



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Accept Planning Staff Assistance Services Delivered by the Chicago Metropolitan Agency for Planning (CMAP).
Presenter(s):	Rita Tungare Matthew O'Rourke

Please check appropriate box:

	Government Operations		Government Services
X	Planning & Development (5/13/13)		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

N/A

Executive Summary:

In summer of 2012, the City of Geneva contacted representatives from St. Charles, Batavia and North Aurora regarding participation in an application for a Local Technical Assistance grant (LTA) being offered by the Chicago Metropolitan Agency for Planning (CMAP). The LTA grant was approved in December 2012 for a multi-jurisdictional housing market study as part of CMAP's ongoing Homes for a Changing Region program. The Homes for a Changing Region program studies local housing markets at no cost to the individual municipalities, and will include sub-regional analysis and policy recommendations.

The Housing Commission has indicated support for participating in this initiative.

Work is expected to commence in July of 2013. The program description and project timeline is attached. There will be a steering committee formed for this study made up of three members from each community. Each community will have a staff member, an elected official, and a member of the Plan Commission/Housing Commission that is familiar with housing issues.

CMAP has asked that all municipalities involved in the study approve a resolution that accepts the assistance services provided.

Attachments: *(please list)*

- Scope of Work from CMAP
- Draft Resolution
- Exhibit A (Draft Memorandum of Understanding)
- Preliminary Project Completion Timeline

Recommendation / Suggested Action *(briefly explain):*

Recommendation to accept planning staff assistance services delivered by the Chicago Metropolitan Agency for Planning (CMAP).

<i>For office use only:</i>	<i>Agenda Item Number: 4d</i>
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Scope of Work

Batavia, Geneva, North Aurora, St. Charles Homes for a Changing Region Study

The following is a proposed outline of the steps to complete the *Homes for a Changing Region* phase of a commitment to the communities of Batavia, Geneva, North Aurora, and Saint Charles as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance program and the Kane County Planning Cooperative. Kane County staff will work closely with the four communities to undertake the assignment with advice and oversight from CMAP staff in partnership with the Metropolitan Mayors Caucus (MMC) and the Metropolitan Planning Council (MPC). Kane County will deliver a housing policy plan and all relevant information associated therewith to the four communities.

Project Team

Kane County will play the lead role on this project, providing all relevant data and technical analysis, policy development, project management, logistical, and outreach support wherever necessary. The County's participation on this project is made possible through the Kane County Planning Cooperative, which was created as an implementation activity of the Kane County 2040 Plan to encourage education and information sharing related to planning and to assist with local planning activities.

CMAP's primary role on the project will consist of project oversight, including project initiation, review of interim and final deliverables (including data analysis), and advice and policy recommendation. CMAP is training the County to perform the technical, analysis and outreach tasks associated with Homes for a Changing Region.

MMC's role will be that of policy recommendation and mayoral outreach.

MPC will play an overall advisory role and provide communications messaging and policy development support.

Advisory Committee

The CMAP Housing committee will play the role of the advisory committee. This will consist of receiving briefs and providing periodic input to the project.

Municipal Roles

As an interjurisdictional project, actions are required by Batavia, Geneva, North Aurora, and Saint Charles both individually and together. The following subsections outline the work needed to undertake a project with this dual nature.

Project Steering Committee

To formalize the interjurisdictional aspects of this project, each municipality must assign one staff member; one member of the municipal housing commission, housing task force, or similar body; and one elected official to sit on a project steering committee. Municipalities without a formalized housing commission or

similar body may appoint a third steering committee member at their own discretion. The assigned staff member must be the municipality's key staff contact for the project, whereas the assigned elected official should be either the mayor (preferably), village president or an engaged trustee. The role of the Project Steering Committee will be to vet subregional data analysis and inform any changes to the housing cost model. The Project Steering Committee will also inform, vet and approve the subregional analysis and policy recommendations (the plan).

Because approval of the subregional analysis and policy development recommendations requires agreement by the leadership of each community, key staff contacts must have the ability to seek and receive feedback from municipal leadership, including elected officials, on all topics as the project progresses. Staff representatives will be expected to meet together no more frequently than on a monthly basis. Elected representatives will be expected to meet together no more frequently than on a quarterly basis (every three months) for the purpose of final review and formal approval of subregional analysis and recommendations.

