# Both Sides of the Table: Running Effective Meetings

David Ward, AICP
Chester County Planning Commission

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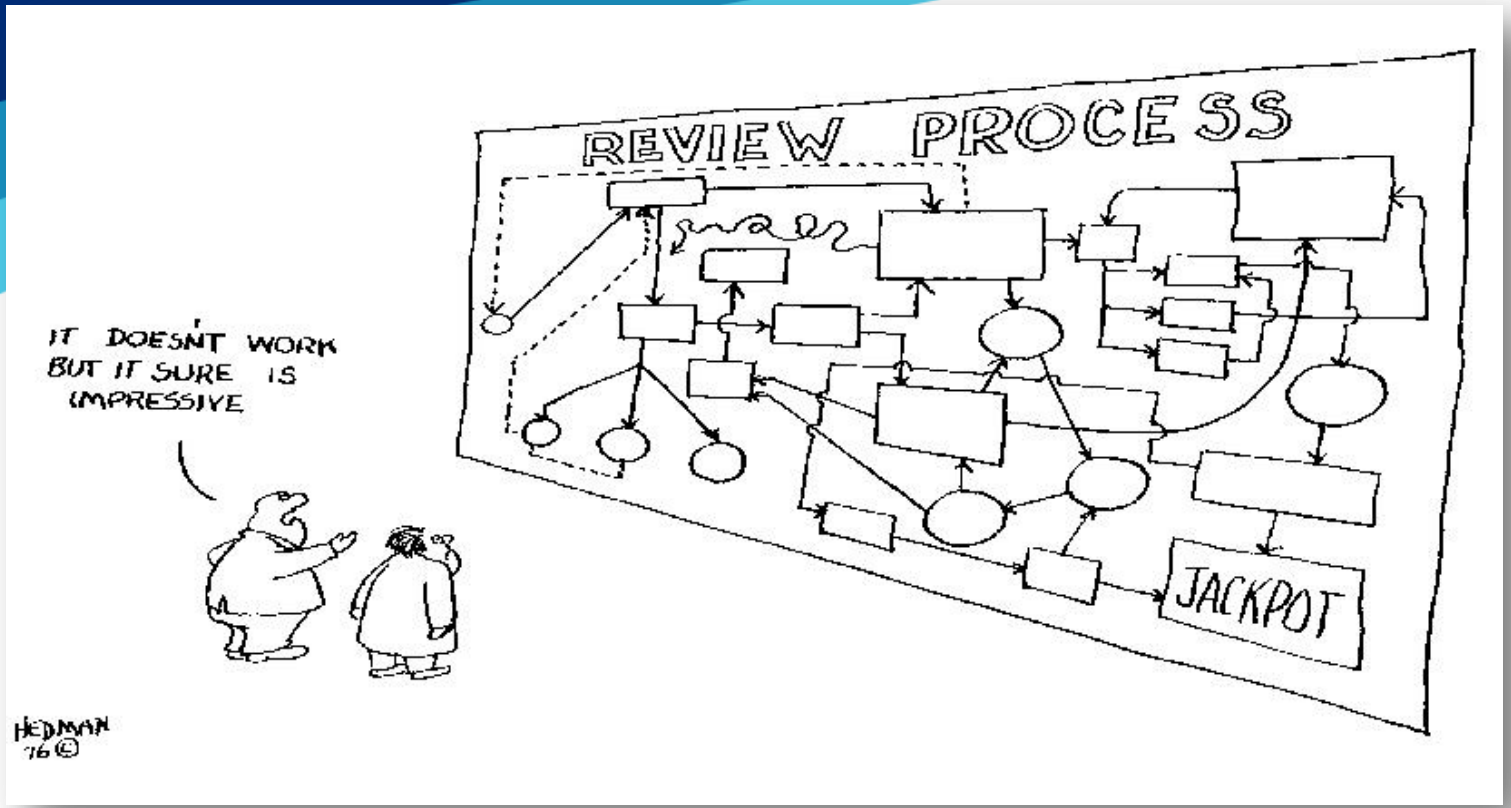
REVIEW PROCESS
JACKPOT
IT DOESN'T WORK BUT IT SURE IS IMPRESSIVE
HEDMAN '76 ©

# What are we trying to accomplish

- Collect information
- Educate/Inform
- Arrive at a fair decision

Good use of everyone's time (volunteerism)

