\$ -	\$ -	\$ -	\$ -	\$ 8,921
Town of Berry						0
255101 - T-Berry Comp Plan Update	2,650					2,650
255102 - T-Berry - Opt Out Town Billing	82					82
Total Town of Berry	\$ 2,732	\$ -	\$ -	\$ -	\$ -	\$ 2,732
VANDE HEY					800	800
Vierbicher					800	800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
WI Department of Natural Resources					33,800	33,800
100 - Water Quality Management Planning	14,000					14,000
251402 - Update to DCWQP Summary Plan Update	1,330					1,330
Total WI Department of Natural Resources	\$ 15,330	\$ -	\$ -	\$ -	\$ 33,800	\$ 49,130
Wyser Engineering, LLC		600	400		400	1,400
TOTAL	\$ 634,134	\$ 600	\$ 1,400	\$ 1,000	\$ 143,614	\$ 780,748

**Re: Update on Economic Development Programming and USDA Revolving Loan Fund Transition –
Staff Presentation and Discussion****Requested Action:**

None

Background:

At the February meetings we discussed the acceptance and administration of a USDA revolving loan fund for the benefit of small, rural businesses in the MadREP region, including possible amendment of the CARPC bylaws to create a standing committee that would administer that fund.

Since those meetings CARPC staff have continued to discuss with USDA staff the concerns of the Commission and the options for use of the fund. USDA has determined that their agency can release the federal interest in the fund and allow CARPC a wider range of uses for the fund, including any of the eligible projects described in 7 CFR 4280.17.

Staff Comments:

CARPC has the opportunity to use the funds for a wider range of rural economic development purposes, including local or regional economic development planning. A revolving loan is still one of those eligible projects, but based on Commission feedback thus far it is likely that other uses would be preferred. If not operated as a revolving loan fund the funds would instead be spent down over time.

Attached is a draft resolution for discussion this month and possible action in April. It proposes creation of an Ad Hoc Rural Economic Development Committee with representation from the Commission, the Greater Madison Chamber of Commerce, and five other counties. Recommending for CARPC decision how to use the funds would be the first objective of the committee; thereafter the committee would oversee and report up to the Commission the status of the fund and the activities it supports. The Committee would dissolve when the outstanding loan is fully repaid and all funds are depleted, likely in 2031.

Attachments:

1. DRAFT CARPC Resolution 2026-XX to Create an Ad Hoc Rural Economic Development Committee

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
608-474-6010

Next Steps:

Commission discussion in March and action in April



CARPC Resolution No. 2026-XX

Creation of an Ad Hoc Rural Economic Development Committee

WHEREAS, the Madison Region Economic Partnership (MadREP) has dissolved and transferred most of its regional economic development activities to the Greater Madison Chamber of Commerce, but asked CARPC to accept and utilize a fund that supports business success in rural areas of the counties of Dane, Sauk, Columbia, Dodge, Jefferson, and Rock; and

WHEREAS, the fund originated with Rural Business Development Grant funding from the United States Department of Agriculture (USDA), the fund has to this point been used as a revolving loan fund in support of small and emerging businesses, and USDA staff have indicated that CARPC can establish eligibility to accept and utilize this fund by creating a committee with representation from the multi-county region the fund serves and by committing to continue using the funds for eligible projects in rural areas as defined in [7 CFR part 4280, Subpart E](#); and

WHEREAS, the fund currently has approximately \$290,000 in deposited assets and \$80,000 in outstanding loan payments scheduled to be completed in January 2031; and

WHEREAS, Governor Doyle's Executive Order #197 creating CARPC notes that "local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as promote economic growth and sound land development practices"; and

WHEREAS, Wis. Stat. 66.0309(8)(a)1.d, authorizes all regional planning commissions to "provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives, and may act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives;

NOW, THEREFORE BE IT RESOLVED that, under the provision of [CARPC Bylaws](#), Article V, Section 1, the Capital Area Regional Planning Commission hereby establishes, effective April 9, 2026, an Ad Hoc Rural Economic Development Committee; and

BE IT FURTHER RESOLVED that the purposes and functions of the committee are to: a) recommend guidelines for the use of these funds within the project eligibility described in [7 CFR 4280.417](#), and: b) provide continuing oversight and reports to the CARPC Commission regarding use of the funds; and

BE IT FURTHER RESOLVED that the Committee shall be comprised of seven (7) members, including one (1) appointed by each of the counties of Sauk, Columbia, Dodge, Jefferson and Rock in accordance with established appointment processes in each county or by recommendation of the county board chairperson if such processes are not established; one (1) member who must be a CARPC Commissioner appointed by majority vote of the Commission; one

(1) member who is appointed by the Greater Madison Chamber of Commerce; and

BE IT FURTHER RESOLVED that the committee will select its chairperson by majority vote, a minimum of four (4) members of the committee shall constitute a quorum, and actions of the Committee shall be approved by a majority of the members in attendance; and

BE IT FURTHER RESOLVED that all committee recommendations regarding use of the funds are subject to approval by the CARPC Commission; and

BE IT FURTHER RESOLVED that the CARPC Commission will consider its commitment to protect the quality of surface and ground water resources and may reject any use of the funds that would be incompatible with any applicable state, county or local regulations to protect those water resources; and

BE IT FURTHER RESOLVED that the Committee will provide the Commission with updates regarding its activities after each of its meetings and an annual report in the first quarter of the calendar year on the uses of the Rural Economic Development Fund during the preceding year and the remaining balances of available funds and outstanding loan payments; and

BE IT FURTHER RESOLVED that the committee will remain active as long as there are funds remaining and is anticipated to dissolve in 2031 following repayment of the current outstanding loan in January 2031 and utilization of those funds for rural economic development purposes.

April 9, 2026
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: CARPC Resolution 2026-05, Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for Sewer Service Area Amendments* (actionable item)

Requested Action:

Motion to approve CARPC Resolution No. 2026-05, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for Sewer Service Area Amendments*

Background:

The Wisconsin Department of Natural Resources (WDNR) is required to have a continuing water quality management planning process, under Wis. Stat. § 283.83. One component of areawide water quality management planning is sewer service area planning. CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area Amendments (SSAAs), under a contractual agreement with the WDNR.

The current [Policies and Criteria for the Review of Sewer Service Area Amendments](#) were last revised April 13, 2017. The current [Policies and Criteria for the Review of *Minor* Sewer Service Area Amendments](#) were last revised February 13, 2020.

On February 8, 2024, [Resolution 2023-11 \(Revised\)](#) was adopted to establish the Ad-Hoc Water Quality Committee. The charge of the committee was, as stated in the Resolution:

“Make recommendations to the Commission for changes to its [SSA] Amendment process to better align the process with the authority and functions of regional planning commissions under Wis. Stat. 66.0309, Wis Act 55, CARPC’s mission and vision, recommendations of the CARPC Proactive Planning Committee, and recommendations that will result from CARPC’s current strategic planning process.”

From September 2024 to October 2025, staff and the Ad-Hoc Water Quality Committee met six times to develop and discuss proposed policy changes to the collective policies for SSAAs. On October 23, 2025, the Committee voted to finalize the proposed changes and bring to the Commission for full review and comment.

The changes were presented at Commission meetings in December 2025 and January 2026. The proposed changes and requests for feedback were announced to all communities and parties that receive our monthly meeting announcements on December 9, to a targeted set of towns with likely interest on December 23, 2025, to all municipalities in the County again on January 14, 2026, and at meetings of the Dane County Cities and Villages Association (1/7/26) and the Dane County Towns Association (1/21/26).

Staff Comments:

These updates were prepared in consultation with legal counsel and DNR staff, and in consideration of feedback received from regional municipalities throughout the process and during the public participation phase (including the public hearing).

Since the time of presentation at the December 2025 meeting, additional edits have been made reflective of commentary received and for general clarity, consistency, and formatting. Substantive revisions have been included in the updated Overview of Key Changes & Highlights (linked below) and a redlined version

of the final draft document is included with packets identifying changes since the version issued on December 9, 2025.

Ancillary documents have been prepared to assist applicants in preparing a complete application. These documents are tools designed and utilized to facilitate implementation of the adopted policies. They are provided for reference by way of links below, and no Commission action is requested.

Attachments:

1. Resolution 2026-05, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for Sewer Service Area Amendments* (**actionable item**)
2. *Policies and Criteria for Sewer Service Area Amendments*
3. Final Draft (redlined version) of *Policies and Criteria for Sewer Service Area Amendments*
4. Public Comments Received (as of February 26, 2026)

Additional Supporting Documents for reference only (no action will be requested):

1. [Overview of Key Changes & Highlights](#)
2. Applications ([Major](#) and [Minor](#))
3. Flow Charts ([Major - Standard Process](#), [Major - Expedited Process](#), and [Minor Process](#))

Staff Contact:

Prachi Mehendale
Environmental Engineer
PrachiM@CapitalAreaRPC.org
608 474 6016

Next Steps:

If approved by the Commission, the Resolution and final documents will be sent to Wisconsin DNR for administrative review and a decision.



CARPC Resolution No. 2026-05

Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for Sewer Service Area Amendments*

WHEREAS, In March 1975, Dane County was designated by the Governor of Wisconsin as an area that has substantial and complex water quality control problems, and certified such designation to the federal Environmental Protection Agency; and

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is authorized to carry out a range of planning activities, pursuant to Wis. Stat. §66.0309(8), and contracts with the Wisconsin Department of Natural Resources (DNR) to conduct areawide water quality management planning for the Dane County region; and

WHEREAS, the *Dane County Water Quality Plan (DCWQP)* is the approved areawide water quality management plan for the Dane County region, first adopted in 1979 and since amended from time to time by recommendation of CARPC and approval by Wisconsin DNR; and

WHEREAS, the review of sewer service area amendments is currently dictated by the [*Policies and Criteria for the Review of Sewer Service Area Amendments*](#) (last revised April 13, 2017) and [*Policies and Criteria for the Review of Minor Sewer Service Area Amendments*](#) (last revised February 13, 2020); and

WHEREAS, CARPC has prepared the *Policies and Criteria for the Review of Sewer Service Area Amendments* which, upon approval by Wisconsin DNR as an amendment to the *DCWQP*, will replace prior policy documents referenced above; and

WHEREAS, draft materials were distributed and outreach efforts made to all local units of government and interested parties in Dane County during the months of December 2025, and January and February 2026, and a public hearing was held during the Regional Planning Commission meeting on January 8, 2026, to hear testimony on the proposed update.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission recommends approval to the Wisconsin DNR an amendment of the *DCWQP* by adopting Revised Policies and Criteria for the Review of Sewer Service Area Amendments.

March 12, 2026
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Policies and Criteria for Sewer Service Area Amendments

Dane County Water Quality Plan

Capital Area Planning Commission

(FINAL DRAFT March 3, 2026)

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Article I. Sewer Service Area Amendments – General

SECTION 1.01 KEY TERMS AND CONCEPTS

(i) Sewer Service Areas (SSA)

Planning areas which identify existing sewer service areas and adjacent lands 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).

(ii) Urban Service Areas (USA)

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, emergency medical services, etc.).

(iii) Limited Service Areas (LSA)

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).

(iv) Environmental Corridors

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

(v) Estimated Environmental Corridors

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

(vi) Voluntary Environmental Corridors

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

SECTION 1.02 NEED FOR SEWER SERVICE AREA PLANNING

SSA planning plays an important role in keeping Wisconsin's water safe for drinking, recreation and diverse aquatic life. SSA planning is not intended to restrict a community's growth, obligate wastewater treatment plants to provide sewer throughout the planning boundary, and/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 sewer 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. The

Capital Area Regional Planning Commission (CARPC) conducts SSA planning activities under contract with Wisconsin Department of Natural Resources (DNR).

