VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JULY 8, 2008 AGENDA

SUBJECT:	TYPE:		SUBMITTED BY:
Total Community Development 3 Scope Discussion	✓	Resolution Ordinance Motion Discussion Only	Michael Baker Assistant Village Manager

SYNOPSIS
Discussion is requested regarding the scope of activities to be conducted as part of the Total Community Development (TCD) 3 process.

STRATEGIC PLAN ALIGNMENT
The Mission for the Village of Downers Grove identifies *Engage our Citizens* which means *Listening to and Understanding the Concerns, Needs and Desires of Residents and Businesses.* .

FISCAL IMPACT
N/A

RECOMMENDATION
Discussion only.

BACKGROUND
As part of the preliminary planning efforts associated with TCD3, staff made a brief presentation on May 27, 2008 (see attached) that provided a general overview for the TCD3/Comprehensive Plan concept. Earlier this year, staff also conducted a request proposal (RFP) process to select a consultant to assist with the creation of an updated Comprehensive Plan for the Village. Among other things, the TCD3 process was envisioned as a source of valuable information from the community that would help to inform and support to the development of the Comprehensive Plan update. This arrangement would allow for discussion of topics that might not feed directly into the Comprehensive Plan, but represent important community issues that could further be addressed by the Village or other participating units of government.

The recommended facilitator/consulting firm, Houseal Lavigne Associates, was given an opportunity to discuss their proposal at the June 10 Council Workshop. Based on the discussion that took place among the Council, it was determined that further definition of the scope of the TCD3 process was needed in order to develop a clear schedule of activities for the process and finalize the contract with the consultant to clearly outline the scope of services to be performed. As a result, staff has provided the following information to assist Council in a discussion of TCD3 activities.

Prior to the commencement of any of the activities listed below, a TCD3 Oversight Committee will be formed. This group will meet on a regular basis and provide guidance throughout the process. It is envisioned that the Committee will consist of elected officials and/or key staff from the participating units of local government in Downers Grove, several members of the community-at-large and the selected facilitator. Regular updates of Committee and process activities will be provided to the Village Council and other units of government.

Proposed List of Steps for TCD 3

Step	Description	Timeframe	Necessary for Comp. Plan
1	**TCD3 Project Initiation Meeting**	**August 2008**	**No**

The Oversight Committee will meet prior to any community outreach activities to develop a more specific schedule, review the roles and responsibilities of process participants, and establish a series of objectives by which to measure the success of the process. Regular and as needed meetings with this group will be conducted throughout the TCD3 process to ensure effective commuication and and open dialogue.

Step	Description	Timeframe	Necessary for Comp. Plan
2a	**Project Website**	**August 2008 – Completion**	**Yes**

A Project Web Site that can be linked to the home page of participating units of government will be created in order to maximize the participation and communication with residents and provide one source for information related this process. Information posted to the website will include special articles and updates, meeting summaries, draft documents, upcoming activities, etc.

Step	Description	Timeframe	Necessary for Comp. Plan
2b	**On-Line Surveys**	**September 2008**	**Yes**

An on-line resident survey will be conducted to solicit community-wide opinion on a range of topics and issues, and an on-line business survey will provide for information on those issues and concerns most important to the Downers Grove business community.

Step	Description	Timeframe	Necessary for Comp. Plan
2c	**On-Line Community Issues Mapping**	**Begin September 2008**	**Yes**

The interactive TCD3 website will provide an on-line Community Issues Mapping Tool. This unique on-line tool allows residents to identify, map, and comment on areas of concern and valued community assets. It simplifies the mapping process and familiarizes residents with all areas of the community in a fun, interactive, and effective manner. Input from residents allows for the creation of composite mapping of community issues to assist with the identification and establishment of community goals and objectives.

Step	Description	Timeframe	Necessary for Comp. Plan
2d	**Community Comment Board**	**Begin September 2008**	**No**

This is a place for residents to post comments and ask questions regarding the TCD3 process. When checked on a regular basis, inquiries can be responded to by Village staff.

