



CITY OF WAUWATOSA
7725 WEST NORTH AVENUE
WAUWATOSA, WISCONSIN 53213
Telephone: (414) 479-8917
Fax: (414) 479-8989
Web Site: www.wauwatosa.net

COMMUNITY DEVELOPMENT COMMITTEE MEETING

Tuesday, February 25, 2014

Committee Room #1

PRESENT: Aids. Roznowski, Pantuso, Moldenhauer, Walz-Chojnacki, McBride, Berdan, Wilke, Causier - 8

ALSO PRESENT: P. Enders, Economic Dev. Director; J. Archambo, City Admin.; A. Kesner, City Atty.; A. Brown, Program Specialist

Ald. Roznowski as Chair called the meeting to order at 8:30 p.m.

Plan Commission review and restructuring of Community Development Committee

Ald. Roznowski noted that this is continued discussion and provided some background information. This conversation was started last July and continued two weeks with a wide ranging discussion. He hoped because of past discussion that tonight would be more focused and that some action would be taken. This has been discussed at length and hopefully the committee has done additional research on the questions they may have.

Ald. Roznowski summarized that a lot of discussion will focus on these three issues:

- Streamlining of our development process
- Oversight issue –should we make any changes to how the streamlining process works, discussion expressed concerns that common council oversight could be lost, what safeguards do we need?
- reconfigure issue – if we take some items away from this committee which could potentially have two-thirds of our items not come to this committee, what would this committee do and that reconfiguring is part of a larger committee discussion and this should be taken up at a future meeting

Ald. Roznowski asked Ms. Enders to give a quick overview of the Horton Report. This report is the genesis of what we are talking about tonight. A lot of the members on this committee were not around when this report was commissioned in 2009.

Ms. Enders provided what information she had regarding the process to implement a plan. Ms. Enders noted that she was not working at the city during this time. She thought that the process was started in or around 2008. The plan was named Economic Development Division Structure & Implementation Plan. This was commissioned and the city worked with Ryan Horton and URS on that report. They looked at the development process in different cities such as West Allis, WI; Richfield, Minnesota; Emeryville, CA and Southfield, MI.

During that process goals and objectives were suggested:

1. The City and its partners will establish robust structure for economic development
2. Responsibilities for economic development will be clearly defined
3. Economic development in Wauwatosa will follow a predictable process

From this process, which included stakeholders, aldermen, and staff, came draft plans and eventually a recommended model.

The recommended model was to establish an Economic Development Division, establish an Economic Development Advisory Committee, maintain the Wauwatosa Economic Development Committee (WEDC) corporate shell, but defund its operations; combine the existing Redevelopment Authority and the existing Housing Authority into a new Community Development Authority (CDA), hire an Economic Development manager, hire a Community Development Block Grant (CDBG) administrator, and hire a Business Services Specialist.

In addition there was ~\$95,000 remaining in CDBG funds and a suggestion was made to look at some general purpose revenue to fund a CDA and undertake master planning activities.

From that point the Common Council started undertaking some of the recommendations. There was a creation of an Economic Development Advisory Committee (EDAC). EDAC then looked at the plan and eventually looked at a matrix and modified it into a working document. They came up with a plan of action and took the general recommendations and broke them out into a manageable work plan. EDAC came up with the need to establish a Community Development Authority and worked through what the description of that was. They discussed planned completion dates, what if any barriers were anticipated and who the members would include.

EDAC came up with the following activities, some of which have been implemented:

- Establish a CDA
- Finalize recommendations on Economic Development and Community Development organizational chart
- Recommend to the council on formalizing and promoting a city development team
- Conduct a comprehensive review of the existing process
- Identify areas for process improvement
- Educate potentially affected committees and council
- Identify relevant state statutes and municipal ordinances – that discussion point lead to looking at Plan Commission, Community Development, WEDC, Wauwatosa Revolving Loan Fund, CDA, RDA, the Housing Authority and all of the entities that somehow touch economic development in Wauwatosa
- Identify and define major targeted tracts
- Align opportunities and incentives specific to each area of the project that could be preapproved
- Establish a best means of succinctly communicating opportunities to prospective users
- Establish baseline indicators
- Recommendation to host some economic development gatherings

Ald. Roznowski recapped that the Horton Report generated the creation of the EDAC and ultimately the EDAC recommendations.

Ald. Berdan confirmed that the Horton Report was not adopted by ordinance and was just received as a report; the City has implemented some things administratively.

