

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, SEPTEMBER 17, 2015

Meeting called to order by Staff at 3:00 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Alderperson Ed Wagner; Joe Gustafson; Justin Casperson; Bob Trussoni; Sam Warp; Bob Haight; Ann-Marie Nelson Brine; Michelle Morley (by telephone).

ABSENT: Mayor Chris Meyer (excused); Dan Knoeck (excused).

ALSO

PRESENT: Sam Schroeder, Zoning Administrator, Jason Angell, Planning and Economic Development Director, and Josh Miller, City Planner.

Elect a Chairperson

Nominations were held for Chairperson.

Ed Wagner nominated Joe Gustafson.

There being no further nominations Staff declared the nominations closed.

CPSC15-01 Motion by Ed Wagner second by Bob Haight to approve Joe Gustafson as Chairperson.

Motion Carried.

Joe Gustafson was elected Chairperson and took over as Chairperson of the meeting.

Introductions

Everyone in the room introduced themselves.

Review Committee Member's Role and Responsibilities

Miller reviewed the roles and responsibilities of the members of the Steering Committee.

Discuss Process for Amending the Comprehensive Plan

Miller explained the statutory process and process outlined in the Comprehensive Plan for amending the Comprehensive Plan.

Review 14 Goals of Comprehensive Planning

Miller went over the 14 Goals of Comprehensive Planning that the Steering Committee may want to consider throughout the planning process. The goals are requirements if a

municipality received grant funding. Although they are not mandatory, they are sound principles to keep in mind.

Discuss Comprehensive Plan Elements

Miller explained the required 9 elements of a Comprehensive Plan: Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agricultural, Natural, and Cultural Resources; Economic Development; Intergovernmental Cooperation; Land Use; and Implementation. The City is not limited to these elements and may want to consider an element related to health, safety, and medical.

Angell explained and gave examples to the Medical chapter that is in the existing comprehensive plan and how the existing facility and future use of this specific use can put pressure on the community and utilities within the City of Marshfield.

Wagner mentioned that he will be particularly focusing on the intergovernmental communications specifically with the school districts.

Discuss Review Process and Schedule for the Steering Committee

Miller asked if there was a standing date that could be set for the Steering Committee moving forward.

Miller also covered the proposed schedule for the next 16 months with the hope of adopting the update by January, 2017.

The group discussed timeline and details of how to conduct a survey. Casperson gave examples of their survey success in Germantown doing direct mailings to every business and resident asking them to go to the City website and do a quick survey. He further suggested that keeping the answers for multiple choice questions to yes – no work much better to summarize and provide feedback at the end of the survey.

Nelson suggested doing SWOT exercises and consider conducting them at businesses.

It was suggested to have the survey results in before working on the Issues and Opportunities element.

Review Public Participation Plan

The public participation plan was included in the packet and Miller went over the highlights. He also explained that there will need to be an amendment to it to reflect requirements in the Statutes and asked the Steering Committee if they had any additional changes.

Discuss Town Hall Kickoff Meeting with the Public

Miller asked the Steering Committee for input on the first Town Hall Kickoff meeting.

Establishing a Public Information Officer for the Planning Process

Bob Haight suggested Josh Miller as the staff lead to be the Public Information Officer.

Gustafson suggested having a committee member to be the public information officer and going further into specifically a citizen committee member over a City staff member to show the community that there is commitment to this committee, to this plan, and to this community.

Gustafson was appointed public information officer or lead person for people within the community to contact for information on the progress of the comprehensive plan and Josh Miller will provide assistance.

Set Standing Meeting Date

The second Thursday of the month was agreed upon to have a standing meeting date. Location is to be determined depending on other meetings and the topic of the specific meeting.

Adjourn

Motion by Warp, second by Casperson to adjourn meeting at 4:15 P.M.
Motion Carried

Respectfully submitted,

Sam Schroeder
Zoning Administrator