Project Coordinator

A representative of the City of Geneva shall operate as the project coordinator; ideally this person will also be that municipality's key staff contact. This position requires the ability to understand the issues of all four towns. The coordinator will be responsible for facilitating the receipt of feedback on project deliverables from the municipalities. They will also facilitate and provide logistical support for meetings of the Project Steering Committee or any subregional workshops. Finally, the coordinator will play a coordinating, consensus building and advisory role on the development of subregional recommendations.

Key Municipal Staff Contact

The *Homes for a Changing Region* methodology places the highest value on the expertise and experience of municipal officials and staff. Therefore, we expect that the representatives of Batavia, Geneva, North Aurora, and Saint Charles will participate as partners in the project. The Project Team will work with municipalities to encourage mayors, elected boards or councils and key staff to participate in meetings designed to solicit input and feedback at several project benchmarks. Each municipality must assign one key staff contact to be the primary contact for the project. As noted before, this person should be the municipal representative on the Project Steering Committee. This key staff contact will be responsible for the following:

- Providing Kane County and CMAP with the following data in an electronic format: zoning code and map (shapefile); comprehensive plan and associated maps (shapefiles); any relevant subarea plans and associated maps (shapefiles); environmental features maps (shapefiles); and sidewalk or bike lane maps (shapefiles).
- Leading the Project Team on outreach for the workshop, including conducting outreach to realtors, developers, chambers of commerce, clubs (Lions, Rotary, etc.), religious groups or other key community organizations (schools, veterans, COG, etc.);
- Serving as liaison between the Project Team and municipal elected officials. As part of this role, contacts are expected to update elected officials as necessary, help the Project Team understand local housing issues, and coordinate timely document review by appropriate elected officials.
- Working with municipal staff to ensure that at least one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member) is present at

meetings with the Project Team that require feedback on data analysis, draft policy recommendations or plans; and

- Collecting, assembling and delivering feedback to the Project Team on all draft and interim deliverables within two weeks of receipt.

Timeline

The following scope of work is designed to be completed in 12 months. Inherent in this timeline are the following assumptions: 1) the project will make use of readily available data, 2) the Project Team will prioritize items as scoped herein before conducting additional work, and 3) the Project Team and the communities will schedule all meetings necessary to collect all input within the allotted timeline.

Preliminary Scope of Work

SCOPE OF WORK

Task 1: Current and Future Housing Analysis for the City of Batavia, City of Geneva, Village of North Aurora, and City of Saint Charles (the four municipalities) individually and in the aggregate.

Kane County will conduct a full spectrum analysis of the current and future housing needs for the four municipalities along with an analysis at the subregional level with support from CMAP.

Task 1.1: Gather data

As a data driven project, kick-off will focus on data gathering by Kane County and each municipality.

Kane County will get data from multiple sources, including the Census and American Community Survey, ESRI and other proprietary data, Cook and Kane county data, and regional data from Kane County. This data will include:

- Population (existing and trends)
- Racial and ethnic make-up
- Household income
- Housing value
- Tenure (rental vs. owner)
- Household size
- Units in structure
- Year built
- Affordability for rental and owner-occupied housing

We will use these data sources to describe the significant characteristics of the local housing markets, including supply, demand, condition and the cost of housing.

Each community must supply Kane County and CMAP with the following local data sources (if applicable):

- Zoning ordinance (link to location on a website or other electronic format);
- Zoning map, ideally as a shapefile (.shp, a common format used in GIS mapping software), though we can use CAD files (.dgn, for example), preferably converted to a geo-referenced shapefile before submission;
- Current Comprehensive Plan (link to location on a website or other electronic format);
- Current Comprehensive Plan maps (as a shapefile or geo-referenced CAD file);
- Any recent sub-area plans (link to location on a website or other electronic format);
- Environmental features maps (as a shapefile or geo-referenced CAD file); and
- Sidewalk or bike lane maps (as a shapefile or geo-referenced CAD file).

We will use these data sources to conduct the capacity analysis, better understand each community and ensure that our recommendations build on previous efforts where applicable.

Task 1.2: Analyze current housing

Kane County will use the data gathered in Task 1.1 to establish the existing conditions for housing in each of the four municipalities. Staff will identify matches and mismatches between each community's existing housing stock and current needs:

Housing affordability – analysis of current owner and rental households based on the definition of affordable housing costing less than 30% of gross household income. Severely cost burdened can be defined as housing cost in excess of 50% of gross household income.

