

**Town of Springdale Comprehensive Planning Committee (CPC)**

**Minutes of the 8-12-03 CPC Meeting- Draft**

**Recording Secretary: George Hagenauer**  
**Chair for meeting: Norm Rick**

**Attending: Cobb, Good, Keyes, Remmert, Rick, Shay, Sullivan, McGhee Ross**

Quorum met 9 of 9

**Absent: none**

**Also present : Royston , Hagenauer, Town Board Member Wayne Hefty, Town Clerk Vicki Anderson,**

**Meeting Notice:** Posted according to WI Open Meeting Law

**Call to Order** by Rick, 7:02 p.m.

**Minutes** of the 7-22-03 meeting were unanimously approved. Cobb motioned, Shay seconded.

No Public input as there were no visitors

Confirmed appointment of George Hagenauer as Recording Secretary.

**Quick Report :** Rick was at the Windsor Quadrant meeting. Transportation was the topic. There was not a quorum. They presented the resource planners at the county available to support us in our work. They are:

Pamela Andruss- Topic areas: transportation; Utilities, Community Facilities

Brian Standing- Topic areas: Agriculture, Natural and Cultural Resources

Steve Steinhoff - Topic areas: Housing and Economic Development

They noted that groups often preferred speakers to other types of presentations since the experts often could give instantaneous responses to questions .

The group broke down into smaller groups for input and questions related to transportation, similar to the process done at the quadrant meeting at the Springdale Town Hall.

Transportation planning grants are available and the township should look into applying for one.

Next Quadrant meeting will be on housing. Keyes and Remmert will try to attend, Royston to get dates to the committee.

**Transportation Element Presentation:** Rick presented an outline of what material needed to be part of the transportation element of the plan and various sources for the data needed to do the element. He also presented an estimate of 868 hours to complete just this one element. The power point file used for his presentation is available so additional details about the presentation was not included to the minutes. It was suggested that other presentations follow a similar outline of details to be covered, sources for existing data and an estimate of hours of work required to complete the element. It was also commented that this element will involve a lot more data for areas outside the township as many folks other than Springdale residents use the roads.

**Procedural Issues:** Ricks noted that the grant status report was due in December. The committee should create a preliminary draft in November so the town board could review at their December meeting. Sharon Royston agreed to review the draft prior to submission to the Town Board.

**Meeting Logistics**

After much discussion it was agreed to have one CPC member assigned to each plan element.

**Motion:** Andrea Good moved that : Each meeting would focus on one plan element and the member responsible for that element would also chair that meeting. Ross Seconded. **Agreed**

**Members' Assignments for Presentations at the meetings and drafts of Sections of the Plan: Agreed**

**McGhee- Utilities- Scheduled for September meeting**

**Cobb-Community Facilities – Scheduled for October meeting**

**Good- Natural Resources, Scheduled for November meeting**

**Keyes- Housing**

**Remmert- Economic. Development**

**Rick-Transportation**

**Ross- Intergovernmental (Hagenauer volunteered to assist)**

**Shay-Agricultural**

**Sullivan- Cultural Resources**

In the discussion three elements were not assigned. The following procedures were agreed on in terms of addressing these components:

- 1) Each section would have an implementation plan. These would be assembled into one overall implementation plan at the end of the planning process
- 2) At the end of the process, the current land use plan would be reviewed and recommendations would be made for consistency based on what developed from the overall planning process.
- 3) Issues and Opportunities should be noted within each assignment area as they develop. These would be activities or facilities not currently available in the township but which become identified as part of the planning process.

Sharon Royston handed out resource folders to the member for their assigned topic.

**Rules on Involving Citizens Committee members in Plan Creation:** because of the considerable work involved there was discussion on how to involve other people in the creation of each plan element. Several committee members have an interest in any background related to more than one plan element. However there were questions related to how the public meeting rule works if committee members decide to meet to help each other with the creation of individual plan elements. Their was discussion about whether two members could work together on an element given that the quorum is six and thus two would be less than 50% of the quorum. This will be researched and answers presented at the next meeting.

It was noted that meeting with volunteers from the township would not require a public meetings notice and thus it was logical to enlist volunteers to help with the research and development of plan elements. If volunteers are involved they need to sign a CPC "Points of Principle and Agreement" form and keep track of their hours on the Volunteer Hour Reporting Form.

Sharon Royston stated that Bill Rizzo at UW Extension could get speakers on any subject. She will forward Rizzo's email address to committee members.

Wayne Hefty commented that from the experience of doing the town plan and ordinances, the amount of time is probably underestimated for research and work on each plan component. He also mentioned that the Town had ordered Arcview software and Fly 2000 Area photos for the township. Currently they can be printed up to 8.5x 11 inches on the towns printers. Ross mentioned she has access to a printer that would print up to 11by 17 inches. The County agent (note now in new building on Oak street) has various maps up to 2 feet square.

**Action Items:**

Town Clerk will research issues related to how many members constitute a public meeting

**Next Meeting Proposed Agenda Items:**

Utilities- Mike McGhee responsible and will Chair

**Next meeting: September 9, 2003 7:00 to 9:00pm Town Hall**

Adjourn: 8:32 pm Move to adjourn Cobb Seconds Kelly and Remmert **AGREED**

**Future Meetings:** The second Tuesday of the month through 2003 September 9, October 14, November 11 and December 9.

Dane County CPC website: <http://www.co.dane.wis.us/PLANDEV/ComprehensivePlan/index.shtml>