Predicting the specific impacts of any one development on water resources can be difficult, or even impossible. It is similarly challenging at a regional or watershed scale to recognize and account for the cumulative impacts of development on the ecological systems that are vital to the region's wellbeing. As watersheds experience increased urbanization, infrastructure expansion, and increases in impervious surfaces, the cumulative impacts can push these natural systems past the point where ecological degradation accelerates, often irreversibly. The needs of a growing economy and population must be balanced with the need for sustaining the ecological systems that are the foundation of the region's vitality.

Avoiding all detrimental impacts to water resources and ecological systems within a highly urbanized watershed can be difficult, or entirely impossible, 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 these impacts. One of the most effective ways of pairing the need for development with limiting detrimental impacts on ecosystems is to use development practices prioritizing sustainability and progressive stormwater management using integrated green infrastructure and nature-based solutions.

In areas of the region where water resources are not already highly impaired, special emphasis should be placed on avoiding degradation and preventing 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 more protective 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 to enact higher standards for stormwater management and ecosystem conservation to further limit the degradation of sensitive resources.

SECTION 1.03 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.

(i) 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.).

(ii) 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.

A. Reliance on Planning.

Urban Service Area (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.

- B. 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.
- C. 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.
- D. 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 Metropolitan Planning Organization (MPO) for review and commentary.

SECTION 1.04 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 Wisconsin DNR including, at a minimum, a public hearing [pursuant to [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 [pursuant to [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 Urban Service Area (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 media.

SECTION 1.05 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 DNR and may be subject to additional criteria and requirements not stated in this document.

SECTION 1.06 HISTORICAL LIMITED SERVICE AREAS

Historically, Limited Service Areas (LSA) have been defined within the Dane County region for areas where only one or a few urban services, such as sanitary sewer service, are provided to accommodate special or unique facilities or institutional uses which are appropriately located outside urban service areas, or areas of existing development experiencing wastewater disposal or water supply problems. This offered distinction from Urban Service Areas, which provided a full range of urban services.

At times, some Limited Service Areas have been “absorbed” by Urban Service Areas during amendments to the sewer service area. In other instances, reference names of both Limited Service Areas (e.g., Oak Hill Correctional LSA) and Urban Service Areas (e.g., Central USA) have been retained. However, the distinction is no longer relevant and both Limited Service Areas and Urban Services Areas are more broadly defined as sewer service areas.

SECTION 1.07 OVERVIEW OF AMENDMENT PROCESSES

Revisions to SSA boundaries 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. All amendments to urban service areas and limited service areas represent changes to the SSA within the *Dane County Water Quality Plan*, and as such, are referred to as SSA amendments. This planning approach considers the interconnected relationship and impact of land development on water resources and ecosystem resources on an areawide basis.

In general, the SSA amendment process includes a formal application, public hearing, review by CARPC staff, Commission action on a Water Quality Management Letter, and Wisconsin DNR final review and decision.

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, two primary types of amendments have been established – Major Amendments and Minor Amendments. Major Amendments are often associated with imminent or future growth of the community and typically involve larger areas and more complexities and thus require a higher level of review. Whereas Minor Amendments are associated with small adjustments to the SSA to accommodate existing development on septic or minor development which would have a negligible impact on wastewater infrastructure and water quality. An applicant of a prospective Major Amendment can elect to follow one of two processes (where certain eligibility criteria are met): Standard Process (refer to [Article II](#)) or Expedited Process (refer to [Article III](#)). An applicant of a prospective Minor Amendment follows a separate process for such amendments (refer to [Article IV](#)). These processes have been established in accordance with [Wis. Stat. § 283.83\(1m\)](#).

SECTION 1.08 CRITERIA FOR ALL SSA 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 the property will be located within at the time of development, or the municipality the property is located within at the time of application in the case of an amendment to serve existing development.
- B. The following must be provided with the application to show 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 coming from the same entity):

- 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 the municipality who will have regulatory jurisdiction at the time of development
- iii. Resolution acknowledging role in helping to protect designated **Environmental Corridors** by the municipality who will have regulatory jurisdiction at the time of development

Note: In lieu of a Resolution, applicant may demonstrate this by reference to existing policy or planning document

- iv. Written statement of the ability to serve the proposed amendment area by 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 (e.g., calculations, intergovernmental agreement, etc.)

- v. Written statement of the ability to serve the proposed amendment area by 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 provided notice of their intent to expand the service area (including identification of location of the amendment) to adjacent municipalities as well as any municipality which would be directly affected by the proposed amendment (e.g., issues stemming from intergovernmental agreements, utility service, etc.). Where post-development stormwater runoff from the amendment area will likely be discharged to an area under the jurisdiction of another unit of government, notification must identify this condition.

- D. Adequate wastewater collection and treatment capacity must be available in existing and proposed facilities to receive the anticipated volume of wastewater generated by the area. If existing capacity is not available at the time of application, ability to provide adequate capacity at the time of development must be identified.
- 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 boundaries. Consult with CARPC staff on delineation.
- G. In general, SSA amendment areas should be contiguous to existing sewer service areas, although exceptions may be made for unique land uses where isolation is warranted. In these rare instances, an amendment area may be discontinuous (on an "island") to accommodate special/unique facilities or institutional uses which are appropriately located outside the immediate vicinity of existing service areas, or areas of existing development experiencing wastewater disposal or water supply problems.
- H. Amendments should not omit adjacent lands which would create a gap or "hole" in the resulting SSA.
- I. Stormwater management measures should be aimed at mitigating to the maximum extent practicable the cumulative and incremental adverse impacts of development on surface water, 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 Wisconsin DNR technical staff.

SECTION 1.09 SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the respective Application – Major Amendments or Application – Minor Amendments for additional details and a checklist of items needed for submittal to help demonstrate compliance with these *Policies and Criteria for SSA Amendments* [[link](#) to webpage containing applications].

Requests for sewer service area amendments must be accompanied by plans for development, including proposed land uses and major facilities in the area, provisions for water supply and wastewater collection and treatment services to be provided to the amendment area, description of nonpoint source pollution control measures and standards (e.g., stormwater management), and identification of environmentally sensitive areas which will be protected from development along with a description of local policies, ordinances and other measures to protect such areas.

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 enough

specificity is provided in terms of: type and densities of land use to enable the determination of long-range urban service needs and impacts of development; the applicant can show compliance with water quality standards under Wis Stats. 281.15, applicable provisions of NR 121, and additional policies and criteria of the *Dane County Water Quality Plan*.

(i) Completeness

For a complete submittal, the applicant shall submit the following, unless otherwise noted:

- 1) Cover letter from applicant (sponsoring municipality) or applicant’s representative (see Application form).
- 2) Supporting resolution(s).
- 3) Supporting statements of wastewater treatment and collection capacity.
- 4) Documentation of notification to adjacent local governmental units.
- 5) Application form (Major or Minor)

Note: This form is not required for a complete submittal, but is intended to help ensure all required materials are provided and increase efficiency of review

- 6) Signed letter certifying that the proposed revision is consistent with water quality standards, pursuant to Wis. Stat. § 283.83 (*Note: completion of the Certification section in Application form satisfies this requirement*).
- 7) Narrative and associated maps, tables, and figures which address requirements of application checklist.
- 8) Relevant reports and studies, as appropriate (e.g., wetland delineation, stormwater management report, flora/fauna assessment, utility report, etc.)

(ii) 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 CARPC 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		
Single-Unit		
Multi-Unit		
Rural		
Group Quarters		
Mixed-Use		
Road Rights-of-Way (ROW)		
Stormwater Management		
Water and Wetlands		
Woodland		
TOTAL ACREAGE		

¹ “Commercial” refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); “manufacturing” is a separate category referring to the actual *production* of goods.

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

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Table 2. Proposed Land Use

Land Use	Total Area (ac)	Existing Development (ac)	New Development (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	_ ³		_ ³	
Road Rights-of-Way (ROW)				
Stormwater Management				
Water and Wetlands				
Woodland				
TOTAL ACREAGE				

¹ “Commercial” refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); “manufacturing” is a separate category referring to the actual *production* of goods.

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

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Article II. Sewer Service Area Major Amendments – 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. Additional Criteria for Standard Process

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for Major Amendments utilizing the Standard Process must comply with ALL the following:

(no additional criteria)

SECTION 2.01 PROCEDURES FOR STANDARD PROCESS

The following describes the application and review of an SSA Major Amendment, utilizing the Standard Process. Refer to the associated flow chart for an illustrative outline of steps (in case of discrepancy, these *Policies and Criteria for SSA Amendments* shall control) [[link](#) to webpage containing flow charts].

(i) Pre-Application Stage

- 1) The applicant is encouraged to provide written (via email is preferred) notice to CARPC staff of the intent to pursue 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 but may be helpful. 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 known 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 as well as 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
- 3) CARPC staff will provide a general update at the next CARPC Commission to inform them of the 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 informal 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.

- 5) Applicant submits a formal application to CARPC staff (via email is preferred).

(ii) Formal Review Stage

- 1) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to 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.

Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see [Section 1.04, Public Participation Process](#) for additional information). Due to meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.

- 2) A public hearing notice will be posted by CARPC staff.
- 3) 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 [pursuant to [Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments*.
- 4) **CARPC Meeting:** A public hearing and applicant presentation will take place at the next Commission meeting, and include the following:
 - a. A public hearing, open to members of the public to provide testimony
 - b. A presentation by the applicant on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:
 - i. Need for SSA amendment
 - ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)
 - iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts
 - iv. Proposed environmental corridors
 - v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)
 - vi. Stormwater management concepts/approach
 - vii. Any known water quality issues of concern
- 5) Staff prepare a detailed report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be recommended to DNR to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met, or to address water quality concerns raised at

the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR.

- 6) **CARPC Meeting:** A staff presentation and Commission action will take place at the next Commission meeting, and include the following:
 - a. Staff will provide a presentation of their findings and provisions contained within the draft Water Quality Management Letter, for the Commission's action.
 - b. The Commission will act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with water quality parameters and/or other water quality and environmental resources protection needs.
- 7) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

(iii) DNR Review Stage

- 1) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.
- 2) Staff forward the final administrative decision to the applicant and make it available on the CARPC website.

Article III. Sewer Service Area Major Amendments – Expedited Process

The goal of the Expedited Process is to provide an elective, alternative route of pursuing an SSA Major 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 to be completed on a shorter timeline (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 Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 60 days of formal application.

SECTION 3.01 ADDITIONAL CRITERIA FOR EXPEDITED PROCESS

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for Major Amendments utilizing the Expedited Process must comply with ALL the following:

- A. There shall not be any known, unmitigated water quality concerns related to the proposed amendment to the sewer service area upon submittal of formal application.
- B. All steps within the pre-application stage (see below) must be completed prior to formal application.

SECTION 3.02 PROCEDURES FOR EXPEDITED PROCESS

The following describes the application and review of an SSA Major Amendment, utilizing the Expedited Process. Refer to the associated flow chart for an illustrative outline of steps (in case of discrepancy, these *Policies and Criteria for SSA Amendments* shall control) [[link](#) to webpage containing flow charts].

Note: it is recommended to begin the pre-application stage at least 45 days prior to a formal SSA application to allow time for completion of all activities.

(i) Pre-Application Stage

- 1) The applicant shall provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment prior to local approval of the preliminary plat. It is intended for this to occur early in the overall development process (for a specific development request) or comprehensive planning process (for long-term planning 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 but may be helpful. 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
- 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, but may be helpful. 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 invitation to the meeting was declined or not responded to within 10 business days*
- 4) CARPC staff, in consultation with the applicant and other municipal, county, and Wisconsin DNR technical staff (as appropriate) will decide if the application can proceed with the Expedited 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 must follow the Standard Process from this point forward.
- 5) CARPC staff will provide a general update at the next CARPC Commission to inform them of the 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 informal 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.
- 7) Applicant submits a formal application to CARPC staff (via email is preferred).

