

Special Comprehensive Plan Review Committee Meeting Minutes
Wednesday, August 6, 2025

1. Meeting called to order

Development Director Peter Wagner called the meeting to order at 6:00 pm at the Village Hall, 5043 Chester Lane Caledonia, WI.

2. Introduction of Committee Members

PRESENT: 8 – Laura Million, Michael Moore, Dave Pennings, Marla Wishau, Bob Prochaska, Kim Hood, Roger Therkelsen, Nate Haigh

EXCUSED: 3 – Torben Christensen, Chris Tribbey, Josh Sobczack

STAFF: Village Administrator Todd Willis, Development Director Peter Wagner, Planner and Zoning Administrator Natalia Nery de Farias

ALSO IN ATTENDANCE: Trustee Fran Martin, Trustee Nancy Pierce, and President Tom Weatherston

3. New Business

A. COMMITTEE ROLE & RESPONSIBILITIES REVIEW – Review and discuss the committee’s purpose, authority, and responsibilities in relation to the Comprehensive Plan Update.

Staff presented on the item, summarizing the material provided in the packet, including the scope of work of the SCPC Special Comprehensive Plan Committee and expected frequency of meetings during the update process, estimated at 18 to 24 months.

B. COMPREHENSIVE PLAN PROCESS REVIEW – An overview provided by the Village consultant, Southeastern Wisconsin Regional Planning Commission (SEWRPC), outlining the comprehensive planning process.

Bryan Walter, the Village consultant from SEWRPC, gave a presentation. At the end of the presentation, Mr. Walter asked if Committee members had any questions. A Committee member asked if Mr. Walter would attend more SCPC meetings. Mr. Walter replied that he will be present for some meetings in an advisory capacity. Another Committee member asked how meeting documents would be shared. Staff explained that a contact information sheet was distributed to committee members to determine the best method of communication. Staff also mentioned that meeting packets are typically provided at least five days in advance.

C. PUBLIC PARTICIPATION PLAN REVIEW – Evaluate the proposed plan outlining engagement activities and strategies for engaging residents and stakeholders in the comprehensive plan update process.

Staff gave an overview of the Public Participation Plan, including methods for publicizing engagement events. Staff also provided suggestions for event locations.

Staff asked if committee members had any questions. A Committee member asked if the survey would request respondents' emails to notify them about additional comprehensive plan surveys. Staff responded that this request was not currently included, and the Village website will contain updates about plan progress; however, the matter would be given further consideration.

Motion by Wishau to recommend to the Plan Commission that the proposed Public Participation Plan outlining engagement activities and strategies for involving residents and stakeholders in the comprehensive plan update process be approved.

Seconded by Haigh.

Motion carried unanimously.

D. COMPREHENSIVE PLAN PUBLIC SURVEY REVIEW – Review and consider approval of the proposed public survey related to the Comprehensive Plan.

Staff briefly introduced the survey and asked for suggestions. A Committee member asked about the timing of the survey compared to other input activities. Staff stated that the survey is expected to launch at the time of adoption of the Public Participation Plan by resolution and will collect responses concurrently with other activities.

Another Committee member asked how the average resident would have access to the survey. Staff stated that the survey will be hosted mainly online, with distribution through QR Codes and links in various locations. Staff asked for suggestions on additional outreach methods. One Committee member suggested distributing QR Codes and links to HOA members and presidents. Another Committee member suggested providing QR Codes and links to restaurants, including them in utility bills, and mailing postcards to residents.

A Committee member asked if the survey would be thoroughly reviewed in the present meeting. Staff stated that this decision would be made by the group at that time. The committee decided to provide more detailed feedback at the next meeting.

E. SCHEDULE FUTURE MEETING DATES – Committee members will identify and confirm upcoming meetings to ensure continued progress on the Comprehensive Plan Update.

Staff asked what day and time would be acceptable to hold SCPC meetings. After discussion, members agreed to hold meetings on Wednesdays at 6:30 PM.

Staff scheduled the next meetings for August 27, 2025, and September 17, 2025.

4. **Adjournment**

Motion to adjourn by Million, seconded by Pennings.
Motion carried unanimously.

Development Director Peter Wagner adjourned the meeting at 7:31 p.m.

Respectfully submitted:

*Natalia Nery de Farias
Planner & Zoning Administrator*