

Item #1C:

Report Of The PCZBA - February 16, 2016
Proposed Updates To The Comprehensive Plan - Update

David Lothspeich

To: James Hogue
Subject: RE: RE: Long Grove Comprehensive Plan - Steering Committee

From: James Hogue
Sent: Wednesday, February 17, 2016 5:08 PM
Subject: RE: Long Grove Comprehensive Plan - Steering Committee

Dear Steering Committee Candidate,

The Village of Long Grove has started the process of preparing an update to the comprehensive plan for the village and has retained the firms of TESKA Associates and BDI (Business District Inc) to assist the Village with this process .

As part of this process the village will be using a Steering Committee to provide guidance/direction/information to the Consultant Team in an informal setting. The purpose of this Committee is to provide an objective perspective on local concerns and aspirations from a broad cross-section of public and private interests. The consultants will seek the counsel of the Steering Committee members on issues and opportunities that arise during the planning process. The Steering Committee will review interim documents throughout the process and each phase of the process will build on the previous work the Committee in creation of an update plan document

The Committee will not take any formal action to approve or disapprove the plan. The Steering Committee serves in an advisory capacity only. The results of the work of the Committee will be incorporated into a draft comprehensive plan document which will be presented to the Plan Commission for public hearing and ultimately the Village Board for approval .

The village has identified you as a potential member of this Committee. Attached is a formal letter of invitation from Village President Angie Underwood and Village Trustee/Planning Liaison Michael Sarlitto

An initial meeting date of the Steering Committee has been scheduled for March 1st 2016 in the Long Grove Village Hall. It hoped you will be able to attend and to serve this committee.

Please respond to Village Planner James Hogue - jhogue@longgrove.net or (847) 634-9440 regarding your interest and availability to serve on this committee and participate in the Village planning process.

On behalf of Village of Long Grove, thank you for considering to serve on this Committee.

Sincerely,

Jim

James M. Hogue
Village Planner
Village of Long Grove



February 16, 2016

The Village of Long Grove is embarking upon a revision to the Village Comprehensive Plan. The current Comprehensive Plan was adopted in April of 2000 and builds upon the foundations laid in previous planning efforts. Preservation of community character, while permitting high quality development, has been a long standing priority of village planning efforts. It is envisioned that this plan update will continue to build upon the planning foundations of the past while addressing the future needs of the village and in particular opportunities for Economic Development. The Village has retained the planning/economic/market analysis consulting firms of Teska Associates & Business Districts Inc (BDI) to assist the Village in the planning process and creation of the plan document.

As part of this process a Steering Committee is being formed to review the document being prepared by the consultant and make recommendation to the Village Planning Commission on this document. Ultimately this document will serve as a general policy guide for the foreseeable future of the Village.

You have been selected as a potential member of this Steering Committee. It is anticipated that the Steering Committee will meet four (4) or five (5) times in 2016 to assist the consultants in the update of the Village Comprehensive Plan. Village Trustee Michael Sarlitto and Village Planning Commission Chairman Fred Phillips will be members of Committee along with a cross section of individuals from various sectors of the community. It is anticipated the Committee will consist of a total of eleven (11) members.

Please contact Village Planner James Hogue (jhogue@longgrove.net or 847-634-9440) if you are interested in serving the community as a member of this Committee. Your participation in the process is greatly valued and appreciated by the Village of Long Grove.

Sincerely,

Angie Underwood

Angie Underwood
Village President

Michael Sarlitto

Michael Sarlitto
Village Trustee



MEMORANDUM

TO: Village of Long Grove Planning Commission & Zoning Board of Appeals
FROM: James M. Hogue, Village Planner
DATE: January 28th 2016
RE: Village Plan Update – Stakeholder Meetings & Plan Process

The update process for the Village Comprehensive Plan will begin in earnest with the establishment of village “stakeholder” meetings on February 9th. Stakeholders are key community individuals largely made up of business, civic, governmental and other groups such as a builder and developers in the community. This effort represents the first level of data collection and input from the community. A list of those contacted is attached as an FYI for the PCZBA. (See project calendar –attached)

Various individuals and groups are invited to participate in these meetings which are designed to gather input from the community and provide a foundation which will be used in the creation of an updated Comprehensive Plan for the Village of Long Grove.

Meetings will be divided into separate “tracks” (Community Leaders, Economic Development, Public Agencies) which will focus on various aspects of the Community.

Meetings will held at the following locations:

- Sunset Foods Community Meeting Room – 2nd Floor Mezzanine (Community Leaders Track)
- Long Grove Village Hall – Village Board Room (Economic Development Track)
- Long Grove Community Church – Classroom #6 (Public Agencies Track)

Staff is also working to establish a “steering committee” which will provide guidance/direction/information to the Consultant Team in an informal setting. The focus of the steering committee meetings will be for internal working sessions and not public comment. The Steering Committee process initiated to provide an objective perspective on local concerns and aspirations from a broad cross-section of public and private interests. The Committee will not take any formal action to approve or disapprove the plan. The Steering Committee serves in an advisory capacity only. It is anticipated staff will provide updates to the PCZBA (as well as other Boards & Commissions) to keep members well informed of the status and progress of the project

There will be numerous and continuous opportunities for additional public input into the process through a web-site, surveys, public workshops, open houses and ultimately at hearings before the Plan Commission and Village Board before adoption updated plan document.