(ii) Formal Review Stage

- 1) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to [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.

Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see [Section 1.04, Public Participation Process](#) for additional information). Due to meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.

- 2) A public hearing notice will be posted by CARPC staff.
- 3) 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 [pursuant to [Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments*.
- 4) Staff prepare a detailed report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be recommended to DNR to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met, or to address water quality concerns raised at the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR.
- 5) **CARPC Meeting:** A public hearing, staff presentation and Commission action will take place at the next Commission meeting, and include the following:
 - a. A public hearing, open to members of the public to provide testimony
 - b. A presentation by the applicant on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:
 - i. Need for SSA amendment
 - ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)
 - iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts
 - iv. Proposed environmental corridors
 - v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)
 - vi. Stormwater management concepts/approach
 - vii. Any known water quality issues of concern
 - c. Staff will provide a presentation of their findings and provisions contained within the draft Water Quality Management Letter, for the Commission's action
 - d. The Commission may act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with

water quality parameters and/or other water quality and environmental resources protection needs

Note: If any unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30

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

(iii) DNR Administrative Decision

- 7) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.
- 8) Staff forward the final administrative decision to the applicant and make it available on the CARPC website.

Article IV. Sewer Service Area Minor Amendments

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

SECTION 4.01 ADDITIONAL CRITERIA FOR MINOR AMENDMENTS

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for Minor Amendments must comply with ALL the following:

- A. Minor Amendment requests shall be limited to serve any of the following:
 - i. Existing buildings or the comparable replacement of existing buildings currently on septic systems
 - ii. Additional ancillary buildings on a portion of a parcel only partly within the sewer service area (i.e., outside of the current SSA boundary)
 - iii. Buildings in existence as of February 13, 2020, which are already connected to public sanitary sewer but are currently outside of the approved sewer service area
 - iv. Up to 4 units of new residential construction
- B. The amendment area must adhere to all adopted *Policies & Criteria for Environmental Corridors* within the *Dane County Water Quality Plan* [[link](#) to webpage containing policies] (i.e., no Major Changes allowed).
- C. Area must be contiguous with existing sewer service areas.
- D. There shall not be any known, unmitigated water quality concerns related to the proposed addition to the sewer service area.

SECTION 4.02 PROCEDURES FOR MINOR AMENDMENT PROCESS

The following describes the application and review of an SSA Minor Amendment. Refer to the associated flow chart for an illustrative outline of steps (in case of discrepancy, these *Policies and Criteria for SSA Amendments* shall control) [[link](#) to webpage containing flow charts].

(i) Pre-Application Stage

- 1) The applicant is encouraged to provide written (via email is preferred) notice to CARPC staff of the intent to pursue 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 but may be helpful. 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 as well as 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

- 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 informal 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.
- 5) Applicant submits a formal application to CARPC staff (via email is preferred).

(ii) Formal Review Stage

- 1) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to [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.

Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see [Section 1.04, Public Participation Process](#) for additional information). Due to meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.

- 2) A public hearing notice will be posted by CARPC staff.
- 3) 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 [pursuant to [Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments*.
- 4) Staff prepare a detailed report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be

recommended to DNR to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met, or to address water quality concerns raised at the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR.

9) **CARPC Meeting:** A public hearing, staff presentation and Commission action will take place at the next Commission meeting, and include the following:

- a. A public hearing, open to members of the public to provide testimony
- b. A presentation by the applicant on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:
 - i. Need for SSA amendment
 - ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)
 - iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts
 - iv. Proposed environmental corridors
 - v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)
 - vi. Stormwater management concepts/approach
 - vii. Any known water quality issues of concern
- c. Staff will provide a presentation of their findings and provisions contained within the draft Water Quality Management Letter, for the Commission's action
- d. The Commission may act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with water quality parameters and/or other water quality and environmental resources protection needs

Note: If any unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30

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

(iii) DNR Administrative Decision

- 6) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.
- 7) Staff forward the final administrative decision to the applicant and make it available on the CARPC website.

i "Sewer Service Area Planning". Wisconsin DNR.
<https://dnr.wisconsin.gov/topic/SurfaceWater/SSAPanning.html>

Policies and Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan

Dane County Water Quality Plan

Capital Area Planning Commission

(FINAL DRAFT December 2, 2025 March 3, 2026)

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](#))

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Article I. ~~S01~~ Sewer Service Area Amendments – General

SECTION 1.01 KEY TERMS AND CONCEPTS

Section 1.01

~~(i)~~(i) Sewer Service Areas (SSA)

Planning areas which ~~identifies~~identify existing sewer service areas and adjacent lands 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).

~~(ii)~~(ii) Urban Service Areas (USA)

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~~emergency medical services, etc.).

~~(iii)~~(iii) Limited Service Areas (LSA)

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).

~~(iv)~~(iv) Environmental Corridors

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

~~(v)~~(v) Estimated Environmental Corridors

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

~~(vi)~~(vi) 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, ~~endangered and sensitive habitats~~, etc.), and which are recommended for voluntary inclusion in Environmental Corridors.

SECTION 1.02 NEED FOR SEWER SERVICE AREA PLANNING

~~Sewer service area~~SSA planning plays an important role in keeping Wisconsin's water safe for drinking, recreation and diverse aquatic life. ~~Sewer service area~~SSA planning is not intended to restrict a community's growth, obligate wastewater treatment plants to provide sewer throughout the planning boundary, ~~and~~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 sewer development. Effective service area planning and policies relating

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to wastewater collection and treatment are best developed in tandem with Comprehensive comprehensive Planning planning at a regional and local level. The Capital Area Regional Planning Commission (CARPC) conducts sewer service area SSA planning activities under contract with Wisconsin Department of Natural Resources (DNR).

~~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. This planning approach considers the interconnected 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. It is similarly challenging ~~At~~ at a regional or watershed scale to recognize ~~recognize~~ 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 watersheds experience increased urbanization, infrastructure expansion, and increases in impervious surfaces, the cumulative impacts can push these natural systems beyond past 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 must be balanced 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 highly urbanized 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 these impacts~~. 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~~ is to use good development practices prioritizing with a focus on sustainability and progressive stormwater management using integrated green infrastructure and nature-based solutions.

In areas of the region where water resources are not already highly impaired, special emphasis should be placed on avoiding degradation and preventing 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 more stringent (i.e., protective) 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), trout streams, etc.) to enact higher standards for stormwater management and ecosystem conservation to further limit the degradation of these sensitive 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.~~

Section 1.04 SECTION 1.03 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.

(i) Contiguity to Existing Urban Infrastructure:

A: Development should seek the efficient use of existing capacity in urban infrastructure (roads and streets, sewerage systems, water systems, parks and open space, etc.).

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(ii) Efficient Land Use:

B: Development should seek efficient use of land through higher densities of development, infill development and redevelopment of existing development areas across the region.

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A. Reliance on Planning.

C: Urban Service Area (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.

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D.B. 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.C. 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.D. 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 Metropolitan Planning Organization (MPO) for review and commentary.

Section 1.05 SECTION 1.04 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 Wisconsin DNR including, at a minimum, a public hearing [pursuant to 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 [pursuant to [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 Urban Service Area (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.

Section 1.06 SECTION 1.05 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 DNR and may be subject to additional criteria and requirements not stated in this document.

Section 1.07 SECTION 1.06 HISTORICAL LIMITED SERVICE AREAS

Historically, Limited Service Areas (LSA) have been defined within the Dane County region for areas where only one or a few urban services, such as sanitary sewer service, are provided to accommodate special or unique facilities or institutional uses which are appropriately located outside urban service areas, or areas of existing development experiencing wastewater disposal or water supply problems. This offered distinction from Urban Service Areas, which were provided a full range of urban services.

At times, some Limited Service Areas have been “absorbed” by Urban Service Areas during amendments to the sewer service area. In other instances, reference names of both Limited Service Areas (e.g., Oak Hill Correctional LSA) and Urban Service Areas (e.g., Central USA) have been retained. However, the distinction is no longer relevant and both Limited Service Areas and Urban Services Areas are more broadly defined as sewer service areas.

SECTION 1.07 OVERVIEW OF AMENDMENT PROCESSES

SSA Revisions to SSA boundaries. 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.

All amendments to urban service areas and limited service areas represent changes to the SSA within the Dane County Water Quality Plan, and as such, are referred to as SSA amendments. This planning approach considers the interconnected relationship and impact of land development on water resources and ecosystem resources on an areawide basis.

In general, the SSA amendment process includes a formal application, public hearing, review by CARPC staff, Commission action on a Water Quality Management Letter, and Wisconsin DNR final review and decision.

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, two primary types of amendments have been established – Major Amendments and Minor Amendments. Major Amendments are often associated with imminent or future growth of the community and typically involve larger areas and more complexities and thus require a higher level of review. Whereas Minor Amendments are associated with small adjustments to the SSA to accommodate existing development on septic or minor development which would have a negligible impact on wastewater infrastructure and water quality. An applicant of a prospective Major Amendment can elect to follow one of two processes (where certain eligibility criteria are met): Standard Process (refer to Article II) or Expedited Process (refer to Article III). An applicant of a prospective Minor Amendment follows a separate process for such amendments (refer to Article IV). ~~This~~ These processes ~~has~~ have been established in accordance with Wis. Stat. § 283.83(1m).

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SECTION 1.08 CRITERIA FOR ALL SSA AMENDMENTS

~~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.~~

Requests for all amendments (Major *and* Minor) must comply with *ALL* the following:

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- A. The applicant for a proposed amendment should be the municipality ~~within which~~ the property will be located within at the time of development, ~~or the municipality the property is located within at the time of application in the case of an amendment to serve existing development.~~ (Note: the applicant for a proposed minor amendment to serve existing development should be the municipality within which the property is located ~~within~~ at the time of application.)
- B. The following must be provided with the application ~~which to 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 coming from the same entity*):
 - 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 the municipality who will have regulatory jurisdiction at the time of development

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iii. Resolution acknowledging **enforcement** role **in helping** to protect designated **Environmental Corridors** by **the** municipality who will have regulatory jurisdiction at the time of development.

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Note: In lieu of a Resolution, applicant may demonstrate this by reference to existing policy or planning document

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.

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Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the treatment system (e.g., calculations, intergovernmental agreement, etc.)

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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.

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Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the downstream systems

C. The applicant **must** have **provided notice of their intent to expand the service area (including identification of location of the amendment), notified to neighboring adjacent and affected units of government municipalities as well as any municipality which would be directly affected by the proposed amendment (e.g., issues stemming from intergovernmental agreements, utility service, etc.)** of their intent to expand the service area. Where post-development stormwater runoff from the amendment area will likely be discharged to an area under the jurisdiction of another unit of government, notification **should must** identify this condition.

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D. Adequate **wastewater collection and** treatment capacity must be available in **wastewater treatment existing and proposed** facilities to receive the anticipated volume of wastewater generated by the area. **If existing capacity is not available at the time of application, ability to provide adequate capacity at the time of development must be identified.**

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 boundaries. Consult with CARPC staff on delineation.

G. In general, SSA amendment areas should be contiguous to existing sewer service areas, although exceptions may be made for unique land uses where isolation is warranted. In these 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 service areas, or areas of existing development experiencing wastewater disposal or water supply problems.

- H. Amendments should not omit adjacent lands which would create a gap or “hole” in the resulting SSA.
- I. 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 ~~Wisconsin~~ DNR technical staff.

SECTION 1.09 SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the respective Application – Major Amendments ~~[link]~~ or Application – Minor Amendments ~~[link]~~ for additional details and a checklist of items needed for submittal to ~~help~~ demonstrate compliance with these ~~policies~~ Policies and Criteria for SSA Amendments [link to webpage containing applications].