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# Understanding the Playing Field

- NIMBY
- NIMTOO
- LULU

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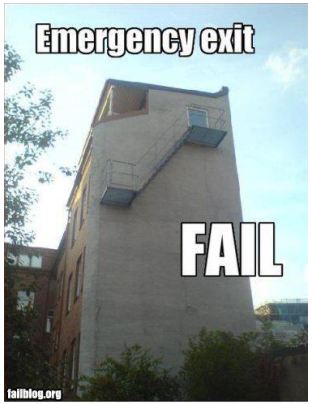
# Keep Your Facts Straight

Facts V. Alternative Facts



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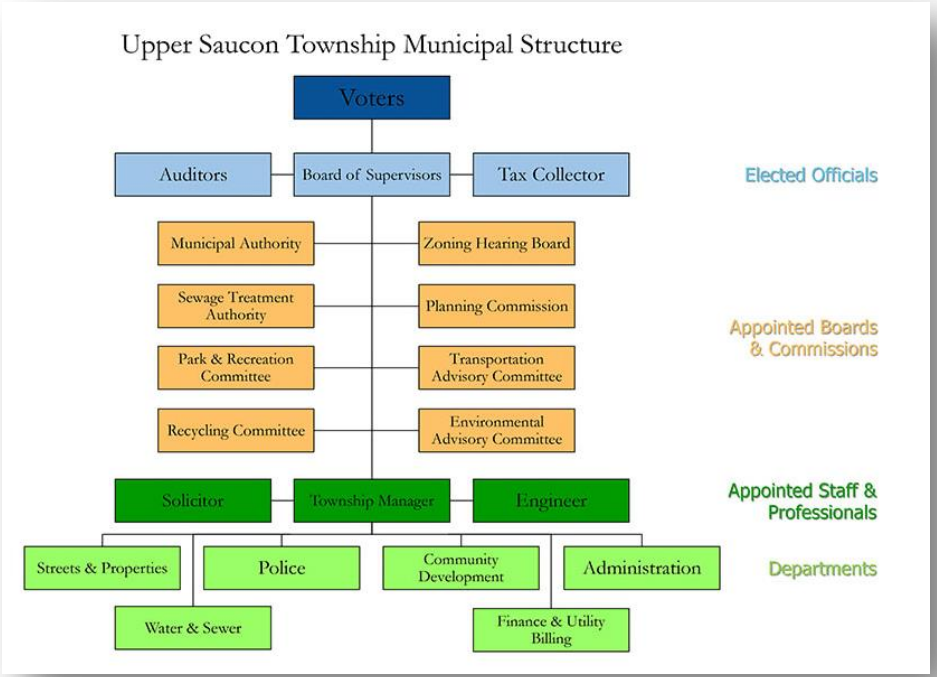
# Understanding Our Role

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# How to run an effective meeting

- Be inclusive
- Be respectful
- Be assertive as the chair
- Stay on task
- Avoid repetition/duplication
- Establish an Action Agenda

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# Action Agenda

- Time allotments
- Discuss important items first
- Committee Reports
- Stay on schedule