Step	Description	Timeframe	Necessary for Comp. Plan
3a	**Community Workshop I**	**October 2008**	**Yes**

This community workshop is the first face-to-face community outreach event of the TCD3 process. The primary purpose is to provide an overview of the process, outline participation opportunities, and allow attendees to discuss problems, issues and potentials within the community.

Step	Description	Timeframe	Necessary for Comp. Plan
3b	**Boards & Commissions Workshops**	**Oct - Dec 2008**	**Yes**

Workshops will be conducted with boards and commissions members. These individuals provide a unique insight into the community and community issues due to their exposure to residents and community concerns on a regular basis, and they represent a valuable resource that needs to be tapped. Workshops would promote a rich dialogue and likely reveal a myriad of topics/issues to be addressed. It is anticipated that up to three meetings/workshops would be conducted with these groups.

Step	Description	Timeframe	Necessary for Comp. Plan
3c	**Service Area Interviews**	**Nov - Jan 2008**	**Partially**

Along with the Village, the Library, Park District, School Districts and Sanitary District serve as important community partners and will receive special focus during this step of the process. Specifically, an interview/ questionnaire and meeting format will be employed to identify issues and concerns shared by these entities that share overlapping jurisdiction.

Step	Description	Timeframe	Necessary for Comp. Plan
3d	**Business Workshop**	**November 2008**	**Yes**

A Business Workshop will be conducted for the owners and operators/managers of businesses located in Downers Grove. Business owners and managers offer a unique perspective on issues that may be of vital importance to the overall economic health of the community. This portion of the process will be held in conjunction with the EDC, Chamber of Commerce and Downtown Management Corporation.

Step	Description	Timeframe	Necessary for Comp. Plan
3e	**Student Workshops**	**November 2008**	**Yes**

Students are key citizens of the Village and should be engaged in the outreach process. In cooperation with the schools, in-class workshops could be set-up to engage students and ask them questions about the Village and get their thoughts regarding life in Downers Grove; what they like; what they don't like; and what they would like to see done differently. Workshops/focus groups could be held for elementary, junior high, and senior high schools.

Step	Description	Timeframe	Necessary for Comp. Plan
3f	**Neighborhood Workshops**	**Jan. – Mar. 2008**	**Yes**

A series of focus group workshops will be conducted for neighborhoods throughout the Village. The purpose is to allow for a more detailed discussion and examination of the issues and concerns pertaining to each of the different neighborhoods. The residents, business persons, and property owners of each area will be encouraged to attend.

Step	Description	Timeframe	Necessary for Comp. Plan
3g	**Summary of Community Outreach**	**Mar 2008**	**Yes**

After all of the workshops, retreats, surveys, interviews, and questionnaires have been completed, a detailed summary and analysis of the results will be prepared. This analysis will provide a cumulative set of issues and concerns and give weight/importance/priority to issues based on the level of response. This information will be the foundation for community goal setting.   A report summarizing the community input will be prepared for review and discussion with the Oversight Committee and made available on the TCD3 website.

Step	Description	Timeframe	Necessary for Comp. Plan
3h	**Identification of Community Focus Areas and Recommendations**	**Mar. – Apr. 2008**	**Partially**

Based on previous steps in the TCD3 process, the Oversight Committee will assist in preparation of preliminary recommendations grouped around unique focus areas that will provide more specific direction for future community activities that will then be shared with the units of government in Downers Grove for further consideration and implementation. Much of this information will be used in the process of updating the Village's Comprehensive Plan.

Step	Description	Timeframe	Necessary for Comp. Plan
3i	**Community Workshop II**	**May 2008**	**Partially**

A summary of the process to date along with recommendations will be presented and discussed at a second community workshop that will conclude the TCD phase of the process. Continued opportunities for public involvement and input will be made available as the process for updating the Comprehensive Plan gets underway.

ATTACHMENTS
N/A