Should you have any questions or concerns feel free to contact me at (847) 634-9440.

Dave, Jim:

In response to questions regarding the level of public involvement in the Steering Committee process, we wish to clarify that the primary function of this group is to provide guidance/direction/information to the Consultant Team in an informal setting. The focus of these meetings are for internal working sessions and not for public comment. The Steering Committee process should be unimpeded by outside influences and political pressures as much as possible in order to provide an objective perspective on local concerns and aspirations from a broad cross-section of public and private interests. This has been the experience and practice in our work with many other previous similar groups we have worked with. We will seek the counsel of the Steering Committee members on issues and opportunities that arise, but the Committee will not take any formal action to approve or disapprove the plan. The Steering Committee serves in an advisory capacity only. We appreciate and are very comfortable with the care that Village has taken to include a broad cross section of people on the Committee with differing viewpoints, and who have a deep knowledge of the community and issues facing Long Grove.

There will be many and varied opportunities for additional public input into the process through a website, surveys, public workshops, open houses and ultimately at hearings before the Plan Commission and Village Board before adoption. We will also be interviewing many individuals directly through focus groups and elected officials directly. We hope all appointed and elected officials, and the public at large will take advantage of these avenues for involvement.

This process we have designed has worked very well in many other communities where we have done similar planning work. We are confident that all voices in Long Grove will be heard and remain committed to an inclusive process.

Konstantine T. Savoy, AICP
Principal



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Building Community. Creating Place

**Long Grove Comp Plan
Project Meeting Schedule
(1.6.16)**



Trip/Conf. Call	Tasks	Work Objectives	Consultant Team	Schedule
Trip #1	1.4	Kick-off Workshop: Comprehensive Plan Steering Committee (CPSC)	All team	Feb 8-11
Trip #2	2.3	Stakeholder Focus Groups	All team	Feb 8-11
	2.2	Business Development Survey sent	BDI	Week of Jan 4 th
Trip #3	3.7	Community Assessment Report Draft report sent for internal review to Village Staff	All team	Feb 26 th
		Final draft report sent to CPSC		March 4 th
		CPSC Meeting: Review Assessment Report		March 14-16
Trip #4	4.1	Envision Long Grove Workshop	All team	March 21-23 (check local spring break?)
Trip #5	5.2	Special Area Plans Send Draft Specific Area Plans	All team	Early May
		CPSC Meeting		Mid May
Trip #6	6.8	Final Plan Draft Final Plan report sent for internal review to Village Staff	All team	Early July
		Final Draft Plan Elements sent to CPSC		Mid July
		Steering Committee/Village Board meeting		End July
Trip #7	6.12	Public Open House/Public Hearing Final draft plan sent to Plan Commission Public Open House/Hearing	All team	Mid August
		Public Hearing		End August
Trip #8	6.13	Plan Commission Meeting (Approval)	Teska	Early September
Trip #9	6.14	Village Board Meeting Approval of Final Plan	All team	End September



January 2016

Dear Resident/Business Owner/Merchant/Interested Party,

The Village of Long Grove is embarking upon a revision to the Village Comprehensive Plan. The current Comprehensive Plan was adopted in April of 2000 and builds upon the foundations laid in previous planning efforts. Preservation of community character, while permitting high quality development has been a long standing priority of village planning efforts. It is envisioned that this plan update will continue to build upon the planning foundations of the past while addressing the future needs of the village and in particular opportunities for Economic Development. The Village has retained the planning/economic/market analysis consulting firms of Teska Associates & Business Districts Inc (BDI) to assist the Village in the planning process and creation of the plan document.

Representatives from these firms will be available for interviews from 9AM to 5:30 PM on February 9, 2016. Various individuals and groups are invited to participate in these meetings which are designed to gather input from the community and provide a foundation which will be used in the creation of an updated Comprehensive Plan for the Village of Long Grove.

Meetings will be divided into separate "tracks"(Community Leaders, Economic Development, Public Agencies) which will focus on various aspects of the Community.

Meetings will held at the following locations:

- Sunset Foods Community Meeting Room – 2nd Floor Mezzanine (Community Leaders Track)
- Long Grove Village Hall – Village Board Room (Economic Development Track)
- Long Grove Community Church – Classroom #6 (Public Agencies Track)

It is anticipated focus group meetings will consist of small groups of 4 or 5 people and will last approximately 45 minutes. To participate please use the link below and fill in your name, contact information and time that works best for you. Time slots are allocated on a "first come first served" basis. If you are associated with a particular sub-group identified in the sign-up sheet please try to request a time slot in that sub-group heading.

<https://teska.wufoo.com/forms/long-grove-interviews/>

Should you have scheduling issues, please email Amy at: ariseborough@teskaassociates.com). If you have any questions, concerns, or require further information regarding the planning process in general, please contact Village Planner James Hogue at the Long Grove Village Office (847) 634-9440 or jhogue@longgrove.net.

Your participation in the process is greatly valued and appreciated by the Village of Long Grove.