



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Draft NORTHPORT-WARNER PARK-SHERMAN NEIGHBORHOOD STEERING COMMITTEE

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Monday, June 29, 2009

6:00 PM

Lakeview Lutheran Church  
4001 Mandrake Road

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### 1. CALL TO ORDER / ROLL CALL

**Present:** 12 -

Lydia S. Maurer; Pat Steele; Benjamin C. Cashin; Lorie A. Walker; Cynthia M. Wood; Karen M. Thompson; Donald B. Bruns; Thomas C. Blake; Jolena K. Presti; Jeffrey E. Shokler; Mary Schumacher and Betty L. Thompson

**Excused:** 4 -

Paul J. Van Rooy; Jacqueline M. Wilson; Anita C. Herrera and Julie A. Savidusky

**City Alderpersons and Staff:** Michael Schumacher (District 18). Jule Stroick; Archie Nicolette; Linda Horvath; Dave Kress; Nate Fleming (Planning & Community & Economic Development).

### 2. APPROVAL OF June 4 MINUTES

**A motion was made by Cashin, seconded by Schumacher, to Approve the June 4 Minutes with the requirement that the CDBG project list would be discussed at greater length during meeting item #5. The motion passed by voice vote/other.**

### 3. ANNOUNCEMENTS

Introduction of Nate Fleming, AASPIRE Intern for the Planning Department.

Pizza and beverages have been provided to celebrate the completion of the NWS Neighborhood Plan.

### 4. PUBLIC COMMENT

None

### 5. [15198](#)

Final Draft Neighborhood Plan

The Steering Committee discussed the content and format of both volumes of the Final Draft Neighborhood Plan as described below:

- J. Shokler commended City staff on their efforts to create and complete the NWS Neighborhood Plan.
- City staff explained that after recalculating the numbers from the June 4 voting exercise, the Top 6 Priority Recommendations have changed slightly:
  - The recommendation with the sixth highest amount of votes was actually a Community Facilities recommendation, not an Economic Development

recommendation. This correction is reflected in the Final Draft Neighborhood Plan, in Volume I, on page 52.

- Steering Committee members identified several minor revisions/additions to be made to the plan:
  - Volume II, Chapter 1 - update statistics with the most recent Madison Metropolitan School District (MMSD) data.
  - Volume I, Chapter 4 - the same two images (Images 14 and 15) appear on pages 28 and 30; replace these on one page.
  - Volume I, Chapter 8 - as a result of Steering Committee discussion about the relationship between neighborhood housing options, educational attainment, and market demands, add the italicized text to Housing recommendation #1 as shown below:
    - Sustain a mix of available housing types including: single-family, owner-occupied, rental, multi-unit or multifamily, senior housing, affordable housing, *and also encourage development of housing in the upper ranges of the current market.*

#### CDBG Project List

Alder Schumacher provided comments and insight regarding the allocation of CDBG funds as described below:

- It is important to be aware of the potential Tax Incremental Financing (TIF) District; this could become a potential alternative funding source for some projects discussed by the Steering Committee.
- It is important to consider the hierarchy of needs on the Northside when determining appropriate projects and funding.
- Regarding potential funding for a Commercial Kitchen Incubator - it may be helpful to create and clarify criteria for this type of project such as for-profit vs. non-profit, percentage of public funding the project may receive, etc.

The Northport-Warner Park-Sherman Steering Committee developed the following priority list of neighborhood plan projects to receive Community Development Block Grant (CDBG) funds using the timeline indicated:

- **2009** - "Northport Drive Streetscape Enhancements" is the top priority project and should occur in 2009. Whichever project is more viable in 2009 between "North Sherman Avenue Streetscape Enhancements" and "North Sherman Avenue Warner Park Entrance" should also occur in 2009.
  - Northport Drive Streetscape Enhancements (\$23,000 - \$30,000)
    - Forged-metal sculpture median fence
  - North Sherman Avenue Streetscape Enhancements (\$23,000 - \$30,000)
    - Bus shelter, benches, trees, banners.
  - North Sherman Avenue Warner Park Entrance (\$23,000 - \$30,000)
    - Gateway arch/park entrance feature(s)
- **2010** - Whichever project did not occur in 2009 between "North Sherman Avenue Streetscape Enhancements" and "North Sherman Avenue Warner Park Entrance" should be carried over to be the first priority in 2010. If the "Commercial Kitchen Incubator" can meet the identified criteria, it should become the second priority project in 2010, however; if it cannot meet the identified criteria, "Northport Drive Warner Park Entrance" should take its place.
  - Commercial Kitchen Incubator (\$23,000 - \$30,000)
    - Acquisition of building, permanent kitchen/office equipment.  
*Criteria/Preferences: (1) Must be located on the Northside. (2) Must have a business plan and have reached 50 percent project development/contract milestone by December 31, 2009; final deadline to launch project is March 31, 2010. (3) Preference for non-profit ownership. (4) Public funding cannot exceed 50 percent of total project cost.*
  - Northport Drive Warner Park Entrance (\$23,000 - \$30,000)
    - Gateway arch/park entrance feature(s).

If other funds become available to finance the projects outlined above, the Steering Committee has agreed to reconvene to discuss the possibility of funding other eligible projects with any remaining funds.

Approval of CDBG Project List and Final Draft Neighborhood Plan

**A motion was made by Walker, seconded by Thompson to approve the CDBG Projects List with the revisions/additions described above. The motion passed by voice vote/other.**

**A motion was made by Cashin, seconded by Wood, to Approve Volumes I and II of the Final Draft Neighborhood Plan with the revisions/additions described above. The motion passed by voice vote/other.**

Implementation Plan

City staff explained the Draft Implementation Plan handout. This document identifies potential lead implementers, costs, and funding sources. It is intended to help guide "action steps" for various City agencies, as well as neighborhood/business groups.

**6. Next Steps**

Steering Committee members volunteered to present the NWS Neighborhood Plan for review at different City Board/Commission meetings.

**7. Checkout**

The Steering Committee provided thoughts and suggestions regarding the neighborhood planning process. Below are some comments from this discussion:

- It would be helpful if incoming Steering Committee members could be better prepared before the neighborhood planning process begins. A "pre-application meeting" may allow potential SC members to better understand what will be expected of them and of the planning process.
- Less time and emphasis should be placed on Robert's Rules of Order because it can be both intimidating and confusing.
- Scheduling retreat-type, less formal meeting(s) earlier on in the process may help build trust among members, therefore making subsequent meetings run more efficiently.
- L. Walker commended City staff on their efforts to create and complete the NWS Neighborhood Plan.

**8. ADJOURNMENT**

**A motion was made by Walker, seconded by Maurer, to Adjourn . The motion passed by voice vote/other.**