Ald. McBride provided a proposal that was built off of Ald. Wilson's proposal. Ald. McBride noted that he just came from the WEDC meeting and that WEDC voted themselves out of existence consistent with the

Horton Report recommendation. The responsibilities and assets were turned over to the CDA to streamline the development process and to strengthen the CDA.

Ald. McBride noted that about 60% of what this committee does would be turned over to the Plan Commission consistent with the EDAC recommendation. In previous discussions concern was raised as how to maintain the oversight of the Plan Commission. Ald. McBride said that built into his proposal was the notion that if an issue is brought forward to the Common Council and the Council feels more discussion is warranted, the item could be referred back to the Committee on Community Development. The Common Council would retain full authority to refer back any items deemed necessary for further discussion and consideration, any matter that went directly from the Plan Commission to the Common Council.

An additional safeguard is added, if, following the referral of any item from the Plan Commission to the Common Council, five alderperson submit a written request to the Council President, that item would be automatically referred to the Community Development Committee for further discussion and considerations, without being considered by the full Common Council first. He noted that there is a need to build in safeguards so that elected officials maintain sufficient amount of oversight.

Mayor Ehley has also suggested adding another alderman to the Plan Commission as well.

The EDAC recommended video-taping the plan commission meetings which has already been implemented.

Ald. Pantuso said that Ald. McBride's memo with the added provisions answered some of his questions. He requested that the City Administrator find funding to fix the AV system in the Council Chambers so the Plan Commission can go back to holding their meetings there. He noted that Committee Room #1 is not large enough for this commission and is very uncomfortable. He strongly recommended this be addressed.

Ald. Pantuso felt that the discussion of what additional items would be handled in the Community Development Committee should be discussed alongside tonight's discussion. He emphasized that he needs to feel that his time spent Tuesday nights at committee are useful and beneficial.

Ald. Walz-Chojnacki said the discussion tonight should remain on streamlining the process only and visit the other piece at a later time.

Ald. Berdan expressed frustration with the discussion, because she believed that as part of the bigger picture Ald. McBride's proposal includes the committee restructuring. She said this discussion prevents her from discussing the ideas she may have on this. However, she thought the Plan Commission should be given the power and authority as permitted by state statute and city ordinance; and they are not given decision making in either one. Ald. Berdan felt that they are a review board, and they should be a group of people who are well versed in the things that come before the group, the comprehensive plan, and all of its amendments. She suggested the commission should look at a development or developer and say yes or no that it fits the comprehensive plan. She felt because they are a review board that this should not be the place for a public hearing. The public comments should come to the elected officials. The recommendation of the Plan Commission should come to the committee based on their review.

Ald. Moldenhauer said he has spoken quite extensively on the oversight issue. Greater velocity is needed throughout our system. He felt that as elected officials constituents should rely on the alders for their decision making. He felt this is part of the broader spectrum. Any reforms that are undertaken should be given a review period where a gauge can be taken to see how things are going.

Ald. McBride noted that the Employee Relations Committee was having discussions earlier tonight regarding what their role in the committee structure should be. There was no conclusion made at the Employee Relations meeting so any discussion on restructuring would be premature and the committee should continue

with their discussion on the streamlining process. He felt it is time to vote on the matter; there has been plenty of discussion and time to do research. He was not opposed to revisiting this down the road and noted that this decision could be reversed if found it doesn't work.

Ald. Causier appreciated the way Ald. McBride's proposal was laid out so she can see how the progression works. She was in favor of adding one elected official to the commission. She felt it seemed logical. As Chairperson for the Employee Relations Committee she said no conclusion was reached on dismantling. Ald. Causier was in favor of moving forward with the EDAC recommendations.

Ald. Wilke asked about the proposed membership of the Plan Commission compared to what it is now. The major clarification is that there would be a minimum of two elected officials on the commission. Currently one elected official is appointed to the commission by the Mayor and the proposal is that one would be elected by council. He expressed concern about making the commission too top heavy with elected officials. The more elected officials we add the more citizen representation is diminished.

Ald. Roznowski liked the oversight provisions added to the proposal. The reconfiguration issue is much bigger for a broader discussion for the near future as a separate process. It is time to take a vote on this tonight. He agreed with Ald. Moldenhauer and Ald. Berdan by not wanting to increase the authority of the Plan Commission but maintaining it with the oversight vehicles laid out.

