

**COMPREHENSIVE PLAN STEERING COMMITTEE MEETING MINUTES
SUN PRAIRIE, WISCONSIN 53590
APRIL 11, 2018**

Committee Chairperson Mayor Paul Esser called the meeting of the Comprehensive Plan Steering Committee to order at 6:00 pm. The meeting was held in the Community Room of City Hall, 300 E. Main Street

1. ROLL CALL

| Committee Members | Present | Absent |
|--|----------------|---------------|
| Mayor Paul T. Esser - Chairperson | _____X_____ | _____ |
| Kalvin Barrett | _____X_____ | _____ |
| Peter Dettmer | _____X_____ | _____ |
| Jorge Hidalgo | _____ | _____X_____ |
| Don Hooser | _____X_____ | _____ |
| Curt David Klinkner | _____X_____ | _____ |
| Drew Kuehl | _____X_____ | _____ |
| Emily Lindsey | _____X_____ | _____ |
| Stephanie Manthey | _____X_____ | _____ |
| John Muller | _____X_____ | _____ |
| Terrell Outlay | _____ | _____X_____ |
| Dan Presser | _____ | _____X_____ |
| Janet Rosseter | _____X_____ | _____ |
| Erin Ruth | _____ | _____X_____ |
| John Schulze | _____X_____ | _____ |
| Bryant Stempski | _____X_____ | _____ |
| Theresa Stevens | _____X_____ | _____ |

| | | |
|---------------|------------------|-------------------|
| Fred Stohl | <u> X </u> | <u> </u> |
| Angela Thomas | <u> X </u> | <u> </u> |

Staff present: Scott Kugler, Sarah Sauer, Aaron Oppenheimer
 Others in Attendance: Jason Valerius, Andrew Bremer, Steve Tremlett, Becky Binz (MSA Professional Services)

2. No introductions or discussion of committee expectations

3. NEW BUSINESS

A. (Jason Valerius)

- a. Discussion of public input timeline (before the end of the summer)
- b. Adopt the Public Input Plan at **May 1** Common Council
 - i. Questions by committee members
 - 1. What if the Farmer’s market gets rained out? *Would continue to host a booth rain or shine*
 - 2. What do the circled dates mean on the distributed schedule? *Meetings attended by MSA*
 - 3. Talk about the structure of the online survey
 - a. Series of questions made available throughout the process using POLCO (for registered voters)
 - b. 1 larger survey (approx. 40 questions) on Survey Monkey
 - c. Online Survey
 - i. After the last question, you will be prompted to a link for signing up for POLCO
 - ii. Survey takers will be asked for an email if they want to get updates
 - iii. A hard question can be made available at the library

B. (Andrew Bremer) – *Public Participation Plan handout*

- a. State statutes require a public participation chapter; the format of the pp is open to preference of the municipality
- b. Neighborhood forums in May
- c. Project website up and running
- d. Postcards will be available with links to the survey
 - i. Committee members brainstormed on how to distribute postcards
 - ii. Brainstormed areas to reach out to
 - iii. Don Hooser suggested his media show

C. (Steve Tremlett)

- a. Planning Area Map – City Limits – for survey
- b. Boundaries determined by recognized City roads/districts
 - i. Question by committee member: How does one area relate to the others in terms of population %? What percent of the population is in each Area?
 - ii. Suggested the map is redone

- D. (Andrew Bremer)
 - a. Community forum Dates
 - i. ***Monday, May 14** – tentative location Sunshine Place (Sunshine Supper)
 - ii. ***Thursday, May 17** – tentative locations: 1) Bird School; 2) Westside School
* Library unavailable
 - iii. **Saturday, May 19** – City Hall Farmer’s Market
 - b. Locations discussed
 - i. Library
 - ii. Westside Building (recommend **not** having forums at law enforcement sites)
 - iii. Colonial Club
 - iv. Bird Elementary
 - c. Committee member question: what is included in the forum?
 - i. Open House style with stations – discuss Issues and Opportunities
 - ii. Brief intro presentation
 - iii. Further details will be discussed at the next Steering Committee Mtg
April 25, 2018

- E. (Becky Binz) – *Survey comment form handout*
 - a. Requests committee members take the survey and make comments on the content/grammar/etc...
 - i. Question 6: select “City of Sun Prairie”
 - ii. Question 16: select “buy” or “rent”
 - b. Committee members requested additional languages be provided
 - c. First POLCO question discussed (will be made available in a couple of weeks)

4. No public comments

5. ADJOURNMENT

**MOTION: to adjourn the Comprehensive Plan Steering Committee meeting at 8:50 PM
(1) Lindsey (2) Stevens**

Passed unanimously