Housing + transportation (H+T) affordability – analysis of combined housing and transportation costs using Center for Neighborhood Technology (CNT) methodology.

Housing condition – housing defined as lack of adequate kitchen, toilet, heat, or plumbing facilities. Previous county and non-profit efforts to describe the general condition of its structures would be used to supplement Census data.

Overcrowding – housing which is overcrowded or severely overcrowded, based on Census data.

CMAP staff will review all analyses before they are shared with participating municipalities.

MEETING 1: 90 minute Project Team overview presentations and discussion of preliminary data analysis with municipal representatives; 90 minute tour of each municipality accompanied by municipal staff (the same day as meeting 1)

Task 1.3: Analyze capacity for new housing

Kane County will use the municipal data gathered in Task 1.1, using Geographic Information Systems (GIS), to identify the amount of housing potential by assessing the capacity of zoning in each of the four communities. This analysis is conducted through a multi-step process. Land identified as residential, commercial or office is assumed to have some redevelopment potential. Then, estimates for future housing are created by assuming densities by zone. These calculations result in a capacity estimate for each zone on vacant and developed land.

Task 1.4: Conduct workforce analysis

Kane County will use U.S. Economic Census and other data sources to create a profile of the workforce in the subregion and identify key employment centers, industry sectors and commuting patterns. We will use this analysis to tie in the housing recommendations with the workforce needs of the subregional economy.

Task 1.5: Conduct future balanced housing analysis

Based on population, demographic and employment forecasts, Kane County will create an age/income profile for each of the communities along with potential new populations. We will use the Envision Tomorrow Balanced Housing Model to estimate the housing need of this future population by price-point and tenure (rent or own).

Kane County will also use psychographic profiles to estimate the housing preferences of the people who live in the draw area and comment on the potential market demand for certain housing types. This analysis will be used to identify the housing types for which specific areas within the Fox Valley have an advantage over competing locations, and which groups are inclined to these housing types. Examples of psychographic segments include Generation Y, immigrants and their children, and Baby Boomers. Examples of the specific housing preferences within each of these demographics may include:

- Rental housing near universities and colleges, and near specialized employment areas, such as medical districts;
- Traditional Neighborhood Development, the housing products that are similar to suburban housing but in a walkable mixed use environment;
- A variety of ownership infill housing styles that are typically found in revitalizing neighborhoods
- Housing for seniors that offer a more community-based housing style in neighborhoods.

The analysis will include the potential market for these segments, and the potential of the Fox Valley to capture those segments, with an emphasis on the characteristics of the housing product that will most attract each segment. CMAP staff will review all analyses from tasks 1.3 – 1.5 before they are shared with participating municipalities.

MEETING 2: Present full data analysis to municipal boards/councils for discussion and feedback

Deliverables:

- Data library
- PowerPoint presentation of current housing conditions, capacity analysis, workforce housing analysis, and future balanced housing analysis for four municipalities and the subregion.

Task 2: Conduct Public Workshops in the four municipalities

The Project Team's experience has taught us that great ideas and solid credentials are not enough to secure a community's support. The public must have a chance to assess and understand their options and then communicate their preferences – and then see those preferences reflected in housing plans.

There are various methods for capturing the general public's best ideas through simulated decision making activities in a workshop format such as using instant polling and exercises that ask participants to make important trade-off decisions. The Project Team will provide a public workshop that utilizes the results of our housing research to bring each community's citizens in to give critical feedback in an engaging, and dynamic setting.

Each key staff contact will provide Kane County with email, mailing and telephone contact information for important organizations and stakeholders within his or her municipality for outreach purposes. Kane County will supplement municipally generated contacts with established CMAP contacts in the municipality. At a minimum, Kane County asks that municipal contacts provide contacts for the following local entities, as appropriate.

- Realtors
- Developers
- Landlord Commissions (or similar entities)
- Property Management Groups

- Chambers of Commerce
- Clubs (ie: Lions, Rotary etc.)
- Churches/Religious Institutions
- Other key local community organizations
- Local schools
- Veterans groups
- Council of Governments

CMAF outreach staff will develop print and digital communications materials (posters and flyers) for use in publicizing each workshop. While Kane County staff will conduct some email and telephone outreach, each key staff contact will be responsible for conducting the majority of the outreach to local organizations, including distributing flyers to prominent locations.

