

Department of Planning and Development
McHenry County Government Center - Administration Building

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MEMORANDUM

To: Charles Eldridge, Chairman, and Members of the McHenry County Regional Planning Commission

From: Dennis A. Sandquist, Director, McHenry County Department of Planning and Development

Date: June 8, 2009

Re: Municipal, Township and Public Review Meetings

The P&D Committee and RPC joint meeting comments have been submitted to Houseal Lavigne Associates. The revised Public Review Draft should be available by June 11th. The RPC will then be able to proceed with its first round of municipal, township, and public review meetings.

The RPC has previously decided to conduct two rounds of municipal, township, and public review meetings. The first round of meetings is intended for reviewing of the draft 2030 Plan text. The second round of review meetings is intended for reviewing the draft future land use map and principles. In March, the RPC agreed that the first round of review meetings on the Plan text will use an interactive workshop format. The workshop will combine a PowerPoint presentation and small group discussions. The purpose of this memorandum is to further develop the workshop meeting process for discussion and agreement by the Regional Planning Commission.

The review meetings will be open to representatives of the county's municipalities and townships as well as the general public. Meeting announcements will be placed on the 2030 Plan website along with the draft 2030 Plan document. Meeting announcements will be emailed to everyone on the 2030 Plan list serve. Staff will solicit MCCG's assistance in notifying municipal and township officials of the meetings. One printed copy of the plan will be provided to each municipality and township in advance of the meetings. Meeting attendees will be asked to RSVP to the Department of Planning and Development.

The workshops will be held in the County Administration building at several different times on four separated days. The meetings will be two hours long.

The room will be set with six tables that will each seat 12 people: 10 participants, one RPC member, and one Planning staff member. Each RPC member will need to attend two meetings. We will try to arrange separate tables for municipal and township officials and for the public. Persons who have confirmed their attendance in advance will be assigned a table. Other attendees will be placed at tables on a first-come basis, as space permits.

All attendees will be given a handout upon arrival that contain a welcome message, a list of the plan's goals and objectives, a worksheet to be completed during the presentation, a comment card, and instructions for submitting comments via mail or email.

The proposed meeting format follows (1 hour 55 minutes total):

- Opening remarks from the Chairman or vice-Chairman and Staff (5 minutes)
- Planning Commissioner Introductions (5 minutes)
 - (stand, give name, where you live/work, and one item you love about living/working in McHenry County)
- Table Introductions (10 minutes)
 - Name, where live/work, one thing you love about living/working in McHenry County
 - Comments about McHenry County will be recorded to flip chart
- Power Point Presentation and Participant Worksheets (30 minutes)
 - The PowerPoint presentation will utilize text and images from Plan and will focus on vision statements, goals, and policies
 - During the PowerPoint presentation, participants will be asked to jot down thoughts, questions, and comments on their worksheets
- Small Group Discussion (60 minutes)
 - Proceed chapter by chapter (45 minutes)
 - Strengths, best aspects of the chapter
 - Areas that can be strengthened
 - Other comments
 - Dot Voting Process (5 minutes)
 - Provide each participant with six dots
 - Ask him/her to place dot next to the single most important comment on each chapter
 - RPC Member Reporting (10 minutes)
 - Each RPC member verbally report the 2 most surprising or unexpected comments that they heard
- Closing remarks/next steps Chairman or vice-Chairman and Staff (5 minutes)

Staff will compile the comments from the flip charts along with a notation regarding the dot voting results into a summary report. The report will include copies of the participant worksheets, written comment cards, mail, and email comments received by the close of the comment period.

The RPC and P&D Committee will convene at a future joint meeting to discuss the comments and decide on recommended changes to the draft Plan text.

Staff will provide specific suggested review meeting dates and times at your June 11th RPC meeting.