



STEERING COMMITTEE

WELCOME!

Thank you for agreeing to serve on the Deerfield Township Comprehensive Plan Steering Committee. The purpose of the Comp Plan is to develop strategies to enhance the quality, economic vitality, and sustainability of Deerfield Township.

The Steering Committee, which will consist of approximately 19 community stakeholders and the three Township Trustees, will work closely with the Township's staff and project consultant, McBride Dale Clarion, to help guide the development of the Comp Plan Update. We anticipate that the Steering Committee will meet seven times over the next 12 – 18 months starting on June 11. These meetings, which are expected to last about two hours, will be scheduled for the evening hours on dates that best meet the needs of the Steering Committee members, to the extent possible. We have included tentative dates in this packet. These meetings will be open to the public, but are designed to allow you learn, discuss and debate issues as a selected and representative group for the various neighborhoods and businesses in the Township.

Special public events and activities are also included in this process (see the included project management plan) and we encourage you to participate in those with the intent to listen and learn from your fellow citizens. The planning team will be summarizing the results of all public events to allow you to incorporate these findings in your discussions.

This document includes valuable information for you as we move through this process and we will update it as needed if anything changes.

- Steering Committee Role and Responsibilities
- Tentative Meeting Schedule
- Project Website and Document Access
- Steering Committee Membership List
- Planning Team Contacts
- Project Management Plan

Your role in this process is very important and the Trustees, Staff, and Consultants are grateful for your willingness to participate. This process is designed to create a plan for Deerfield Township that is embraced and championed by the people who live and work here. Our collective mission is to listen to the voices of the township residents and layout a pathway for a successful future.



ROLE AND RESPONSIBILITIES

PURPOSE AND ROLE

The steering committee is established specifically to serve as a representative group of the citizens and businesses of Deerfield Township to provide insight, active discussion, and consideration of important topics essential to the creation of the updated comprehensive plan.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

As a member of the steering committee you are agreeing to:

- Attended the scheduled meetings. (6-7 over the next 9-10 months)
- Review provided documents and materials in advance of scheduled meetings where they will be discussed.
- Come prepared with questions and comments to discuss with the committee and planning consultant.
- Participate in civil and open dialogue about challenging topics for which there may be many or opposing perspectives.
- Serve as a liaison to your neighbors and social networks to help spread awareness of opportunities for participation in the planning process.
- Bring important topics and issues to the attention of the committee and consultants when you feel they have not been adequately discussed with the committee.
- Direct any request from the media for comments to township officials.
- Communicate to township staff and consultants any concerns you may have which you feel cannot be discussed with the whole committee.

MEETING FACILITATION AND DECISION MAKING

- Meetings will be facilitated by planning consultants and will generally be 1.5 to 2 hours.
- Meetings will include presentation of relevant milestone deliverables and information as well as group exercises and discussion of topics by the committee members.
- Voting and ranking exercises may be used as appropriate to generate consensus on topics and plan direction.
- Iterative drafts of critical plan documents will be provided to the committee for your review and comment, any issues which are not resolved among the steering committee members will be presented to Zoning Commission or the Board of Trustees as topics for their direction.
- Some participation may occur via electronic distribution and responses.
- All documents will be made available online at www.BecomingDeerfield.com, a site specifically dedicated to the plan.



TENTATIVE MEETING SCHEDULE

STEERING COMMITTEE

These are all Tuesdays, 4 or 6 weeks apart depending on the Milestones

Meetings will be held from 7:30-9:00 PM at the Township Administration Building

- 1-June 11, 2019 (confirmed)
- 2-August 20, 2019 (Most flexible, could be 1-2 weeks earlier if necessary, to get a better date)
- 3-September 17, 2019
- 4-October 29, 2019
- 5-December 10, 2019
- 6-January 21, 2020
- 7-February 18, 2020

PUBLIC EVENTS

The time of day, and location are to be determined, and the date may change based on committee input and direction.