Requests for sewer service area amendments must be accompanied by plans for development, including proposed land uses and major facilities in the area, provisions for water supply and wastewater collection and treatment services to be provided to the amendment area, description of nonpoint source pollution control measures and standards (e.g., stormwater management), and identification of environmentally sensitive areas which will be protected from development ~~and along~~ with a description of local policies, ordinances and other measures to protect such areas.

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 enough specificity is provided in terms of: type and densities of land use to enable the determination of long-range urban service needs and impacts of development; ~~and~~ the applicant can show compliance with water quality standards under Wis Stats. 281.15, applicable provisions of NR 121, and additional policies and criteria of the *Dane County Water Quality Plan*.

(i) Completeness

For a complete submittal, the applicant shall submit the following, unless otherwise noted:

- 1) Cover letter from ~~Applicant~~ applicant (sponsoring municipality) or ~~Applicant's~~ applicant's ~~Representative~~ representative (see Application form).
- 2) Supporting resolution(s).
- 2)3) Supporting statements of wastewater treatment and collection capacity.

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3)4) Documentation of notification to adjacent local governmental units.

5) Application form (Major ~~link~~ or Minor ~~link~~).

4) *Note: This form is not required for a complete submittal, but is intended to help ensure all required materials are provided and increase efficiency of review.*

6) *Signed letter certifying that the proposed revision is consistent with water quality standards, pursuant to Wis. Stat. § 283.83 (Note: completion of the Certification section in Application form satisfies this requirement).*

5)7) Narrative and associated maps, tables, and figures which address requirements of application checklist.

6)8) Relevant reports and studies, as appropriate (e.g., wetland delineation, stormwater management report, flora/fauna assessment, utility report, etc.)

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(ii) 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 CARPC 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		
Single-Unit		
Multi-Unit		
Rural		
Group Quarters		
Mixed-Use		
Road Rights-of-Way (ROW)		
Stormwater Management		
Water and Wetlands		
Woodland		
TOTAL ACREAGE		

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¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual *production* of goods.

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

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Table 2. Proposed Land Use

Land Use	Total Area (ac)	Existing Development (ac)	New Development (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	- ³		- ³	
Road Rights-of-Way (ROW)				
Stormwater Management				
Water and Wetlands				
Woodland				
TOTAL ACREAGE				

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¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual production of goods.

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

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Article II. ~~02~~ Sewer Service Area Major Amendments – Standard Process

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.

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. § 283.03(1m).~~

Section 2.03 Additional Criteria for Standard Process

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for ~~major~~ Major amendments-Amendments utilizing the Standard Process must comply with ALL the following:

~~(no additional criteria)~~

~~Section 2.04~~ SECTION 2.01 PROCEDURES FOR MAJOR AMENDMENT- STANDARD PROCESS

The following describes the application and review of an SSA ~~major~~ Major amendmentAmendment, utilizing the Standard Process. Refer to the ~~referenced~~ associated flow charts for an illustrative outline of steps (in case of discrepancy, ~~this document~~ these Policies and Criteria for SSA Amendments shall control) [link to webpage containing flow charts].

(i) Pre-Application Stage

- 1) The applicant is encouraged to provide written (via email is preferred) notice to CARPC staff ~~of~~ the intent to pursue an SSA amendment.
- 2) A ~~pre~~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, but~~ optional but may be helpful. 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 known public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors

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e. Review of environmentally sensitive areas and ecosystems as well as opportunities for enhanced protections which still meet the goals of the municipality and development

~~e. Note: CARPC staff will present provide information on Voluntary and Estimated Environmental Corridors.~~

3) CARPC staff will provide a general update at the next CARPC Commission to inform them of the 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 informal 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.

5) Applicant submits a formal application to CARPC staff (via email is preferred).

~~(ii) Completeness Review Stage~~

~~2) 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.~~

~~2) A complete, formal application must have been received at least 31 days prior to holding when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.~~

~~Note: Applications determined incomplete may be delayed by one or more meeting cycles.;~~

~~(vi)(ii) Formal Review Stage~~

~~1) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to 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.~~

~~Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see Section 1.04, Public Participation Process for additional information). Due to meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.~~

~~2) A public hearing notice will be posted by CARPC staff.~~

~~3) 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 [pursuant to Wis. Stat. § 281.15] and these Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan.~~

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2) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) 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.

3)4) **CARPC Meeting:** A public hearing and applicant presentation will take place. The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:

a. A public hearing, open to ~~at which~~ members of the general public ~~will be open to speak~~ provide testimony:

b. A presentation by the applicant ~~will on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:~~

i. Need for SSA amendment

ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)

iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts

iv. Proposed environmental corridors

v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)

vi. Stormwater management concepts/approach

b.vii. Any known water quality issues of concern provide a presentation of the proposal for the Commission to hear and discuss.

5) Staff prepare a detailed report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be recommended to DNR to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met, or to address water quality concerns raised at the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR.

4)6) **CARPC Meeting:** The proposed amendment will be on the agenda at the next possible staff presentation and Commission action will take place at the next Commission meeting, and include the following:

e.a. Staff will provide a presentation during the Commission meeting of their findings and provisions recommendations contained within the draft Water Quality Management Letter, for the Commission's action.

e.b. The Commission may will act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with water quality parameters and/or other water quality and environmental resources protection needs.

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5)7) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

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(vii)(iii) **DNR Administrative Decision Review Stage**

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6)1) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.

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7)2) Staff forward the final administrative decision to the applicant and make it available ~~to~~ interested parties by ~~posting to~~ on the CARPC website.

Article III. ~~03~~ Sewer Service Area Major Amendments – Expedited Process

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.

The goal of the Expedited Process is to provide an elective, alternative route of pursuing an SSA Major 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 to being completed on a shorter timeline (ie, 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 Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 60 days of formal application.

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SECTION 3.01 ADDITIONAL CRITERIA FOR EXPEDITED PROCESS

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for major Major amendments-Amendments utilizing the Expedited Process must comply with ALL the following:

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A.— There shall not be any known, unmitigated water quality concerns related to the proposed amendment to the sewer service area following upon submittal of formal application.

A.

B. All steps within the pre-application stage (see below) must be completed prior to formal application.

Notification to CARPC staff of intent to pursue an amendment must be given prior to local approval of the preliminary plat.

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C.— Applicants shall have met with CARPC staff for a pre-application meeting.

C.— 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).

C.A. Notification to CARPC staff of intent to pursue an amendment must be given prior to local approval of the preliminary plat.

C. All steps within the pre-application stage (see below) must be completed prior to formal application.

Section 3.06 SECTION 3.02 PROCEDURES FOR MAJOR AMENDMENT-EXPEDITED PROCESS

The following describes the application and review of an SSA ~~major~~ Major amendment Amendment, utilizing the Expedited Process. ~~Refer to the associated flow chart for an illustrative outline of steps (in case of discrepancy, these Policies and Criteria for SSA Amendments shall control) [link to webpage containing flow charts]. Refer to the attached flow charts for an illustrative outline of steps (in case of discrepancy, this document shall control) [link].~~

~~Note: it is recommended to commence~~ *begin this stage the pre-application stage at least 45 days prior to a formal SSA application to allow time for completion of all activities.*

(i) Pre-Application Stage

~~Note: it is recommended to commence this stage at least 45 days prior to a formal SSA application to allow time for completion of all activities.~~

2)1) The applicant shall provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment prior to local approval of the preliminary plat. It is intended for this to occur early in the overall development process (for a specific development request) or comprehensive planning process (for ~~genera~~ Long-term planning requests).

3)2) A ~~pre~~Pre-~~A~~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, but~~ optional but *may be helpful*. 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.*

4)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, *but may be helpful*. 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

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- 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~~ invitation to the meeting was declined or not responded to within 10 business days.

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~~5)4)~~ CARPC staff, in consultation with the applicant and other municipal, county, and Wisconsin DNR technical staff (as appropriate) will decide if the application can proceed with the Expedited 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~~ must follow the Standard Process from this point forward.

~~6)5)~~ CARPC staff will provide a general update at the next CARPC Commission to inform them of the 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 informal 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.

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~~7)~~ Applicant submits a formal application to CARPC staff (via email is preferred).

~~3)~~—

~~(iii)~~ **Completeness Review Stage**

~~3)~~ 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.

~~3)~~ A complete, formal application must have been received at least 31 days prior to when holding the public hearing for the prospective amendment would be held in order to comply with posting requirements (see for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

~~Note: Applications determined incomplete may be delayed by one or more meeting cycles.~~

~~(vii)(ii)~~ **Formal Review Stage**

~~1)~~ Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to 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.

~~Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see Section 1.04, Public Participation Process for additional information). Due to~~

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meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.

2) A public hearing notice will be posted by CARPC staff.

3) 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 [pursuant to Wis. Stat. § 281.15] and these Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan.

4) Staff prepare a detailed report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be recommended to DNR to ensure water quality standards and other policies and criteria of the Dane County Water Quality Plan will be met, or to address water quality concerns raised at the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR. Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) 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.

5) CARPC Meeting: A public hearing, staff presentation and Commission action will take place at the next. The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:

a. A public hearing, at open which to members of the general public will be open to speak provide testimony:

b. A presentation by the applicant on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:

- i. Need for SSA amendment
- ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)
- iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts
- iv. Proposed environmental corridors
- v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)
- vi. Stormwater management concepts/approach
- vii. Any known water quality issues of concern

f. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.

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g.c. Staff will provide a presentation of their findings and provisions contained within the draft Water Quality Management Letter, during the Commission meeting of their findings and recommendations for the Commission's action:

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h.d. The Commission may act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with water quality parameters and/or other water quality and environmental resources protection needs:

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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, beginning on Day 30.

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9)6) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

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(viii)(iii) DNR Administrative Decision

10)7) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.

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11)8) Staff forward the final administrative decision to the applicant and make it available to interested parties by posting to the CARPC website.

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Article IV. ~~04~~ Sewer Service Area Minor Amendments

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

SECTION 4.01 ADDITIONAL CRITERIA FOR MINOR AMENDMENTS

In addition to the criteria listed under Section 1.08, Criteria for All SSA Amendments, requests for ~~minor~~ Minor Aemendments must comply with ALL the following:

- A. Minor ~~amendment~~ Amendment requests shall be limited to serve any of the following:
 - i. Existing buildings or the comparable replacement of existing buildings currently on septic systems
 - ii. Additional ancillary buildings on a portion of a parcel only partly within the sewer service area (i.e., outside of the current SSA boundary)
 - iii. Buildings in existence as of February 13, 2020, which are already connected to public sanitary sewer but are currently outside of the approved sewer service area
 - iv. Up to 4 units of new residential construction

~~B. The building(s) 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).~~

~~B.~~ B. The amendment area must adhere to all adopted *Policies & Criteria for Environmental Corridors* within the *Dane County Water Quality Plan* [link to webpage containing policies] (i.e., no Major Changes allowed).

~~B.C.~~ B.C. Area must be contiguous with existing sewer service areas.

~~E.D.~~ E.D. There shall not be any known, ~~legitimate unmitigated~~ water quality concerns related to the proposed addition to the sewer service area.

SECTION 4.02 PROCEDURES FOR MINOR AMENDMENT PROCESS

The following describes ~~the application and review procedures regarding applying for and the processing of~~ an SSA Minor Amendment. Refer to the associated flow chart for an illustrative outline of steps (in case of discrepancy, these Policies and Criteria for SSA Amendments shall control) [link to webpage containing flow charts] ~~Refer to the attached flow chart for an illustrative outline of steps, specific to the Minor Process.~~

(i) Pre-Application Stage

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- 1) The applicant is encouraged to provide written ~~(via letter or email)~~ (via email is preferred) notice to CARPC staff of the intent ~~of to pursuing pursue~~ 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. 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, but optional but~~ may be helpful. 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 as well as~~ opportunities for enhanced protections which still meet the goals of the municipality and development

~~e.~~
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 informal 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.
- ~~— Applicant submits a formal application to CARPC staff (via email is preferred).~~
- ~~(ii) Formal Review Stage~~
- ~~5)~~
- ~~(i) Formal Review Stage~~ **Completeness Review Stage**
- ~~2) 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.~~
- ~~(ii)~~
- ~~1) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [pursuant to Wis. Stat. § 283.83(1m)(c)(1)]. If determined to be incomplete, the~~

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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.

