

## Draft MINUTES

### Office Space Workgroup of the Capital Area Regional Planning Commission

January 6, 2012

City-County Building Rm 362, 210 MLK Jr. Blvd., Madison WI

2:00 p.m.

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#### 1. Roll Call

The meeting convened at 2:00 p.m., with Commissioner Larry Palm in attendance, and commissioners Zach Brandon, Warren Onken, and Jason Kramar attending by telephone. Commission staff Chris Gjestson and Kamran Mesbah were in attendance.

#### 2. Discussion of criteria for agency office space and direction to staff on search for new office location

Mr. Mesbah e-mailed two documents to members, "Office Space Considerations for CARPC", which described current space needs, and "Draft Criteria for CARPC Office."

Mr. Brandon suggested that selecting a Tenant Representative with non-profit experience would be an effective approach to seeking the desired office space; he suggested staff contact Cresa Partners (Madison) which held brokerage expertise, could solicit proposals to the extent requested by CARPC, and exclusively represented tenants. There were no objections.

Mr. Palm asked for any suggested changes to the list of draft criteria; he referred to e-mails from commissioners Gibson and Terrell providing input on criteria. No specific changes were requested; members assigned each criterion one of three values: critical, beneficial, or not important. Mr. Palm asked that staff be surveyed for personal preferences regarding the criteria.

#### 3. Consideration of next meeting date(s) or steps

To be held at the call of the Chair.

#### 4. Adjournment

Meeting adjourned by unanimous consent without objection at 3:05 p.m.

Recorded by Chris Gjestson