

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

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2200 North Seminary Avenue  
Woodstock, Illinois 60098



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815 334-4560 Fax 815 337-3720  
[www.co.mchenry.il.us](http://www.co.mchenry.il.us)

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: March 24, 2009

Re: Municipal, Township and Public Meetings

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The working *2030 Plan* timeline denotes two additional rounds of municipal/township review meetings and two rounds of public review meetings prior to release of the final draft plan for public hearing. The first round of meetings is intended for reviewing of the draft *2030 Plan* text, which has been prepared by Houseal Lavigne. The second round of review meetings is intended for reviewing the draft of the future land use map and principles.

Staff has modified the meeting format proposal to reflect the RPC's desire to provide a more thorough presentation of the draft plan and to engage in more formal dialog with municipal and township officials and the public, as discussed at your March 12<sup>th</sup> meeting. Our new proposal calls for a series of interactive workshops that will accommodate municipal and township officials as well as the public.

Municipal officials, township officials, and the public will be invited to attend one of four meetings at the McHenry County Administration Building, Tentative meeting dates are April 20, 22, 23, and 30. All meetings will start at 6 p.m., although afternoon or early morning meetings are also a possibility. The room will be set with six groups of tables that will each seat 12 people. One RPC member and one Planning staff employee will be assigned to each table. RPC members will each need to attend only two of the four meetings. We will have separate tables for municipal and township officials and the public. Persons who have confirmed their attendance in advance will be assigned to a table. Other attendees will be placed at tables on a first-come basis as space permits.

The meeting will begin with a 30-45 minute presentation on the plan. The presentation will be followed by group discussions led by each table's RPC member. Staff will document comments on a flip chart. All discussions will start with a predetermined set of discussion questions. After that, the discussions will follow the interests of each table. At the end of the discussion, participants at each table will identify (via dot voting) their most important comments which will be reported verbally to the entire group.

All meeting attendees will be provided comment cards and instructions for submitting written comments via mail or email. Staff will compile the comments from the flip charts along with written comments for the RPC. The RPC will convene at a later date to discuss comments and decide on recommended changes to the draft Plan text. The RPC will forward the comments and its recommendation for modifying the plan to the P&D Committee for consideration.