Kane County, CMAF, MPC and/or MMC will staff the workshops with support from each key staff contact. Each key staff contact will attend and help facilitate (if necessary) the public workshop held in his or her municipality. Each key staff contact will also send one additional municipal staff member or volunteer to serve to assist at the workshop. Each key staff contact will be responsible for ordering any refreshments to be provided at his or her municipality's public workshop. MMC will reimburse the municipality if funding is available. CMAF will create all meeting materials. Kane County and key staff contacts will be responsible for reviewing and approving these materials.

MEETING 3: Public workshops for each municipality

Deliverable:

- Materials and staffing for one workshop in each of the four project communities

Task 3: Develop Policy Recommendations

In this task, the Project Team will create municipal and subregional policy recommendations.

Task 3.1: Subregional Analysis and Recommendations

CMAF, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on subregional policy recommendations. Kane County staff will look at the housing trends and projections for the subregion along with the local needs discussed in previous meetings to identify common housing issues and policy recommendations on which the four communities can work together. This work will be drafted into a draft subregional report for inclusion in the final document. CMAF will review the subregional report before it is submitted to the steering committee.

MEETING 4: Present draft subregional analysis and recommendations to the Project Steering Committee for review and comment.

MEETING 5: Present draft subregional analysis and recommendations to the Project Steering Committee, inclusive of one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member), for review and comment.

Task 3.2: Municipal Recommendations

CMAP, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on municipal policy recommendations. Kane County staff will look at the housing trends and capacity for each municipality to determine its primary needs. We will also use the results of the public workshops to guide policy recommendations that will help each municipality meet their goals and achieve a strong housing future. We will also identify targeted goals that can be used to determine a community's future progress in implementing the plan. This analysis will be synthesized into a draft recommendations memo which will be circulated 1) to each key staff contact and 2) to senior staff and elected officials for review, comment and revision. CMAP will review all recommendations memos before they are submitted to municipalities.

OPTIONAL MEETING 6: Each municipality may choose to have one presentation of the draft municipal recommendations to the board/council.

Deliverable:

- Finalized draft subregional report for inclusion in the final document
- A memo for each municipality outlining proposed recommendations

Task 4: Create 2D Visualizations (optional)

While the plan itself focuses on housing policy recommendations that meet the market demand for housing across the income spectrum, visualizations illustrate some of those recommendations as they might be applied to a development. Visualizations are not site plans and the project team will carefully make this differentiation throughout the process. Municipal representatives are asked to do the same, especially when performing outreach tasks to increase attendance at public workshops.

This task is optional and will only be completed at the request of the municipality. If funding is available, MMC will contract with a vendor to use 2D photorealistic visualization techniques to illustrate the potential look and feel of each community's policies for a smaller focus area within each community. If funding remains unavailable, CMAP will explore other avenues to create such visualizations.

Deliverables:

- 2D visualizations illustrating the potential implementation of the strategies

Task 5: Create Final Policy Plan and Presentation

Once Kane County has received final municipal approval on all analysis and text, CMAP will be responsible for designing and duplicating the final report.

MEETING 7: Present final analysis and final recommendations to mayors(as a group) and boards/councils individually

Deliverables:

- PowerPoint presentation summarizing policy plans, recommendations and visualizations
- Draft policy plan document
- Final policy plan document

TIMELINE

	7/13	8/13	9/13	10/13	11/13	12/13	1/13	2/14	3/14	5/14	5/14	6/14
Task 1: Current and Future Housing Analysis for four communities and Fox Valley												
Task 2: Conduct Public Workshops												
Task 3: Develop Policy Recommendations												
Task 4: Optional Visualizations												
Task 5: Create Final Policy Plan and Presentation												

City of St. Charles, Illinois
Resolution No. 2013 - _____

**A Resolution Accepting Planning Staff Assistance Services Delivered by
the Chicago Metropolitan Agency for Planning**

**Presented & Passed by the
City Council on _____**

WHEREAS, the City of St. Charles (“the City”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”) for the Batavia, Geneva, North Aurora, and St. Charles Homes for a Changing Region Study; and,

WHEREAS, the City’s request for such assistance has been recommended by CMAP as a priority project; and,

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan’s implementation; and,

WHEREAS, the City and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) attached herein as Exhibit A and a Scope of Services that will guide staff assistance services to be provided by CMAP.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. The City supports the Batavia, Geneva, North Aurora, and St. Charles Homes for a Changing Region Study.
2. The City accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.
3. The City authorizes staff as designated by the City Administrator to finalize and execute a Memorandum of Understanding with an attached Scope of Services.
4. The City recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.
5. This resolution shall be effective as of the date of its adoption.

