



Village Board of Trustees Policy_____ ***February 2006***

Public Participatory Planning Guidelines *for Village-owned properties*

Purpose: The purpose of creating the Public Participatory Planning Guidelines is to ensure that each village-owned property being considered for development / redevelopment is reviewed in a consistent and open manner. The Procedure shall be as follows:

Procedure:

1. Provide village-wide notice (newspaper, Website, FYI, etc) that the Village wishes to discuss the development potential for a specific site prior to preparation of an RFP or other process. Provide site information such as; location, size, zoning, etc. in the announcement. Mail notice of the public meeting schedule; date, location, time etc. to the neighbors, within 500 feet of the proposed development site. If the property subject to development or redevelopment is located in a business district where there is an existing plan that has been adopted by the Village Board within the past five years, that plan will provide a framework and guidance for additional public input and/or analysis so development choices can be refined and specified.
2. Hold a public meeting in accordance with notice to discuss the development potential and review process for the specific site(s). Solicit public input as to their desires/needs for the subject site(s). (This can be done by an independent facilitator, staff or other appropriate person/organization) (See notice provisions in No. 1 above)
3. Public input will be gathered and presented in a cohesive manner to the Village staff and Village Board. (This can be done by an independent facilitator, staff or other appropriate person/organization)
4. If after receiving public input, Village Board determines that development of a particular site or sites remains feasible, then the Village Board will direct staff to prepare an economic development analysis, feasibility study, market analysis and potential property/sales tax matrix including impacts on taxing bodies, taking into consideration the public's input, in the context of economic realities, retail trends, community needs, etc.
5. Staff presents the results of its analysis to the Village Board in a public forum, for which reasonable public notice has been given, and the Village Board shall thereafter provide direction to staff in response to same.
6. Based on the outcome of the various meetings, incorporating staff's analysis and Board direction to proceed, staff will then prepare an RFP or, as the case may be, confer with any unsolicited developer who may or may not be associated with an RFP process.
7. RFP responses will be solicited from developers.

8. Once the RFP responses are received from the prospective developers, the Village Board will review the proposals, and may eliminate those that the Village Board, in its sole discretion, determine do not meet the objectives set forth in the RFP document.
9. The Village Board will then present a summary of the remaining RFP responses, excluding respondent names and proprietary information to the public at a public meeting and ask for public comment via a preference survey on the web site or other means deemed appropriate (possible insert in FYI). (See notice provisions in No. 1 above) **Note:** If applicable, *draft redevelopment agreements shall be part of a public record. Draft highlights of the preferred development, as determined by the Village Board, shall be made available to the general public. No draft agreement will be finalized in advance of the above public process.*
10. Once public reactions are received and all pertinent information tallied, the Village Board makes the final decision taking this information into consideration.

Responsibility:

It shall be the responsibility of the Village Board to ensure that all Village owned property is developed or redeveloped in accordance with the above procedures. It shall further be the responsibility of Village staff to provide each existing and new Board member and to make available for members of the public, copies of the Public Participatory Planning Guidelines hereby adopted and authorized by the President and Board of Trustees.