Both Sides of the Table: Running Effective Meetings

David Ward, AICP
Chester County Planning Commission
It doesn't work but it sure is impressive.
What are we trying to accomplish

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

Good use of everyone’s time (volunteerism)
Understanding the Playing Field

- NIMBY
- NIMTOO
- LULU
Keep Your Facts Straight
Facts V. Alternative Facts
Understanding Our Role

Upper Saucon Township Municipal Structure

Voters

Auditors
- Municipal Authority
- Sewage Treatment Authority
- Park & Recreation Committee
- Recycling Committee

Board of Supervisors
- Zoning Hearing Board
- Planning Commission
- Transportation Advisory Committee
- Environmental Advisory Committee

Tax Collector

Elected Officials

Appointed Boards & Commissions

Appointed Staff & Professionals

Departments
- Solicitor
- Township Manager
- Engineer
- Streets & Properties
- Police
- Community Development
- Administration
- Water & Sewer
- Finance & Utility Billing
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
Action Agenda

• Time allotments
• Discuss important items first
• Committee Reports
• Stay on schedule
Resources

Materials

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

Training

✓ PA Municipal Planning Education Institute
Focus on the Big Picture

- What is best for our community
- Who’s Your Audience
- Resource Inventory - Historic Resource Atlas
- Comprehensive Plan
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
#TellUsL3
Understanding the Issues

Stakeholder Meetings
Round one
- Preservation
- Agriculture
- Housing
- Utilities & Infrastructure
- Transportation
- Economic Development
- Community Health

Stakeholder Meetings
Round two
- Preservation
- Agriculture
- Housing
- Utilities & Infrastructure
- Transportation
- Economic Development
- Community Health

#GuideUsL3
Constructing the Vision

Steering Committee Meetings
- Identify key issues
- Develop goals and vision

Steering Committee Meetings
- Discuss draft goals and issues
- Get input at regional meetings

Steering Committee Meetings
- Unveil draft plan
- Get feedback on draft plan

#WorkWithUsL3
Implementing the Plan

Actions and Programs

2016
2017
2018
2019

WE ARE HERE

Topical Surveys
Public Opinion Survey
Public Hearing & Adoption

Additional Public Outreach and Engagement

All meetings are open to the public, and all materials will be available online at www.chescoplanning.org.

CHESTER COUNTY PLANNING COMMISSION
Landscapes3 Outreach

Public Engagement
✓ Interactive Public Online Survey
✓ Photo Contest

Input
✓ Online comment process
“Beautiful Doe Run Valley” by Lee Schlingmann

“Fall in Chester County” by Kathryn Mims

“Bubbling Joy” by Carol Slocum
it was a nice town while it lasted.