Ald. Wilson clarified that he didn't intend to interject his point of view with his original memo. The recommendations suggested came from EDAC which is a very simple recommendation. The recommendation is to eliminate the requirement that Plan Commission items go before the Community Development committee for additional review and approval. There are a lot of pieces to this that need to be discussed. He hoped that the committee would work together cooperatively through all of the issues. Ald. Wilson said to get the most effective process there needs to be an understanding of what all the concerns are of the committee. He suggested that the council needs to look proactively at the entire process, there are a lot of things that can be done better.

Ald. Tilleson felt Ald. McBride's proposal raised some good points. He discussed the commission make-up and it was clarified that the proposal is to have two aldermanic positions on the commission.

Mayor Ehley suggested that there is far more scrutiny by staff than in the past, in multiple departments, prior to items being forwarded to the Plan Commission. The Mayor felt that additional support needs to be provided to the Plan Commission; for example earlier this year the City Attorney was asked to have a presence at these meetings. The Plan Commission did not have the same level of expertise or support at their meetings that committee members have.

Ald. Pantuso felt that two aldermanic numbers on the commission is a good number. This will allow others with expertise in other fields to be represented. He liked the idea of the council electing one position and the Mayor appointing one.

Moved by Ald. McBride, seconded by Ald. Causier to recommend the following:

- To recommend that Plan Commission duties remain as currently stated in Section 24.16 of the Wauwatosa Municipal Code;
- That the following matters now reviewed by both the Plan Commission and the Community Development Committee (CDC) now proceed directly to the full Common Council for final action after Plan Commission review – conditional uses permits; scheduling of public hearings on zoning matters; land combinations and divisions; general updates

- That matters currently reviewed by both the Plan Commission and referred to the Community Development Committee would continue to be so referred (or to the CDC's successor) for consideration before final Council action – ordinance changes; planned unit developments; development agreements; designation of historic buildings and sites; items referred by the City Attorney pertaining to zoning and development matters
- That Section 2.24.020(A) of the Wauwatosa Municipal Code be amended to provide for Plan Commission membership as follows: The mayor; four citizen members, none of whom are municipal officials, appointed by the mayor and subject to confirmation by the common council to serve staggered three-year terms; an alderperson appointed by the mayor to serve a two-year term; an alderperson elected by a majority vote of the common council to serve a two-year term.
- That Plan Commission meetings continue to be videotaped for later viewing
- That if an issue is brought forward to the Common Council and the Council feels more discussion is warranted, that it may be referred back to the Community Development Committee (or to its successor committee)
- That if, following the referral of any item from the Plan Commission to the Common Council, five alderpersons submit a written request to the Council President, that item would be automatically referred to the CDC (or to its successor committee, DMAC) for further discussion and consideration, without being considered by the full Common Council first.
- That these changes shall be effective on May 12, 2014; discussion on committee restructuring shall resume at the next CDC meeting of March 11, 2014.

Ald. Pantuso asked that two friendly amendments be added to the motion: add the effective date of April 15, 2014, which would coincide with the seating of the new council, and requested continuation of committee structure discussion be added to the next agenda. Ald. McBride accepted the friendly amendment as did the seconder. The committee discussed and felt that it would make more sense for the effective date to be May 12, 2014, the first Plan Commission meeting after the new council is set.

Ald. Berdan said she would not support the motion as this does not streamline the activities, but removes the chance for public input in front of an elected body. Aldermen are going to have increased responsibilities by paying closer attention to what happens at the Plan Commission, (as they should be doing), as constituents will be talking to the Plan Commission and not elected officials.

Ald. Walz-Chojnacki expressed concern that the sense amongst the public is that we have an opaque process. He felt that the notification procedures needed to be addressed so that more people are made aware of what is going on in their neighborhood.

Ald. Pantuso commented that this streamlining will force the hand for alderpersons to become very engaged at what happens at the Plan Commission. He felt that his district is well represented at the commission meetings when it involves his district and felt others may want to do the same. He also noted that with the video-taping of the commission it is another option for the elected officials to watch the meeting or read the minutes to keep abreast of what is going on. He did express concern for the number of meetings alderpersons may have to attend and could be discouraging for potential new alderpersons.

Ald. Causier addressed the notification issue as they hear a lot about this at the commission. The City Attorney explained that it is defined in state statute and also has been adopted in the city ordinances.

Ald. Wilke said he will be voting present as he would like additional time to digest the information.

Ald. Roznowski added that the Horton Report made recommendations of which some have been implemented and this will be another one. This is one step that advances the streamline process implementation.

Vote on the motion: Ayes: 5 Noes: 2 (Berdan, Moldenhauer) Present: 1 (Wilke)

The meeting adjourned at 9:42 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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