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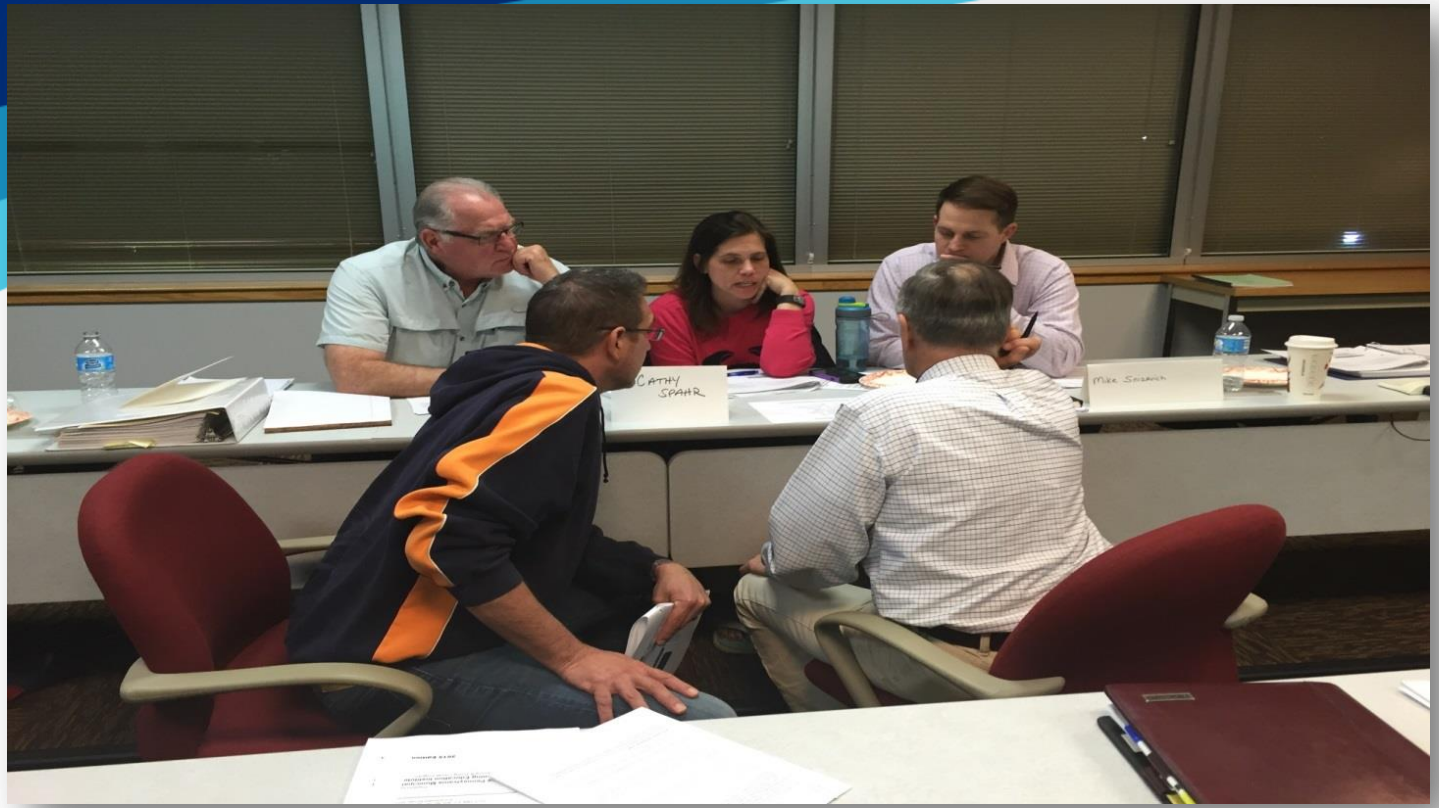


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# Resources

## Materials

- ✓ Meeting Procedures (NAPC)
- ✓ How to Conduct a Meeting
- ✓ Roberts Rules of Order

## Training

- ✓ PA Municipal Planning Education Institute

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# Focus on the Big Picture

- ✓ What is best for our community
- ✓ Who's Your Audience
- ✓ Resource Inventory- Historic Resource Atlas
- ✓ Comprehensive Plan

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# Landscapes3, Chester County's Comprehensive Plan Update

- Goal—Be transparent
- Well Defined Public Process
- Fact finding—Stakeholder Meetings & Topic Surveys
- Collectively Developing a Vision—Steering Committee

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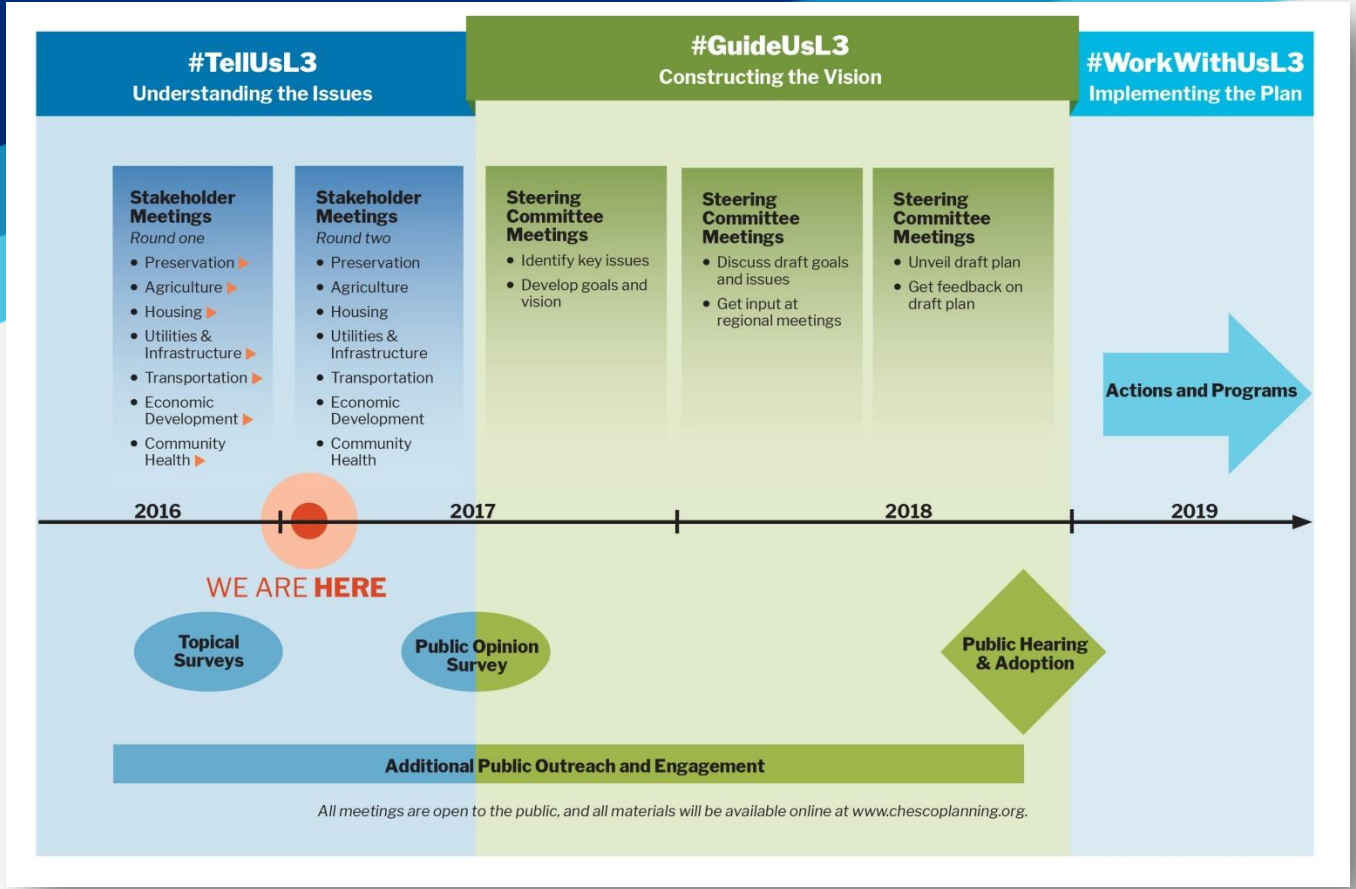


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# Landscapes3 Outreach

**Public Engagement**

- ✓ Interactive Public Online Survey
- ✓ Photo Contest

**Input**

- ✓ Online comment process

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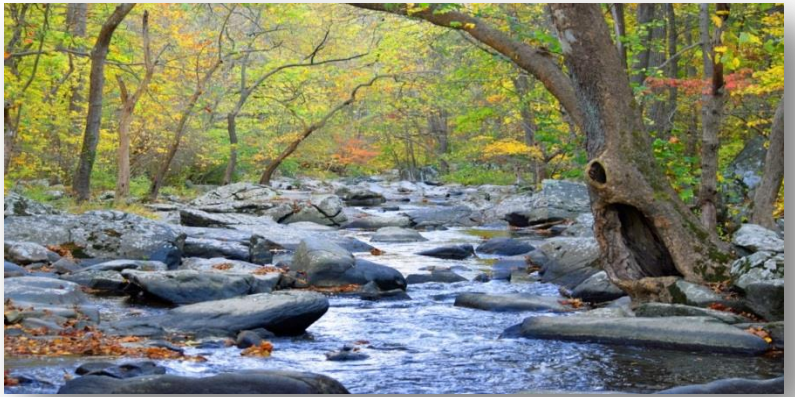
“Beautiful Doe Run Valley” by Lee Schlingmann

“Fall in Chester County” by Kathryn Mims



“Bubbling Joy” by Carol Slocum

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# Context

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# Community

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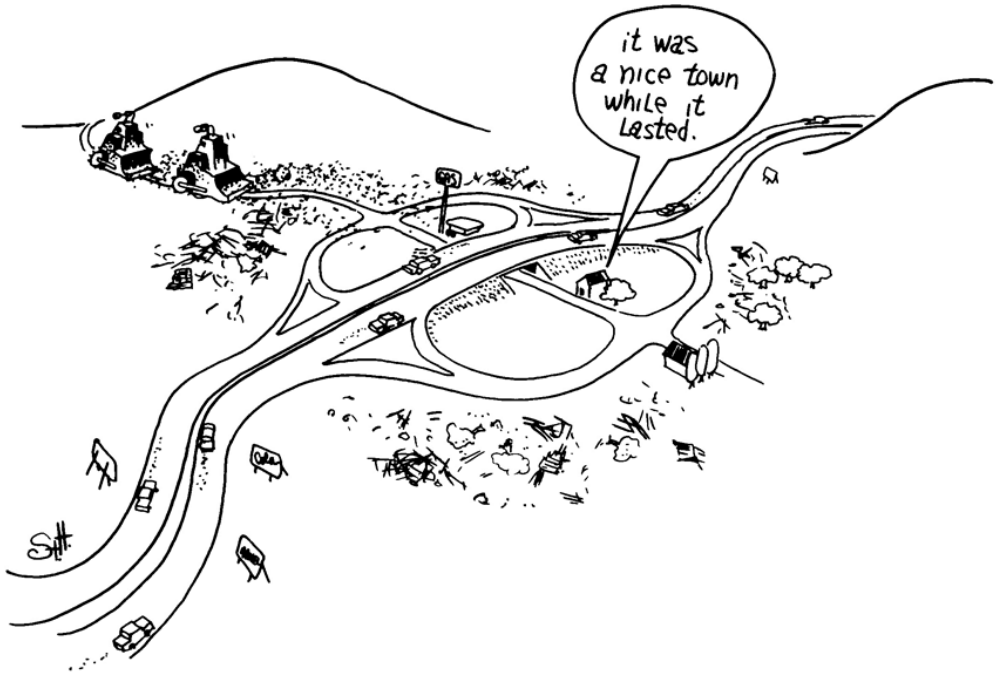


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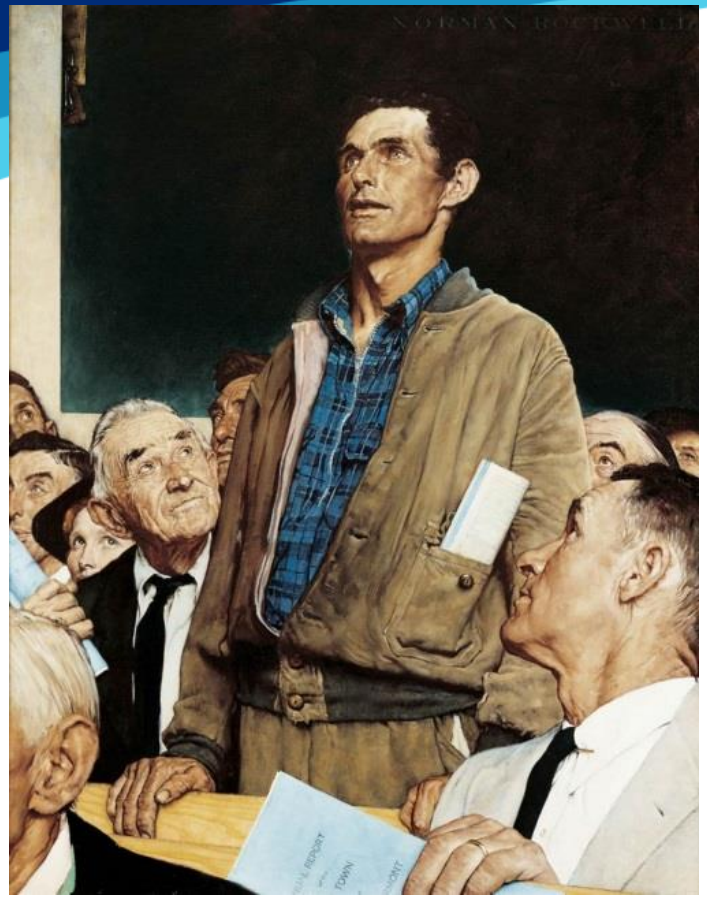


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