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Note: A complete, formal application must have been received at least 31 days prior to holding the public hearing for the prospective amendment in order to comply with posting requirements (see Section I.04, Public Participation Process for additional information). Due to meeting schedules and posting requirements, applications determined incomplete may be delayed by one or more meeting cycles.

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2) A public hearing notice will be posted by CARPC staff.

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

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Note: Applications determined incomplete may be delayed by one or more meeting cycles.

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(1) Formal Review Stage

8)3) 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 [pursuant to Wis. Stat. § 281.15] and these Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan.

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9)4) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be recommended to DNR to ensure water quality standards and other policies and criteria of the Dane County Water Quality Plan will be met, or to address water quality concerns raised at the public hearing. Staff also prepare a Water Quality Management Letter, containing the findings and recommendations to Wisconsin DNR. 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.

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9) CARPC Meeting: A public hearing, staff presentation and Commission action will take place at the next Commission meeting, and include the following:

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a. A public hearing, open to members of the public to provide testimony

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b. A presentation by the applicant on the proposed amendment, which should give an overview of the planned development for the area and cover the following topics:

i. Need for SSA amendment

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ii. Land use patterns and consistency with local community's comprehensive plan (or neighborhood plan, if applicable)

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iii. Natural resources within and adjacent to the amendment area which may be impacted by the development and mitigation measures to avoid impacts

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iv. Proposed environmental corridors

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v. Utilities (generally how area will be served with water and sewer, noting any capacity issues)

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vi. Stormwater management concepts/approach

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vii. Any known water quality issues of concern

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c. Staff will provide a presentation of their findings and provisions contained within the draft Water Quality Management Letter, for the Commission's action

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d. The Commission may act on the Water Quality Management Letter, which may contain recommendations to DNR for certain conditions of approval to ensure compliance with water quality parameters and/or other water quality and environmental resources protection needs

10) Note: If any unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the Standard Process, beginning on Day 30. The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:

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i. A public hearing, at which open to 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.

Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.

k. 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, beginning on Day 30.

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11) 5) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

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(iii) DNR Administrative Decision

12) 6) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action). DNR's decision letter often includes, by reference, the provisions contained within the CARPC Water Quality Management Letter but may also adjust or add additional conditions of approval.

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13) 7) Staff forward the final administrative decision to the applicant and make it available to interested parties by posting to on the CARPC website.

ⁱ "Sewer Service Area Planning". Wisconsin DNR. <https://dnr.wisconsin.gov/topic/SurfaceWater/SSAPlanning.html>

Policies and Criteria for the Review of Sewer Service Area Amendments

Summary of Public Commentary Received (through 2/26/2026):

December 22, 2025	Chad Lawler, Madison Area Builders Association (MABA)
<p>Comment:</p> <p><i>Based on the below, I don't believe CARPC can delay the application days based on an incomplete application. Only the Department can do so and the Department has to notify the applicant within 10 days. The "Department" is not CARPC.</i></p> <p><i>Wis. Stat. s. 283.83(1m)(c)1. Except as provided under subd. 2, the department shall approve or reject a proposed revision to the areawide water quality management plan for the area consisting of Dane County no later than the 90th day after the day on which the department, or a person contracting with the department under par. (f), receives the formal application for the proposed revision, including a letter from the applicant certifying that the proposed revision is consistent with water quality standards and information supporting the certification. If the department determines that the application is incomplete, the department shall notify the applicant in writing within 10 days after the department receives the application and may make only one request for additional information during the 90-day period under this subdivision.</i></p>	
<p>CARPC Staff Response:</p> <p>This comment appears to refer to the provisions during the "Completeness Review Stage" which state that an 'incomplete' application "will be put on hold until sufficient information is provided to make it complete", also noting that incomplete applications may be delayed by one or more meeting cycles.</p> <p>Wis. Stat. s. 283.83(1m)(f) states the Department may contract with CARPC "to provide advisory services relating to the review of proposed revisions... but the Department may not delegate its authority to approve or reject proposed revisions." Since CARPC is under contract with DNR to provide such services, it is understood that the review and determinations of completeness which lead to the approval or rejection (by DNR) can be performed by CARPC.</p> <p>Determinations of 'incompleteness' are extremely rare and would only be made if the missing components were critical to the evaluation of the proposal for compliance with water quality standards; otherwise, such missing components would be handled as a request for additional information. In the case of an incomplete application causing an inability to review, it can be logically inferred that an application cannot reasonably be considered 'formal' and future review and action cannot be taken on it; and thus, the application must be put on hold until such time that the application is determined to be complete.</p>	

No changes made to proposed policy.

January 8, 2026

Helena Tiedmann, WDNR

Comment:

We'd recommend revising the note using the language from item 5 in the application document to clarify the timeline/statutory requirement. Our requested revision:

Note: DNR generally issues their administrative decision within 30 days upon receipt of CARPC's recommendation; in the Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 60 days of formal application. However, in accordance with Wis. Stat. 283.83 which allows up to 90 days from the time of formal application to issue a final administrative determination, DNR may take up to 60 days to issue their decision.

CARPC Staff Response:

Revision has been made to the SSA Amendment Application – Major Amendment.

January 8, 2026

Brian Grady, City of Madison

Comment:

Below are two comments for your consideration.

Authorized Representative

Consider including guidance whether this would be an elected official or a municipal staff person. If a staff person, is there a specific role/position you are envisioning as the authorized representative?

Statement of Capacity - Wastewater Treatment (and to some extent Wastewater Collection)

In the case of the City of Madison, this would be a written statement from the Madison Metropolitan Sewerage District. Please suggest if there is a specific official/position at MMSD you are envisioning as the authorized representative.

CARPC Staff Response:

Comments were discussed in person. Below is a summary:

- Regarding Authorized Representative, this can be determined by the local municipality as the role will vary by community and utility, and we want to keep it open to the signer and others associated with the application whether the signer is, in fact, internally authorized to make the various statements in the application.

- Regarding the Statement of Capacity, this would be a written statement (can be email) from MMSD (can be staff) stating their ability to serve the additionally anticipated loading from the amendment area. Further guidance will be developed to help municipalities meet this requirement, including possible work flow and contacts.

Minor changes were made to proposed policy to provide clarity on expectations. Guidance materials may be produced in the future to assist municipalities with interpreting and meeting these provisions.

January 8, 2026

Tom Mathies, Town of Verona

Comment:

(Numerous places) Review use of "should" and consider replacing with "must." The word "should" is ambiguous in terms of what is required. For example:

The applicant for a proposed amendment should be the municipality within which the property will be located at the time of development.

(Numerous places) Review grammar. It looks like an effective grammar checker was not used. For example:

A public hearing, at which members of the general public will be open to speak.

CARPC Staff Response:

Policy and supporting materials were reviewed in detail – some revisions have been made where appropriate, remaining uses of “should”, “must”, etc. are intentional.

January 20, 2026

Richard Downey, Village of Deerfield

Comment:

I spoke to my staff here, and we have no comments on these changes. Let me know if you need anything further.

CARPC Staff Response:

No response. No changes made to proposed to policy.

January 21, 2026

Katherine Holt, City of Verona

Comment:

We didn't really have subjective comments on your proposals as we talked through it when we met with you and Jason. The only comments we had were the following:

- *Is it possible to get a resolution from MMSD to serve our proposed amended area to meet your requirement?*

- You answered this in the meeting, but our concern was that voluntary environmental corridors would be required to be required and not voluntarily especially if it is attached to another process (i.e. USA amendment).
- What is expected for the City to enforce environmental corridors? If there is a recorded document noting these, will the City have a copy of the recorded document to help with enforcement?
- The City Engineer didn't fully understand what changes that they are proposing on the estimated environmental corridors—perhaps this is just a clarification.

<p>Require that amendment area also not contain "estimated environmental corridors"; reference adopted Policies & Criteria for Env Corridors</p>	<p>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.]</p>	<p>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 Dane County Water Quality Plan."</p>
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Overall, the USA amendment process seemed the same with better explains of what is expected.

CARPC Staff Response:

These comments were responded to in email, with the original comments copied below and with CARPC response in blue.

- Is it possible to get a resolution from MMSD to serve our proposed amended area to meet your requirement?
 CARPC: Yes, we have discussed this concept with MMSD and they support it. We are still working on the details of what the workflow will look like and intend to develop some additional guidance.
- You answered this in the meeting, but our concern was that voluntary environmental corridors would be required to be required and not voluntarily especially if it is attached to another process (i.e. USA amendment).
 CARPC: The environmental corridors are generally regulated by their own set of policies and criteria. Additional protections for a given USAA are not common and only applied when specific site conditions/resources warrant it. In recent years we are striving to make this a collaborative process with the local municipality.
- What is expected for the City to enforce environmental corridors? If there is a recorded document noting these, will the City have a copy of the recorded document to help with enforcement?
 CARPC: We intend to develop some additional guidance, but the intention is not really change how most entities operate but rather just to reinforce good collaboration between municipalities and CARPC.

- *The City Engineer didn't fully understand what changes that they are proposing on the estimated environmental corridors—perhaps this is just a clarification. CARPC: The version of the table cited below is outdated (refer to the version dated 2025-12-02 sent on Dec 9 or Jan 14). The current proposal is to remove the stipulation around Minor SSA amendments not containing environmental corridors (which is intended to be less of a barrier to pursuing this Minor process).*

Minor changes were made to proposed policy to provide clarity on expectations. Guidance materials may be produced in the future to assist municipalities with interpreting and meeting these provisions.

January 22, 2026

Lauren Freeman, Village of Waunakee

Comment:

I'm reaching out regarding the proposed USA/SSA amendment policies that were sent out earlier this month.

Here are a few comments I would like to share on the proposed policies:

- *Increase of fee for minor amendments to an urban service area from \$1,500 to \$2,500. This is understandable given the amount of staff time often used for these reviews; however, some minor amendments are needed to reflect errors or oversights from the past. The fee seems a bit high when those circumstances arise.*
- *Creation of an expedited process for major urban service area amendments; timeframe goes from 90 days to 60 days - We support this.*
- *New policy that makes it explicit that local municipality is expected to support CARPC's execution of environmental corridor policies (EC). Does this policy apply to all areas in the county and municipalities? Or does this only apply to areas within a municipal sewer service area? Please clarify.*
- *The proposed flow charts and application materials have been updated to more clearly outline process and expected application materials. This provides more clarity to the amendment process - thank you!*

CARPC Staff Response:

These comments were responded to in email, with the original comments copied below and with CARPC response in [blue](#).

- *Increase of fee for minor amendments to an urban service area from \$1,500 to \$2,500. This is understandable given the amount of staff time often used for these reviews; however, some minor amendments are needed to reflect errors or oversights from the past. The fee seems a bit high when those circumstances arise.*

CARPC: To be clear, the \$2,500 fee only applies to scenarios with new development (up to 4 residential units), which was not previously allowed through the minor process. The rest of the fee structure for minor amendments (\$1,500 for existing development; \$0 for existing development on septic) is not proposed to change.

