



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

DATE: Wednesday, May 22, 2019

TIME: 6:00PM

LOCATION: COMMUNITY ROOM
300 E. 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, Philip Gritzmacher, Jr.

Others Present: Jason Valerius (MSA), Steve Tremlett (MSA), Joe Chase

2. APPROVAL OF THE MINUTES

- A. Motion to approve the May 8, 2019 meeting minutes by Hidalgo (1st), Manthey (2nd) / approval by voice vote.

3. PUBLIC COMMENTS

- A. Joe Chase said that after his review of Chapter 3, Cultural Resources, he believes that the text is not entirely accurate or current. Further, he said that tourism was not mentioned in the plan and thought it should be added. He advised that he would bring recommendations forward to the committee with changes to the chapter.

4. OLD BUSINESS

- A. None

5. NEW BUSINESS

- A. REVIEW OF PROJECT SCHEDULE: Valerius reviewed the project schedule, advising that another meeting may be needed on June 26, depending on how much information was covered in this meeting.
- B. DISCUSSION OF COMMUNITY FEEDBACK: Valerius provided an overview of the feedback from the public meetings. Generally, the feedback was supportive of the direction of the plan, particularly housing and transportation policies, including the sidewalk policy.

He said that a major developer in the community – FC Lands – submitted formal comments on the plan. The primary comments from the developer were that they were concerned about height restrictions, requirements for ground floor units to have entrances on streets, general

encouragement of affordable housing, language surrounding the design of drive thrus, and language encouraging screening/hiding of parking.

A property owner near the corner of Bird Street and Egre Road provided feedback that they wanted an increase in residential density near the area. Valerius said that the new plan already made this request possible.

Council President Connors provided feedback about the housing, transportation, and land use elements:

- **Housing:** Connors believes that the city should encourage development of neighborhoods where the balance is tilted towards single-family development. The committee disagreed. He also recommended removing a recommendation to create a design review board. The committee agreed.
- **Transportation:** Connors questioned whether a policy of having all streets be “complete streets” made sense for the city. Kuehl said that the definition should be expanded upon. Semmann recommended modifying the recommendation to read “Continually progress towards a network of complete streets.” The committee agreed. Connors believed that the sidewalk policy was too strict and should be loosened. The committee disagreed. Connors questioned whether it was wise to have a recommendation to “enable winter biking” if it meant more plowing. Gritzmacher recommended modifying the recommendation to “enable winter biking on commuter transportation corridors as identified in the Active Transportation Plan.” The committee agreed. Connors said that VV should connect to the neighborhood south
- **Land Use:** Connors sought clarification on a recommendation that stated that the city would “discourage low-density development in the urban area.” Valerius explained that it was meant to focus on rural development in the city’s urban service area and recommended modifying the recommendation to read, “Strongly discourage rural development in the city’s urban reserve areas that would impede future city growth.” The committee agreed. Connors asked if there should be a policy modification regarding the residential homes on Main Street. Valerius recommended adding language stating, “Main Street should be evaluated as part of a detailed urban design planning process to determine if the development format should be maintained or allowed to change.” The committee agreed. Connors said that he believed that the parcels north of the Main Street Shopping Center should be modified to mixed use. The committee agreed.

C. REVIEW OF CHAPTER 10, V.2 – IMPLEMENTATION:

- **Update Frequency:** Valerius asked the committee for a recommendation on how frequently the plan and official maps should be updated. Further, he asked how frequently the zoning map should be updated and whether or not developers should be allowed to ask for changes. He said that MSA recommended modifying the currently policy to limit modifications of the zoning map to once per year. Esser said that he believed it would stifle development. Kuehl said that updates should occur quarterly. Gritzmacher recommended adding language allowing the planning director to use discretion for flexibility. The committee agreed.
- **Priority Actions:** Valerius asked if the priority implementation actions seemed correct. Kugler said that the boundary agreement should not be in the top 14 actions and that sustainability, the library, the relocation of the Public Works/Sun Prairie Utilities buildings, and branding. A member of the committee questioned whether the multicultural center feasibility study should be on the priority list. The committee believed it should. Another committee member recommended adding a Public Market feasibility study to the list. The committee agreed.

- D. REVIEW OF CHAPTERS 1 & 2: Moved to next meeting.
- E. ENTIRE PLAN REVIEW AND DISCUSSION: Moved to next meeting.
- F. CONSIDER COMMENDATION OF DRAFT PLAN TO PLAN COMMISSION: Moved to next meeting.

6. DISCUSS NEXT MEETING DATE

- A. The next meeting date will be June 26, 2019 at 6:00 pm.

7. ADJOURNMENT

- A. Motion to adjourn the May 22, 2019 meeting of the Comprehensive Plan Steering Committee at 8:05 pm by Kuehl (1st), Hidalgo (2nd) / approval by voice vote.

Recorder: Philip L. Gritzmacher, Jr.

*Mayor Esser - Chairperson
Jorge Hidalgo
Eder Valle
John Muller
Janet Rosseter*

*Peter Dettmer
Don Hooser
Curt Klinkner
John Schulze*

*Erin Ruth
Theresa Stevens
Terrell Outlay
Angela Thomas*

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.

COMPREHENSIVE PLAN STEERING COMMITTEE MEETING ATTENDANCE

Date: 5-22-2019

Committee Members	Present	Absent
Mayor Paul T. Esser - Chairperson	X	
Kalvin Barrett		X
Peter Dettmer	X	
Jorge Hidalgo	X	
Don Hooser	X	
Curt 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
Angela Thomas		X
Eder Valle	X	

Others: Jason Valerius, Joe Chase, Steve Tremlett

Staff: Gritzmacher, Semmann, Kugler