

MINUTES
of the
Capital Area Regional Planning Commission

July 9, 2026

**Sun Prairie Utilities, 510 Linnerud Dr., Sun Prairie
and Zoom Webinar**

6:00 pm

Commissioners Present: Maureen Crombie, Cynthia Richson, Noah Lieberman, David Pfeiffer, Topf Wells, Heidi Murphy, Peter McKeever, Joann Pritchett, Alison Volk

Commissioners Absent: Steve Greb, Audra Dalsoren, Bill Tishler, Jim Schuler

Staff Present: Jason Valerius, Matt Kozlowski, Nick Bower, Caitlin Shanahan, Prachi Mehendale

Others Present: Sarah Sauer, Joshua Clements, Joleen Stinson, Michael Miller, Brett, Allison, Sunshine Anderson, Gary Becker

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:01 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. PUBLIC HEARING (6:01 pm)

- a. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Sun Prairie Urban Service Area (#2601 City of Sun Prairie – “Business Park Expansion”)

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

Sarah Sauer presented an overview of the proposed amendment.

Chair Pfeiffer opened the public hearing at 6:13 pm.

Joleen Stinson gave testimony seeking exclusion from the urban service area and greenway buffers between the business park and her residential property where she plans to continue to live with her family for a long time.

The Commission received written comments from the following individuals supporting exclusion of the ‘Stinson Property’ from the urban service area:

Lisa Janke, Adam Remus, Claudine Towers, Carol Petzold, Cristine Reid, Jennifer Muth, Kara Mulvihill, Karen Steffes, Linda Julien, Lindsay Ewert, Lisa Scieszinski, Loree Lamberty, Staci Uebersetzig, Denise Stinson, Mary Jean Kennedy

Chair Pfeiffer closed the public hearing at 6:21 pm.

Commissioner McKeever asked for more details on the natural resources present in the proposed amendment area. Sarah Sauer provided details from the presentation and maps.

Commissioners Wells and Crombie asked for more details about the residential properties within the proposed amendment area. Sarah Sauer answered with details from the presentation.

Commissioner Pritchett asked about public participation opportunities and notification procedures for surrounding areas and communities regarding the amendment. Sarah Sauer provided details about the planning process up to this point and answered that no public meetings have been held just for this area because there hasn't been a development plan for this area yet.

Commissioner Richson asked why not allow the Stinson property to remain outside of the boundary. Sarah Sauer answered that the City hasn't taken an official position on this issue but is planning proactively for the future as no developer has been identified to date. Sarah Sauer confirmed that the Stinson property is at the edge of the proposed urban service area proposed boundary.

Commissioner Pritchett asked about other consequences for making changes to the proposed area. Sarah Sauer answered with details from the presentation. Joshua Clements added more details about issues other surrounding properties have faced with challenges from failing septic systems.

Commissioner Wells asked for more information about streams present in the proposed amendment area. Nick Bower answered that these are items that will be addressed in the staff report.

Vice Chair Murphy asked for more details about modeling for stormwater and municipal water services usage. Sarah Sauer provided more details from the presentation.

Commissioner McKeever asked if the staff report could include details about the quality of the groundwater in the surrounding areas to the proposed amendment area.

Commissioner McKeever asked for more details about what happens following the approval of the amendment within CARPC's process. Nick Bower gave details about sewer extension reviews and the additional processes for reviewing changes for environmental corridors.

Chair Pfeiffer asked for clarification about the wastewater connection fees in the area. Sarah Sauer answered that there are no fees unless a property connects to services.

b. Public Hearing on a Proposed "Minor" Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the River Road Limited Service Area (#2604 Town of Westport – "Hope Ct & Tuggle Ln")

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

Gary Becker presented an overview of the proposed amendment.

Chair Pfeiffer opened the public hearing at 6:57 pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:57 pm.

Commissioner Pritchett asked for more details about the term 'minor' in the scope of this process and the costs to the property owners. Gary Becker answered with details from the presentation.

Commissioner Wells asked for more information about the part of the existing property that's included in the environmental corridor. Gary Becker answered that this was already mapped as part of a voluntary environmental corridor; this change would only move it to a permanent environmental corridor. Nick Bower added that the house itself doesn't end up being part of the environmental corridor; but it would restrict future development towards the river.

Chair Pfeiffer added more details about challenges individual property owners face when trying to

transition from septic to the sewer service area.

4. Consent Agenda (*all items below are actionable items*) (7:04 pm)

- a. **Minutes of the June 11, 2026 CARPC Meeting**
- b. **Executive Committee Recommendations**

(1) 2027 Cost Allocation Plan

Motion: Commissioner Crombie moved to approve items on the Consent Agenda. Commissioner Richson seconded.

The motion carried unanimously.

5. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the River Road Limited Service Area (#2604 Town of Westport – “Hope Ct & Tuggle Ln”) (*actionable item*) (7:11 pm)

Nick Bower presented an overview of the proposed amendment and management letter #2604.

Commissioner Wells asked for more details about the endangered resources review process. Nick Bower answered that either CARPC or DNR assists with these processes.

Commissioner Richson asked about exposure risks for micro-plastics within landscaping practices. Nick Bower answered that erosion control netting are made out of plastics.

Commissioner Pritchett asked for more details about soil sampling and testing. Nick Bower answered that CARPC doesn't do any soil sampling, but that we review other public data for industrial areas. There isn't anything as a part of CARPC's process that tests former agricultural land.

Motion: Commissioner Richson moved to approve Management Letter #2604. Commissioner Crombie seconded.

Commissioner Crombie	Aye
Commissioner Lieberman	Aye
Commissioner McKeever	Abstain
Vice Chair Murphy	Aye
Chair Pfeiffer	Aye
Commissioner Pritchett	Aye
Commissioner Richson	Aye
Commissioner Wells	Aye
Commissioner Volk	Aye

The motion carried 8-0-1.

6. Acknowledgement of Receipt – May 2026 Financial Management Report (*actionable item*) (7:28 pm)

Motion: Commissioner Richson moved to acknowledge receipt of the May 2026 Financial Management Report. Commissioner Wells seconded.

The motion carried unanimously.

7. Acknowledgement of Receipt – 2025 Audit and Required Communications to the Commission (*actionable item*) (7:28 pm)

Jason Valerius provided an overview of the audit communications.

Motion: Commissioner Richson moved to acknowledge receipt of the 2025 audit and required communications to the Commission. Commissioner Lieberman seconded.

The motion carried unanimously.

8. Reports (7:32 pm)

- a. Commission Chair
- b. Executive Director
 - (1) Program and Services Updates
 - (2) Partnership Updates

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

9. Future Agenda Items (next meeting August 13, 2026, via Zoom Webinar, 6:00 pm meeting start time)

- a. 2025 CARPC Annual Report (August)
- b. Resolutions for MadREP/USDA Funding (September)
- c. Visits/Presentations by Allied Organizations – Commissioner suggestions welcome
- d. Operation Fresh Start – Potential Presentation to Commission?

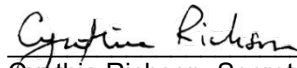
10. Adjournment

Motion: Commissioner Richson moved to adjourn. Commissioner Wells seconded.

The motion carried unanimously. The meeting was adjourned at 8:00 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary