

2050 COMPREHENSIVE PLAN STEERING COMMITTEE

May 22, 2019 Summary

The meeting began at 6:41 pm

Present at the meeting were Community Development Director/Village Planner Jeff Retzlaff, Associate Planner Emily Zandt, President Dean Wolter, Trustee David Baum, Public Works Director Larry Rataychak, Park & Rec Director Mark Schroeder, Germantown School District Superintendent Jeff Holmes, Plan Commissioners Bill Shadid and Peter Nilles, Scott Coulthurst, Park & Rec Commission, and Planning Assistant Lori Johnson. Representatives from Graef included Craig Huebner, Ben Block, Larry Witzling and Stephanie Hacker.

Introductions: Craig Huebner, Graef

Review Expected Meeting Outcomes:

Craig reviewed Steering Committee scope of responsibilities and meeting schedule.

Planner Retzlaff – Plan Commission will meet the 4th Monday of the month to discuss Comprehensive Plan matters coming out of the Steering Committee meetings. Guest speakers may be brought in to discuss key topics and to give information on trends that will come together on the plan. Village Board members will be invited to attend.

Review Communication Protocol:

Craig Huebner - Project Manager and main point of contact, Ben Block - right hand man to Craig, Tanya Fonseca - Community Engagement Specialist, Larry Witzling - Planning Expert, Stephanie Hacker - Urban Design Leader.

The Steering Committee should funnel through Planner Retzlaff, Project Liaison to Craig.

Review Scope of Work:

Craig reviewed the work plan and scope of services.

Planner Retzlaff said July 22nd is the official public kickoff meeting and will be held at the Germantown Library (THIS MEETING DATE HAS BEEN CHANGED TO **JULY 23rd**). The second Steering Committee meeting is scheduled for June 18th.

Chairman Wolter asked what the protocol is if a group starts to try to push their own agenda? Craig said the Village website will have information when public meetings are scheduled and when there are opportunities for public input, there will be a general comment email, and being clear about the multiple avenues for the public to contribute. Larger community information meetings will be set up to diffuse the us versus them mindset.

Discuss Vision:

Craig explained as part of the process they will be using an engagement software program called Poll Everywhere. It is a live, real-time interactive survey that allows participants to respond to questions and track live what the responses actually are. The Steering Committee participated in a trial session.

Discussion continued on the selection of a specific logo and/or tag line that can be used and posted on all the advertisements as part of the planning process. The Steering Committee will need to finalize a selection.

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Craig indicated State Statutes require that the Community Engagement Plan be adopted. He proposed Plan Commission review the plan at the June 10th meeting and make a recommendation to the Village Board. Planner Retzlaff suggested some revisions to the Plan. He indicated he would like to create a more generic email address to receive comments and provide feedback. He also wants to have a web-based question of the month so people can check in, respond and be engaged.

The next meeting is tentatively scheduled for June 18th or June 19th.

The meeting ended at 7:55 p.m.

Respectfully submitted,

Lori Johnson

Planning Assistant