- *Creation of an expedited process for major urban service area amendments; timeframe goes from 90 days to 60 days - We support this.*
- *New policy that makes it explicit that local municipality is expected to support CARPC's execution of environmental corridor policies (EC). Does this policy apply to all areas in the county and municipalities? Or does this only apply to areas within a municipal sewer service area? Please clarify.*

CARPC: Since Environmental Corridor policy is only applicable to areas within a sewer service area, the expectation is only that a municipality would support execution of the policies within their respective jurisdiction (within a sewer service area).

- *The proposed flow charts and application materials have been updated to more clearly outline process and expected application materials. This provides more clarity to the amendment process - thank you!*

Minor changes were made to proposed policy to provide clarity on expectations. Guidance materials may be produced in the future to assist municipalities with interpreting and meeting these provisions.

February 20, 2026

Barbara Roeslein, Town of Middleton

Comment:

Dear Chair Pfeiffer and CARPC Commission Members,

Attached please find a Letter dated February 19, 2026, from the Town Board of Supervisors of the Town of Middleton.

[Ltr to CARPC on Sewer Service Area Amendment to Water Quality Plan 2 19 2026.pdf](#)

CARPC Staff Response:

Staff support the objective of discontinuing the use of leaded aviation gasoline (avgas).

Staff have inquired with DNR on the significance of leaded aviation gasoline within the context of Areawide Water Quality Management Planning (AWQMP), the basis for CARPC's contractual authority to administer sewer service area planning. Discussions are ongoing as of the date of this publication (March 5, 2026).

The Town commissioned and provided a report titled [Perchlorate, Metals, Organic Compounds, and Lead Isotopes in Groundwater, Surface Water, Shallow Groundwater, and Soil Within and Near the Middleton Municipal Airport–Morey Field \(C29\), Middleton, Wisconsin, 2022](#). That report includes this summary:

Ratios of lead isotopes in most water and soil samples collected within the airport study area indicate that lead was primarily sourced from background atmospheric lead deposition, Wisconsin galena lead ore, or lead-based paint; however, isotopic signatures of lead matching the leaded aviation fuel (Avgas 100LL) used at the airport were also detected. Of the 24 samples analyzed for lead isotopes, all 11 surface-water samples, all 4 soil samples, all 3 shallow groundwater samples, and 4 of the 6 groundwater samples had isotopic ratios of lead matching background atmospheric lead deposition, Wisconsin galena lead ore, or lead-based paint. Two groundwater samples, one upgradient from the airport and one downgradient from the airport in Highwood Circle Estates, had isotopic signatures similar to leaded aviation fuel.

Regarding lead levels in the environment, the report says:

Environmental exposure to lead is known to affect multiple organ systems, resulting in deficits that may affect someone for life, even after the lead exposure has been eliminated (McFarland and others, 2022). The EPA action level for lead in drinking water is 15 parts per billion (equivalent to micrograms per liter), according to the EPA’s lead and copper rule; however, the EPA nonenforceable maximum contaminant level (MCL) goal for lead in drinking water is 0 parts per billion because the EPA has stated that the best available science determined no level of exposure to lead is safe (U.S. Environmental Protection Agency, 2023).

Most of the lead levels identified in water samples in the study ranged from below the measurement threshold to a maximum of 0.956 ppb, with one shallow groundwater sample at 46.8 ppb. None of the 11 surface water samples tested for lead had isotopic signatures consistent with leaded avgas; two of the nine groundwater samples tested for lead had isotopic signatures consistent with leaded avgas.

It is CARPC staff’s opinion that addressing water quality issues specific to certain land uses is outside of the scope of the proposed updates to the *Policies and Criteria for the Review of Sewer Service Area Amendments*. Rather, such water quality issues may be more appropriate for discussion in the broader *Dane County Water Quality Plan*. DNR staff concurred with CARPC staff on this determination.

Staff also inquired with the WI Bureau of Aeronautics. Per Hal Davis, Bureau Airport Compliance Manager, airport owners that receive funds from the Federal Aviation Administration (FAA), including the City of Middleton and Dane County, are obligated to comply with [federal grant assurances](#). The FAA Reauthorization Act of 2024 Section 770 added federal grant assurance #40, which specifically prohibits any restrictions on the sale or self-fuel of 100LL if it was sold at the airport in CY2022. This requirement remains in effect until 12/31/2030 or until the FAA approves an acceptable replacement; violation of

this requirement may result in civil penalties and may jeopardize eligibility for future federal funding. Per the FAA, as of 12/25/25, no fuel meets the approved replacement fuel criteria.

If determined to be within the jurisdiction of the AWQMP, a restriction on the use of leaded avgas could be a condition of approval on a future SSA amendment. Such a restriction would likely restrict any SSA expansions for airports (such as for hangars) until the FAA rule is satisfied or changed.

No changes made to proposed policy.

Re: CARPC Resolution 2026-06, Adopting a Fee Policy for the Review of Sewer Service Area Amendments (*actionable item*)

Requested Action:

Motion to approve CARPC Resolution No. 2026-06, Adopting a Fee Policy for the Review of Sewer Service Area Amendments

Background:

CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area (SSA) Amendments, under a contractual agreement with the WDNR.

CARPC covers most of the cost of administering SSA Amendments through direct billing for staff time. The current fee structures are represented by the following two documents:

- Resolution No. 2018-03: Adopting Service Area Amendment Fees for the Capital Area Regional Planning Commission
- Resolution No. 2020-04: Adopting Fees for Minor Sewer Service Area Amendments

In association with the proposed changes to the policies and criteria of SSA Amendments (see previous agenda item), changes to the fee structure for the review of SSA Amendments are proposed. The proposed fee resolution will replace previous fee policies and includes revisions to clarify requirements and scope of work and to establish policies commensurate with updated SSA Amendment processes.

The proposed policy was presented at the Commission meeting in December 2025.

Staff Comments:

Since the time of presentation at the December 2025 meeting, additional edits have been made reflective of commentary received and for general clarity, consistency, and formatting. Substantive revisions have been included in the updated Overview of Key Changes & Highlights (linked below) and a redlined version of the final draft document is included with packets identifying changes since the version issued on December 9, 2025.

Attachments:

1. Resolution 2026-06, Adopting a Fee Policy for the Review of Sewer Service Area Amendments (*actionable item*)
2. Final Draft (redlined version) of Resolution 2026-06, Adopting a Fee Policy for the Review of Sewer Service Area Amendments

Staff Contact:

Prachi Mehendale
Environmental Engineer
PrachiM@CaptalAreaRPC.org
608 474 6016

Next Steps:

If approved by the Commission, and upon approval of the associated *Policies and Criteria for the Review of Sewer Service Area Amendments*, the fee policies will become effective immediately.



CARPC Resolution No. 2026-06

Adopting a Fee Policy for the Review of Sewer Service Area Amendments

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is authorized to carry out a range of planning activities, pursuant to Wis. Stat. §66.0309(8), and contracts with the Wisconsin Department of Natural Resources (DNR) to conduct areawide water quality management planning for the Dane County region; and

WHEREAS, the *Dane County Water Quality Plan (DCWQP)* is the approved areawide water quality management plan for the Dane County region, first adopted in 1979 and since amended from time to time by recommendation of CARPC and approval by Wisconsin DNR; and

WHEREAS, as part of its areawide water quality management planning work, CARPC conducts review and administration of amendments to Sewer Service Areas (SSA) contained within the region; and

WHEREAS, CARPC has prepared the *Policies and Criteria for Sewer Service Area Amendments*, which includes processes for Major Amendments and Minor Amendments, and which were subject to a public hearing and Commission adoption, and ultimately approval by Wisconsin DNR as an amendment to the *Dane County Water Quality Plan*; and

WHEREAS, CARPC adopted Resolution No. 2018-03 on July 12, 2018, and Resolution No. 2020-04 on February 13, 2020, which established the existing fee policies applicable to SSA amendments, and which shall be replaced in full by the proposed fee policy contained herein;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the following fee schedule and associated provisions for the review and administration of SSA amendments, to be effective upon approval by Wisconsin DNR of the *Policies and Criteria for Sewer Service Area Amendments*:

General Provisions:

1. Upon receipt of a formal application, the Applicant will be invoiced for the application fee per the fee schedules listed below for Major and Minor Amendments.
2. The Applicant is responsible for paying all invoices issued, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final Wisconsin DNR determination.
3. These policies and fee schedules will be reviewed and updated periodically by action of the Commission (based on current CARPC staff billing rates at the time of review and other

appropriate parameters to ensure the application fees are appropriate and commensurate with the required level of effort needed to perform the work).

4. Eligibility for the processes described below shall be based on the *Policies and Criteria for Sewer Service Area Amendments, adopted by CARPC on March 12, 2026 (or as amended thereafter)*.
5. The fees assessed are intended to generally cover the cost of CARPC staff reviewing and administering the proposed SSA amendment. This includes all costs directly attributable to review and administration, which may include staff time prior to formal application, except that neither optional nor required Pre-Application meetings identified in the *Policies and Criteria for SSA Amendments* will be charged for. Additional meetings beyond those identified which may be necessary due to, for example, the complexity or degree of water quality concerns of the proposal may be charged for.
6. Where balances due are not fixed, but are based on CARPC staff time, the invoice amount will be based on current CARPC billing rates at the time of work completion and any associated direct costs.

SSA Minor Amendments:

1. All applications shall be charged a non-refundable, fixed application fee according to the following criteria of the proposal:
 - a. Solely existing buildings, or the comparable replacement thereof, currently on septic systems = **\$0**
 - b. New residential land uses (eligible for SSA Minor Amendment) = **\$2,500**
 - c. All other cases (eligible for SSA Minor Amendment) = **\$1,500**

SSA Major Amendments:

1. All applications shall be charged a non-refundable, fixed application fee of **\$3,500**.
2. Upon completion of work by CARPC (typically following a Wisconsin DNR decision), the remaining balance will be charged based on the following criteria of the proposal:
 - a. Adds greater than one (1) net developable acre to the sewer service area = actual cost of CARPC staff time (less application fee)
 - b. Adds one (1) or fewer net developable acre to the sewer service area, or exclusively removes developable acreage from the sewer service area = no additional fees

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CARPC Resolution No. 2026-##

Adopting a Fee Policy for the Review of Sewer Service Area Amendments

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is authorized to carry out a range of planning activities, pursuant to Wis. Stat. §66.0309(8), and contracts with the Wisconsin Department of Natural Resources (DNR) to conduct areawide water quality management planning for the Dane County region; and

~~WHEREAS, the Dane County Water Quality Plan (DCWQP) is the approved areawide water quality management plan for the Dane County region, first adopted in 1979 and since amended from time to time by recommendation of CARPC and approval by Wisconsin DNR; and~~

WHEREAS, as part of its areawide water quality management planning work, CARPC conducts ~~periodic~~ review and administration of amendments to ~~the~~ Sewer Service Areas (SSA) contained within the region; and

~~WHEREAS, the Dane County Water Quality Plan (DCWQP) is the approved areawide water quality management plan for the Dane County region; and~~

WHEREAS, CARPC has prepared ~~revisions to~~ the *Policies and Criteria for ~~the Review of Sewer Service Area Amendments~~*, which includes processes for Major Amendments and Minor Amendments, and which ~~are were~~ subject to a public hearing and Commission adoption, and ultimately approval ~~by Wisconsin DNR~~ as an amendment to the *Dane County Water Quality Plan* ~~by Wisconsin DNR~~; and

WHEREAS, CARPC adopted Resolution No. 2018-03 on July 12, 2018, and Resolution No. 2020-04 on February 13, 2020, which established the existing fee policies applicable to ~~Sewer Service Area~~ SA Amendments ~~amendments~~, and which shall be replaced in full by the proposed fee policy contained herein; ~~and~~

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the following fee schedule and associated ~~provisions~~ policies for the review and administration of ~~Sewer Service Area-SSA Amendments~~ amendments, to be effective upon approval by Wisconsin DNR of the ~~revised Policies and Criteria for *the Review of Sewer Service Area Amendments*~~:

General Provisions:

1. Upon receipt of a formal application, the Applicant will be invoiced for the application fee per the fee schedules listed below for Major and Minor Amendments.

