

Planning Commission Meeting Minutes

Monday, July 19, 2016 - 6:00 p.m.

Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.

Members Present: Mayor Donna Olson Chair; Scott Truehl, Vice-Chair; Matt Hanna; Tom Selsor; Michael Maloney and Michael Engelberger

Absent: Todd Krema

Staff: Planning & Development Director, Rodney Scheel and Zoning Administrator, Michael Stacey and Finance Director, Laurie Sullivan

Press: None

Guests: Jackie Mich; Michael Slavney; Paul Lawrence; Tim Swadley; Laura Trotter; Debra Pautz and Dwight Pautz

1. **Call to order.** Mayor Olson called the meeting to order at 6:00 pm.
2. **Introductions.** Scheel introduced Michael Slavney and Jackie Mich of Vandewalle and Associates. Michael Slavney and Jackie Mich gave an overview of their planning background.
3. **Project Overview.** Jackie Mich explained the comprehensive planning process through a power point presentation.

The following was discussed:

- Community Survey/Questionnaire
- Community Visioning Workshop
- Draft Plan Open House
- Joint Planning and Council Public Hearing Tentatively Planned for March 2017

4. **Important Trends Overview.** Michael Slavney stated the household size has been shrinking since about 1965.

Jackie Mich provided multiple scenarios for future growth trends.

A lengthy discussion took place about household size, school enrollments and what future growth trends might look like.

5. **Redevelopment Areas and Other Areas of Focus.**

Michael Slavney started the discussion regarding potential redevelopment areas.

Scheel provided information regarding potential development areas using a projected map of Stoughton.

There was discussion about the best areas to focus on residential development.

6. Discussion of Community Survey or Questionnaire.

Jackie Mich passed out the 2003 survey to use for reference for creating a new survey.

The following was discussed related to a community survey:

- An online survey is recommended while mailings will add cost
- The cost of doing a survey has been budgeted
- A simplified survey with multiple choice or yes/no answers is preferred
- Possibly have an optional survey to gather more information after the simplified survey
- 1000 responses were gather from the 2003 survey

Scheel to provide the 2003 survey to Planning Commissioners and Council members with feedback expected a week from next Monday.

7. Review Public Participation Plan.

Jackie Mich stated there is a statutory requirement to adopt a public participation plan which will indicate how the public will be included in the comprehensive planning process. A Planning Commission recommendation to Council will be necessary. This is planned for the August 8th Planning Commission meeting.

8. Next Steps.

a) **Community Vision Workshop:** This is planned for September 20, 2016

b) **Next appearance at Planning Commission Meeting:** Show mock-up of the survey and draft agenda for the vision workshop at the August 8, 2016 meeting.

9. Future agenda items. None discussed.

10. Adjournment

Motion by Selsor to adjourn at 8:30 pm, 2nd by Truehl. Motion carried 6 - 0

Respectfully Submitted, Michael Stacey