Resolution No. _____

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PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ___ day of _____, 2013.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ___ day of _____, 2013.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ___ day of _____, 2013.

Raymond Rogina, Mayor

Attest:

City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Absent:

Exhibit A

Memorandum of Understanding



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP MOU – Local Technical Assistance Program Between CMAP and PROJECT SPONSOR DATE

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship

- Scope of work for staff will be jointly determined by CMAP and applicant
- All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
- Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
- Periodic check-ins (frequency to be determined based on need) may occur between applicant and CMAP management
- CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)

2. Access to resources

- LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
- The applicant will provide access to all relevant internal data, reports, and other information
- The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project

3. Demonstration of local support

- Applicants will be required to pass a resolution supporting the project at their governing board (if appropriate) before work will begin
- The community will be responsible for working with CMAP to identify a project steering committee or similar oversight group

- If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

Robert Dean, Deputy Executive Director

Date

COMMUNITY:

NAME AND TITLE

Date

Geneva/Kane County Homes Project (Batavia, Geneva, St. Charles, North Aurora)

Primary Contact: Dick Untch (Geneva Dir CD - 630.232.0871)
 Lead/Oversight: Drew Williams-Clark
 Project Manager: Drew Williams-Clark
 Outreach: ? (depends on Kane County capacity)
 Data: Jonathan Burch
 GIS: ? (depends on Kane County capacity)
 Intern: ?

Month	Task	PIC
November		
pre T-Day	Reach out to Scott to discuss Carpentersville timeline	
December		
January 2013		
February		
March	early Meet with Kane County staff (Scott) to divide roles and approve scope	
April	before 30th Meet with Kane County analysis staff for knowledge transfer	
	1st Lead municipality receives CMAP-proposed scope, resolution and MOU for distribution to primary municipal staff contacts	
	before 30th Meet with Kane County and all primary municipal staff contacts at CMAP as group to review scope, discuss expectations	
May	before 31st Meet with Kane County GIS staff for knowledge transfer	
	6th All primary municipal staff contacts submit suggested scope revisions to CMAP	
June	before 30th Meet with Kane County for workshop knowledge transfer	
	3rd All resolutions approved by municipal boards	
	17th CMAP/Kane County receive all necessary data from each member municipality	
July	early Project kickoff and data presentation with CMAP, MPC, MMC, primary primary municipal staff contacts	
August	1st - 30th Meeting 1: Introductory meetings with data presentations and tours with village mayors and staff	
September	1st primary municipal staff contacts submit list of participant contacts for electronic invitations to public workshops to CMAP	
	1st Finalize dates, locations and targeted participants of public workshops	
	1st-30th Conduct housing projections analysis for presentations (Kane or CMAP?)	
October	4th Electronic communications distributed to contacts, fliers mailed to primary municipal staff contacts	
	1st - 31st Meeting 2: Present introduction and full analysis to boards for feedback and select focus area	
	1st - 31st Conduct GIS analysis for capacity analysis outputs (Kane or CMAP?)	
November	4th All workshop materials printed, completed for public workshops	
	pre-Tday Meeting 3: Conduct up to 6 public workshops (1/municipality - may need to use late October or early December)	
December	16th Draft subregional analysis and recommendations submitted to primary municipal contacts for feedback	
January 2014	10th All staff feedback on subregional analysis and recommendations submitted to CMAP by primary municipal staff contacts	
	10th Draft municipal recommendation memos submitted to primary municipal staff contacts for feedback	
	10th-31st Meeting 4: present subregional analysis and recommendations to a group of elected officials from all municipalities for feedback	
February	3rd All staff feedback on draft municipal recommendation memos submitted to CMAP by primary municipal staff contacts	
March	3rd - 31st Meeting 5: Present draft municipal recommendation memos to municipal officials (may opt for board meeting)	
	31st All photos to be included in the final document submitted to CMAP by primary municipal staff contacts	
April	31st-11th CMAP communications review of document	
	14th-25th CMAP design/layout of document	
May	12th Deliver final draft plans to primary municipal staff contacts for final line edits	
June	2nd Final plans printed/distributed to primary municipal staff contacts	
	2nd-30th ideally: Meeting 6 - Deliver final plans/give final presentations	
July		