2. The Applicant is responsible for paying all invoices issued, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final Wisconsin DNR determination.
- ~~3. The Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made.~~
- 4.3. These policies and fee schedules will be reviewed and updated periodically by action of the Commission (based on current CARPC staff billing rates at the time of review and other appropriate parameters to ensure the application fees are appropriate and commensurate with the required level of effort needed to perform the work).
- 5.4. Eligibility for the processes described below shall be based on the *Policies and Criteria ~~for for the~~ Review of Sewer Service Area Amendments, adopted by CARPC on March 12, 2026 (or as amended thereafter).*
- 6.5. The fees assessed are intended to generally cover the cost of CARPC staff reviewing and administering the proposed Sewer Service Area (SSA) Amendment. This includes all costs directly attributable to ~~SSA~~ review and administration, which may include staff time prior to formal application, except that neither optional nor required the initial Pre-Application meetings identified in the Policies and Criteria for SSA Amendments between Applicant and CARPC staff will ~~not~~ be charged for. Additional meetings beyond those identified which may be necessary due to, for example, the complexity or degree of water quality concerns of the proposal may be charged for.
- 7.6. Where balances due are not fixed, but are based on CARPC staff time, the invoice amount will be based on current CARPC billing rates at the time of work completion and any associated direct costs.

SSA Minor Amendments:

1. All applications shall be charged a non-refundable, fixed application fee, according to the following criteria of the proposal:
 - a. Solely existing development buildings, or the comparable replacement thereof, currently on septic systems = **\$0**
 - b. New residential land uses (eligible for SSA Minor Amendment process) = **\$2,500**
 - c. All other cases (eligible for SSA Minor Amendment ~~process~~) = **\$1,500**

SSA Major Amendments:

1. All applications shall be charged a non-refundable, fixed application fee of **\$3,500**.
2. Upon completion of work by CARPC (typically following a Wisconsin DNR decision), the remaining balance will be charged based on the following criteria of the proposal:
 - a. Adds greater than one (1) net developable acre to the sewer service area = actual cost of CARPC staff time (less application fee)
 - b. Adds one (1) ± or fewer net developable acre to the sewer service area, or exclusively removes developable acreage from the sewer service area = no additional fees

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: Regional Development Framework Key Performance Indicators – Staff Presentation and Discussion**Requested Action:**

None.

Background:

State statutes charge regional planning commissions with “the function and duty of making and adopting a master plan for the physical development of the region.” In 2022, CARPC adopted the 2050 Regional Development Framework (RDF) as the region’s advisory land use guide. The 2050 Framework draws on public priorities, local government input, and growth projections to establish goals, objectives, and strategies for accommodating future growth in the Dane County region. CARPC’s ongoing role is to implement the RDF through planning, assistance, education, and performance tracking.

Staff Comments:

Staff have identified key performance indicators (KPIs) to help to track progress towards RDF goals. Recent work has been focused on implementing the KPIs in an online public dashboard. Staff presentation will include a demo of the draft dashboard and discuss further work to incorporate more KPIs.

Attachments:

1. None

Staff Contact:

Liz Levy
Environmental Resources Planner
LizL@CapitalAreaRPC.org

Next Steps:

Staff will continue to work on the dashboard, aiming to complete all feasible KPIs by the end of 2026 in preparation for the RDF Update in 2027.

Re: Chair and Executive Director Reports**Requested Action:**

None

Background:

None

Staff Comments:

This is an opportunity for the Commission Chair to provide updates on items not otherwise addressed in the agenda of this meeting, including any noteworthy activities or discussions of the Executive Committee or other active committees.

The Executive Director provides a monthly report briefly describing the various activities of the agency and will present noteworthy highlights from that report.

Attachments:

1. Executive Director's Report

Staff Contact:

Jason Valerius
Executive Director
jasonv@capitalarearpc.org
608-474-6010

Next Steps:

N/A



Executive Director Monthly Report to CARPC Commissioners

Thursday, March 12, 2026

(updates from the previous month in blue text)

Highlighted text indicates items Jason plans to talk about during the meeting.

PROGRAMS AND SERVICES

Regional Development Framework ([link to website](#))

- **Performance indicators** – Work on the KPIs will continue throughout 2026, leading up to and informing the RDF update in 2027.
- **Regional Population Projections** – CARPC collaborated with Dane County, City of Madison, the MPO, and UW faculty to prepare [population projections](#) that reflect Dane County’s unique growth factors. Staff are now working with the MPO to allocate population, housing units, and jobs based on these projections to Transportation Analysis Zones (TAZs). These allocations support transportation modelling, updating the 2055 Regional Transportation Plan (RTP), maintaining the Transportation Improvement Program (TIP), and estimates for sewer service planning.
- **Urban Green Infrastructure Guide** – Staff will be working on a document in 2026 for local municipalities that highlights green infrastructure practices for the urban context and the challenges to implementing those practices. It will combine staff and UW grad student expertise in ecological design practices, urban design, and stormwater management.
- **East Metro/Door Creek Corridor Planning** — Ongoing collaboration with the UW Department of Planning and Landscape Architecture continues. Seniors in the professional Bachelor of Landscape Architecture (BLA) and second year students in the Master of Urban and Regional Planning (MSURPL) programs will work to identify Framework implementation opportunities in the eastern portion of the metro area, east of I-90/94, from Sun Prairie to McFarland.
- **Farmland Stewardship** – [Following presentation to the Commission at the February meeting, Jason Valerius presented on recent trends in farmland conversion and urban development at the 2/25 Yahara Pride Farms Watershed-Wide Conference. Staff will continue working on updated data and maps, an inventory of current Dane County ag preservation and sustainability efforts, and recommended actions CARPC can take to further farmland stewardship over the next few months.](#)

Planning Assistance

- **In Progress:**
 - [Rock County Comprehensive and Farmland Preservation Plan updates](#) (Apr 2025 – June 2026)
 - City of Evansville human-powered transportation planning (Mar 2025 – April 2026)
 - Town of Berry 2025/2026 comprehensive planning (Sep 2025 – Dec 2026)
 - Village of Maple Bluff Trends & Conditions - COMPLETE
- **Ongoing:** Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie zoning mapping services
- **Potential:** City of Sun Prairie Housing Data Dashboard – scoping and regional coordination in progress.

Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – The parties are pursuing this as a Cooperative Plan under 66.0307. The City/Town workgroup meets again on February 18 to continue negotiating terms related to town island attachments and revenue sharing before scheduling public review meetings.
- **Village of Oregon and City of Fitchburg** – Jason presented a summary of the findings to a joint meeting of the Village Board and City Council at the Oregon Public Library on February 25 and is currently preparing a summary report about the process and suggested next steps. The Village and City have requested the continuing involvement of CARPC on a fee-for-service basis to participate in and help facilitate work on an intergovernmental agreement.

Education and Information

- View regular updates on CARPC’s [Facebook/LinkedIn](#), [newsletters](#), and our [website](#).

Regional Water Quality Planning

- **WI Salt Wise Partnership**

- Winter Salt Week

- Over 1,200 registrations from 30+ states

- February Trainings

- City of Altoona Agency Training
 - Moraine Park Technical College Agency Training
 - Smart Salting Workshop hosted at Madison Metropolitan Sewerage District

- January/February Presentations

- 1/15/2026 Dane County Supervisors
 - 1/20/2026 Edgerton Middle School
 - 1/27/2026 Madison City Council
 - 2/5/2026 Salt Wise 101 for Property Managers
 - 2/20/2026 Chester County PA webinar
 - 2/23/2026 WASBO U - Sustainability

- Media Coverage

14-Jan	Milwaukee	WISN 12	Water, wildlife advocate concerned about winter salt in waterways
1/15/2026	Madison	WKOW 27	Dane County Board declares Jan. 26-30 Winter Salt Week
1/16/2026	Milwaukee	Urban Milwaukee	Help Protect Our Waters by Reducing Winter Salt Use
21-Jan	Superior	The North 103.3	Green Visions: Winter Salt Awareness Week 2026
1/22/2026	Madison	WisPolitics	Wisconsin Salt Wise: Wisconsin's waters are getting saltier - winter week aims to turn the tide
1/22/2026	Somerset	St. Croix 360	Help Protect Our Waters by Reducing Winter Salt Use
23-Jan	Stevens Point	Point/Plover Metro Wire	Plover to mark nationwide Winter Salt Awareness Week
23-Jan	National	Countryliving.com	Best Time to Salt Your Driveway (Expert Ice Melt Tips That Work)

1/25/2026	Eau Claire	Eau Claire Leader Telegram	Winter Salt Week spotlights environmental harms of road salt
1/26/2026	Janesville	Janesville Gazette	DNR highlights winter salt awareness week
1/26/2026	Tomahawk	Tomahawk Leader	DNR highlights winter salt awareness week
1/26/2026	Antigo	Antigo Daily Journal	DNR highlights winter salt awareness week
1/26/2026	Marinette-Menominee	Eagle Herald	DNR highlights winter salt awareness week
1/26/2026	Eagle River	Vilas County News Review	Chloride levels in the rise in Vilas, Oneida lakes
1/26/2026	Grand Chute	Wbay Channel 2	Local experts recommend using less salt to treat ice
1/27/2026	Green Bay	WBAY Channel 2	Winter Salt Week' raising awareness of pollution in Wisconsin waterways
1/27/2026	Madison	Channel 3000	Winter Salt Week working to raise awareness and prevent salt pollution
1/28/2026	Spoooner	Spoooner Advocate	Help Protect Our Waters by Reducing Winter Salt Use
1/29/2026	Green Bay	WFRV 5	Sustainably Speaking: 2026 Winter Salt Week highlights environmental impact in Wisconsin
1/29/2026	Madison	Channel 3000	Reducing salt pollution this Winter Salt Week
1/29/2026	Tomahawk	WJQQ 92.5	Salt Awareness Week: Using Salt Effectively on Home driveways, Sidewalks
2/2/2026	Cleveland, Ohio	Cleveland.com	Winter road salt: How much is too much for Ohio's Environment
2/4/2026	Rhineland	WFJW12	DNR spreads awareness about rock salt in our waterways
2/5/2026	Cleveland, Ohio	Cleveland.com	More state money available to reduce road salt contamination

- Wisconsin Salt Wise Strategic Plan
 - Alison hosted a strategic planning meeting with 45 stakeholders from across the state on March 5. The feedback from this event will be used to generate a draft strategic plan for the initiative for review by the same group in April.

