



300 East Main Street
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**COMPREHENSIVE PLAN STEERING COMMITTEE MEETING MINUTES
SUN PRAIRIE, WISCONSIN 53590**

DATE: **WEDNESDAY, APRIL 25, 2018**

TIME: 6:00 PM

LOCATION: **COMMUNITY ROOM
MUNICIPAL BUILDING
300 EAST MAIN STREET
SUN PRAIRIE, WI 53590**

1. CALL TO ORDER AND ROLL CALL

Committee Chairperson Mayor Paul Esser called the meeting of the Comprehensive Plan Steering Committee to order at 6:03 pm. Attendance sheet attached

Staff present: Scott Kugler, Tim Semmann, Aaron Oppenheimer, Drake Daily

Others in Attendance: Jason Valerius, Andrew Bremer, (MSA Professional Services)

2. APPROVAL OF MINUTES

A. Motion to approve April 11, 2018 minutes: Stempski (1st), Lindsey (2nd)/approval by voice vote

3. OLD BUSINESS

A. RECOMMENDATION ON PUBLIC PARTICIPATION: *Following discussion, the Committee directed the consultant to include the following statement – ‘If cost feasible and approved by the City Council, include translation of relevant documents into appropriate languages as part of the public participation plan.’ The Committee recommended adoption of the public participation plan, as amended above, and that the public participation plan be forwarded to the Common Council for adoption. Stempski (1st), Kuehl (2nd), approval by voice vote*

B. SURVEY AND NEIGHBORHOOD PLANNING AREAS

a. Update on Neighborhood Planning Areas

b. Discuss Community Survey – *Consultant reviewed draft community survey, comparing staff recommended changes against the original survey. Following review of the entire draft survey, the final survey was approved by the Committee with the inclusion of several recommended changes.*

C. PUBLIC FORUMS

a. Confirm Public Forum Dates and Locations – *the dates for the forums remain the same as presented at the last meeting; however, some of the locations have changed. The forum dates and locations are as follows:*

May 14th – Bird Elementary School (5:30p-7:30p), **May 17th** – Sunshine Place (5:30p-7:30p),

May 19th – City Hall (9:00a-11:00a)

The forums will include a brief presentation and be run as an 'open house' style format.

b. Discuss Public Forum Activities – Maps will be used to highlight planning topics (safety, transportation, housing, etc.) from which to gather information; a 'sticky wall' will be used on which people can post statements regarding visioning for Sun Prairie.

D. DISCUSSION

a. Discuss Outreach Methods for Public Forum and Safety – A postcard will be going to all residences within the Sun Prairie zip code; it should be received between 5/4 – 5/8. Other methods of outreach include press releases, social media (the City's Facebook and Twitter accounts, Nextdoor platform), and listservs from other organizations. Flyers and posters are planned to be located at City Hall, Library, Aquatic Center, Woodmans, Pic N Save stores, YMCA, and other locations. Committee members are encouraged to get the names of contact persons within the City to help spread the word to underserved populations – names should be forwarded to City Planning staff.

4. **NEW BUSINESS** - none

5. **DISCUSS NEXT MEETING DATE** – The next meeting date will be 6/27/18 at 6:00p; Committee members are strongly encouraged to attend at least one of the May forums.

6. **PUBLIC COMMENTS** - none

7. **ADJOURNMENT** – meeting adjourned by affirmation at 8:23p

Recorder: T. Semmann

Posted: April 19, 2018

Posted: Sun Prairie City Hall
300 East Main Street

Sun Prairie Public Library
1350 Linnerud Drive

Water & Light Commission
125 West Main Street

Paul T. Esser - Chairperson
Jorge Hidalgo
Drew Kuehl
John Muller
Janet Rosseter
Bryant Stempski
Angela Thomas

Kalvin Barrett
Don Hooser
Emily Lindsey
Terrell Outlay
Erin Ruth
Theresa Stevens

Peter Dettmer
Curt Klinkner
Stephanie Manthey
Dan Presser
John Schulze
Fred Stohl

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.