- Housing Workshop-September 17, 2019 (Education and questions)
- Policy Workshop-October 1, 2019 (Education and intensive group work to generate input)
- Plan Open House (Pre-Adoption)-March 3, 2020 (review and comment cards)
- Public Hearings with Zoning Commission, County Planning Commission, and Board of Trustees (presentations and public comment)

INFORMATION AND DOCUMENTS

NOTIFICATIONS AND DOCUMENTS

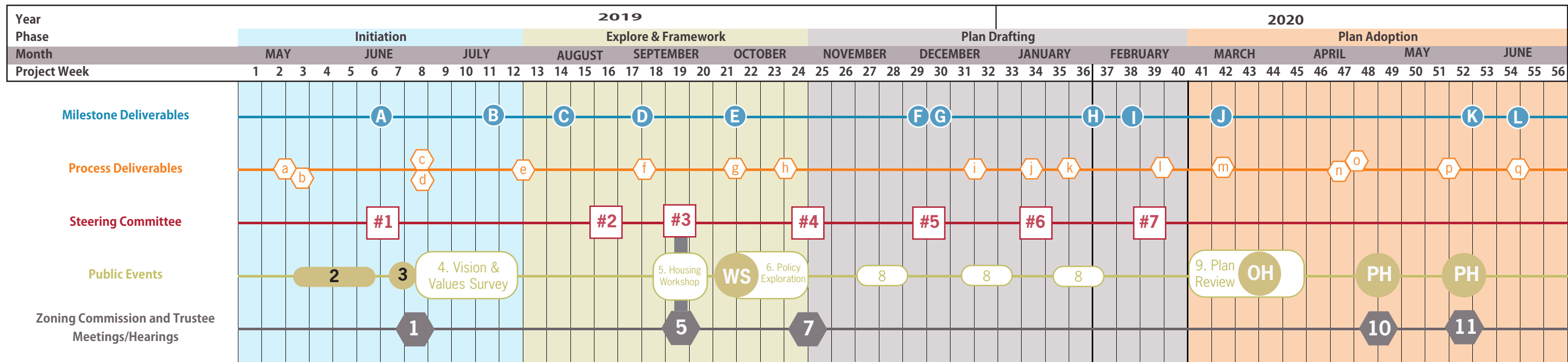
All meeting dates, documents produced in the process, and content presented at meetings will be posted on the project website www.BecomingDeerfield.com.

We will also email you when new content is posted or if meetings change from the listed dates above.



COMPREHENSIVE PLAN UPDATE

PROJECT MANAGEMENT PLAN & SCHEDULE



Milestone Deliverables

- A. Website & Communications/Branding Materials
- B. SWOT Analysis
- C. Vision Statement
- D. Goals & Objectives
- E. Planning Framework Map
- F. Policies & Strategies
- G. Maps & Graphics
- H. Implementation Workplan
- I. Fully Formatted Prototype Plan (3rd Draft)
- J. Executive Summary (Posters/Booklet)
- K. The Adopted Plan Document & Web Version
- L. Digital Files

Process Deliverables

- a. Project Management & Communications Plan
- b. Steering Committee Engagement Materials
- c. Stakeholder Issue Summary
- d. Vision and Values Survey
- e. Public Input Summary
- f. Housing Study White Paper
- g. Policy Exploration Workshop Materials
- h. Annotated Plan Outline and Design Template
- i. Staff Review Draft (1st Draft)
- j. Plan Review Online Comment Forms (x3)
- k. Steering Committee Draft (2nd Draft)
- l. Public Review Draft (4th Draft)
- m. Final Open House Materials
- n. Summary of Public Comments
- o. Zoning Commission Draft (5th Draft)
- p. Trustee Adoption Draft (6th Draft)
- q. Final Plan

Steering Committee Meetings

- #1-Kick-off & SWOT
- #2-Analysis Review
- #3-Housing Workshop with Trusteess
- #4-Plan Framework, Outline, and Design Review
- #5-Plan Element Review
- #6-Plan Element Review
- #7-Implementation Work Plan Prioritization and Endorsement

Public Events

1. Joint Zoning Commission/Trustee Kick-Off (Informational Update)
2. Stakeholder Interviews
3. Website and Campaign Launch
4. Vision & Values Survey and Pop-ups
5. Housing Policy Workshop with Trustees **WS**
6. Policy Exploration Workshop **WS**
7. Zoning Commission/Trustees Endorsement of Framework
8. Up to 3 Comment Forms for Online Review of Draft Plan Content
9. Plan Review Open House **OH**
10. Zoning Commission Public Hearing **PH**
11. Trustees Public Hearing **PH**