Water Quality Plan Updates & Amendments

- **SSA Amendments**
 - Active: V-Waunakee (“Heyday Development”) / March DNR Decision)
 - Pre-Application: C-Sun Prairie (Business Park); V-Cross Plains (“PI/Haen Development”)
 - Pending/future: T-Westport (“Tuggle Rd/Hope Ct” and “Madison Day School”); V-McFarland; C-Madison (multiple); C-Sun Prairie (multiple); C-Middleton (“Balzer Road”); V-Belleville (north and east areas); V-Windsor (“North Towne Rd/Gray Rd”); V-Oregon (Oak Hill Correctional Institute, Jenkins/Connors Lands); T-Vienna (Madison Street); T-Pleasant Springs (Lake Kegonsa LSA – “Yahara Dr” and “Skyline Dr”)
- **Amendment for MMSD Effluent Discharge (2308 “Nine Springs WWTP Effluent Revision”)** – Amendment to the Dane County Areawide Water Quality Management Plan, which allowed MMSD to cease its discharge to Badger Mill Creek

- DNR conditionally approved the amendment (link to [DNR decision letter](#)); MMSD has satisfied conditions of approval
- Verona continuing to litigate the decision; filed brief in Court of Appeals in December '25; DNR intends to provide response brief by March '26
- CARPC and MMSD staff are drafting the outline of an agreement for each commission to discuss in Q2 2026 whereby CARPC will manage projects that promote the resilience of Badger Mill Creek using funds provided by MMSD
- **Environmental Corridors Report** – Updated Environmental Corridors Report has been approved and adopted as part of DCWQP (link to [Final Report](#)). Staff will revisit to verify conformity with newer updates to Policies & Criteria for Environmental Corridors (pending adoption; anticipated 2026 work).
- **Environmental Corridors Policies & Criteria** – Staff prepared proposed updates to the Policies and Criteria for Env Corridors (adopted in 2008, part of the Dane County Water Quality Plan), including consultation with subject matter experts in fall 2025 and focus groups (local municipalities and gov't and non-gov't stakeholders) in February 2026. Public release of the draft is anticipated in March and a presentation to the Commission in April.
- **DCWQP Summary Plan Update** – Updating the [Summary Plan](#) (last updated 2004) to update information and figures, refine focus and applicability per the current regulatory environment and needs/conditions in the region, and incorporate current themes (e.g., climate resilience, equity, and environmental justice) into the DCWQP. CARPC was awarded a DNR grant using IJIA funds (Infrastructure Investment and Jobs Act) (\$48,000 over 2 years) to partially fund this work.
- **SSA Amendment Process Analysis (Ad-Hoc Water Quality Committee)** – Proposed changes to the policies and criteria for how we administer and review proposed SSA Amendments. Staff presentation in Dec '25, public hearing in Jan '25; staff presentation summarizing public commentary and then Commission action in Mar '26, final DNR decision anticipated in Apr '26.
- **Water Quality Plan Consistency**
 - 9 sewer extension reviews completed in February (3 greenfield development, 0 infill development, 3 redevelopment, 3 reconstruction/other)

Regional Climate Resilience Planning

- **Black Earth Creek Green Infrastructure Plan (GI Plan)** – Continuing work with the Steering Committee on implementation of the GI Plan ([link to site](#)). Anticipate staying active through 5-year period referenced in Plan (2022-2027).
 - Provided letter of support to BECWA for the pursuit of grant funding for educational materials; if awarded, CARPC would host information and data tools on the existing GI Plan webpage.
- **Tree Canopy Collaborative (TCC)/Dane County Tree Board (DCTB)** - Liz Levy is the Chair of the TCC ([link to website](#)), which meets every other month. The DCTB (chaired by Matt Noone) has established a working group to develop Model Tree Conservation Ordinances.
- **Neighborhood Forest Project** – Partnership with Eco-Latinos, Operation Fresh Start, Sustain Dane, and Urban Tree Alliance to involve residents in planting and maintaining 100-125 trees per year in south Madison. This project is funded through the Inflation Reduction Act (IRA) (3-year project for \$360,000). CARPC's contribution includes time for coordination, database development, and mapping assistance. CARPC will receive \$2,500 a year for our assistance for a period of three years.

- **Midwest Climate Collaborative** – Caitlin Shanahan will be on the MCC Steering Committee 2026-2028. Nick Bower will be presenting CARPC’s work on Regional Water Quality Planning (in collaboration with WDNR) at the 2026 Midwest Climate Summit in Cleveland, OH (shared funding with new employer).
- **Stream Crossing Inventory** – Using the Great Lakes Stream Crossing Inventory protocol ([link to dashboard](#)), CARPC and Trout Unlimited staff are conducting a road-stream crossing inventory at town, county, and some state roads in Dane County ([link to project website](#)). This project is funded by the Infrastructure Investment and Jobs Act, WEM Pre-Disaster Flood Resilience Grant, and FEMA Building Resilient Infrastructure and Communities program. Staff are working on summary reports for towns where data collection is complete. Field work will resume in the spring. [Presentation to Town of York scheduled for March 9, 2026. Staff have received several inquiries from municipal staff regarding the project.](#)
- **Old Growth Forests and Oak Savannah Mapping** – CARPC is collaborating with the Wisconsin State Cartographer’s Office, with funding support from the John C. Bock Foundation, to create a statewide old growth forest and prairie remnant mapping tool that serves land stewardship and conservation efforts.
- **Dane County Rural Free Tree Program** – A collaborative pilot project between the Dane County Planning Department, Dane County Land and Water Resources, CARPC and the Dane County Tree Board to offer free heritage oak progeny trees to the owners of all parcels newly rezoned to Rural Single-Family Residential. Participant feedback has been very positive.
- **School Tree Nursery Program** – CARPC is partnering with UW-Stevens Point LEAF (Learning, Experiences, & Adventures in Forestry) educators, with funding support from a CD Besadny Conservation Grant, to build a Dane County School Tree Nursery Program and develop K-12 curriculum that incorporates tree nurseries and environmental education. [On 1/15/2026 CARPC was awarded \\$5,000 dollars from the Wisconsin Arborists Association to support additional materials and operational funding for school tree nurseries.](#)
- **GIS Workshops for K-12** – CARPC, the State Cartographer’s Office, Sustain Dane and Maydm will be applying for grant funding to host three, three-day workshops supporting youth that are either underserved, female, or of color. CARPC has organized GIS workshops for youth during the summers of 2024 and 2025; this is the first time CARPC will be partnering with Maydm. Together these organizations submitted an application to United Way of Dane County’s By Youth For Youth on 12/19/2025 for \$3,000. An application to the Alliant Energy Community Grant program was submitted on 1/15/2026 for \$10,000.

Cooperative Water Resources Monitoring

- **Dane County Water Resources Monitoring Program** - Ongoing with USGS and partners. Existing agreements expired at the end of 2025. [Staff are continuing to coordinate with USGS and local partners to renew their agreements as there is uncertainty with long-term funding avenues due to partner limitations. New partner agreements will likely be executed in March. Signing a Joint Funding Agreement with USGS will be the next step.](#)
- **Black Earth Creek Watershed Monitoring Program** – Ongoing with USGS and partners, with CARPC acting as facilitator and funding coordinator (contract runs 2024-2028). Awarded \$18,270 DNR Surface Water Grant for FY25 (\$21,900 awarded in FY24) to support monitoring. Submitted Application for Grant for FY26—awardees announced in Feb ‘26. Anticipating a small shortfall in funding for monitoring activities in 2026, and larger shortfall in 2027 and 2028, possibly resulting in changes to scope and reduction in data collection (USGS leading subgroup to review).

- **Regional Strategic Monitoring Framework** – Development of a strategic framework to guide stream monitoring activities across Dane County; project in close collaboration with Dane County LWR staff, and currently on pause awaiting further direction from County staff.
- **Starkweather Creek Community-Based Water Chloride Monitoring Initiative** – Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations ([link to website](#)). A 15-member Starkweather Technical Committee meets on a bi-monthly schedule (most recent meeting: 12/18). The Madison Rotary Club and the UW-Madison Chemistry Department have adopted two conductivity meters each, covering the subscription and meter maintenance costs. Friends of Starkweather Creek and the State Cartographer’s Office have also adopted a single conductivity meter. Outreach is underway to identify additional partners for the coalition. An application for an Alliant Energy Community Grant was submitted in January. We completed final submission in November for two DNR Surface Water Grants for FY26, totaling \$15,000, and were awarded one of those grants, for \$10,000. An additional \$25,000 was awarded in 2026 from the DNR (IJA funds) to support equipment purchases and continued monitoring efforts. [The Starkweather Creek Technical Committee submitted a proposal for the Starkweather Creek watershed as a Nelson Institute’s Water Resources Management \(WRM\) Practicum topic for 2026-2028.](#)

PARTNERSHIP UPDATES

- **MPO** – The MPO has begun an update to their Regional Transportation Plan, to be completed by April 2026. CARPC will be assisting with aspects of that process, including demographic projections and public meetings.
The MPO provided a letter in January to the Wisconsin DOT regarding the West Beltline Draft PEL (Planning and Environmental Linkages) Study, advocating for inclusion in the completed study of a scenario without additional lane mileage, arguing that our communities are pursuing demand management strategies, including transit, and also that Level of Service D is an acceptable level of congestion that will help encourage the use of other modes and routes.
- **Dane County Office of Energy and Climate Change** – Liz Levy completed a draft of a countywide rooftop solar installation map ([link to map](#)). Additional community data to expand the database is welcome, please send to lizl@capitalarearpc.org.
- **Dane County Planning & Development** – next quarterly meeting of CARPC and DCPD staff on May 7. DPD and CARPC staff are assisting Emergency Management with updating the Dane County Natural Hazards Mitigation Plan (fall 2025 – EOY 2026). [County has begun the 2025 Land Use Inventory and will soon assign CARPC townships to update.](#)
- **Dane County Human Services, Housing Access & Affordability Division** – Jason is assisting the County’s Farmworker Housing Study by helping to facilitate discussions about zoning and development regulation strategies – these discussions are scheduled in February and March 2026.
- **Dane County Advisory Committee on Data Centers** – Caitlin and Commissioner Richson are serving on an ad hoc committee created by the Dane County Board for the purpose of impartial fact-finding, researching, analyzing, and providing recommendations on the impacts of data center development in Dane County. [Meetings to occur monthly on the second Tuesday. Link to 1/28 Leader Independent article.](#)
- **Madison Region Economic Partnership (MadREP)** – MadREP transferred most of its economic development functions to the Greater Madison Chamber of Commerce, as described in [this December](#)

[12, 2025 joint announcement](#). MadREP remains operational through February 2026 for administrative wind down, including efforts to transfer a USDA-funded Revolving Loan Fund to CARPC.

- **Greater Madison Chamber of Commerce (GMCC)** – We anticipate participation in discussions with GMCC in the coming months about coordination of regional economic development activities. [Jason has a monthly coordination meeting set up with GMCC staff leadership.](#)
- **MMSD** – Jason meets with Executive Director Eric Dundee regularly to discuss shared CARPC/MMSD interests and initiatives. We are planning a joint event in fall 2026 co-sponsored by CARPC, MMSD and Dane County Land and Water Resources Dept. focused on regional topics related to wastewater collection and treatment.
- **Clean Lakes Alliance** – Continuing to pursue collaboration opportunities in support of the *Renew the Blue* plan ([link to site](#)), with a focus on data and green infrastructure. Jason is co-chairing a new Renew the Blue Council in 2025 and 2026 to prioritize and drive the implementation of actions related to phosphorous reduction, and CARPC is collaborating with Dane County Land and Water Resources and other participants to help develop land use data and indicators related to water quality. [The Council was formally kicked off at an event on February 4; the second meeting is March 11.](#)
- **Madison Area Builders Association** – We met in January with a focus group of developers, attorneys and engineers assembled by MABA to explain the proposed updates to the sewer service area amendment process and hear comments about that process and other aspects of the Dane County Water Quality Plan regulations for development. [We met again in February to explain the proposed updates to the Environmental Corridors Policies and Criteria.](#)
- **Groundswell Conservancy** – CARPC donated 75 tree protection tubes to Groundswell (from a supply donated to us by Regius Rubber of Waterloo) to help protect plantings on several Groundswell restoration projects.
- **The Nature Conservancy** – CARPC met with TNC Conservation Science Director Peter Levi. TNC will assist CARPC with outreach of the old growth mapping project and has capacity to assist CARPC with a model forest preservation ordinance development that could be shared with Dane County communities.
- **Maydm** – [Maydm](#) provides girls and youth of color in grades 6 -12 with the skills, experiences, and connections to pursue careers in and change the face of STEM (Science, Technology, Engineering, Math). CARPC is currently working with Maydm to host a summer 2026 intern, with intern pay provided by Maydm.

OPEN RECORDS REQUESTS

- No new requests.