

## **Sustainability Chapter for Lake County Scope of Work**

The following is a proposed outline of the steps needed to complete a Sustainability Chapter amendment to Lake County's Regional Framework Plan as part of the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance program. CMAP staff will work closely with the County to undertake this planning assignment. The planning process has been formulated to involve County officials and staff, County municipalities, and other stakeholders, ensuring that the deliverable represents County interests. The outcome of the process will be a document that sets forth a clear direction to achieve the County's sustainability objectives.

Per the direction of County staff, the Regional Planning Commission (RPC) will serve as the steering committee throughout the development of the Chapter. The steering committee's role is to provide guidance and feedback at key intervals during the planning process and participate in public meetings. The RPC will help to define the Chapter's key topic areas prior to the official start of the project in March.

The following scope of work is expected to be completed in approximately one year, commencing in March 2012 and completed by February 2013.

### **Phase I: Sustainability Vision**

The County has been proactive in defining its vision for sustainability. We will build upon previous work undertaken by the County by reviewing existing vision and goal statements that relate to sustainability, and affirming and elaborating on them with the RPC's guidance. The resulting vision and goals will provide the foundation for moving forward with creation of the Sustainability Chapter.

#### *Task I-a: Review Existing Vision & Goal Statements*

The County has identified sustainability-related goals in existing plans and policies. We will review this list of goals and identify gaps that may exist between these goals and topics that the County would like to address.

#### *Task I-b: RPC Goals Meeting*

We will present the findings from Task I-a to the RPC to affirm their support of existing goals. We will also discuss the development of new goals pertaining to gaps in topic areas, if desired. A comprehensive list of the finalized Chapter goals per this discussion will be provided in Task II-d.

### **Phase II: Set Chapter Direction**

The second phase of the planning process serves to provide the project team with a working knowledge of the County's existing conditions, particularly as related to sustainability. Tasks within this phase are oriented around the collection, compilation, and review of information, and formulation of preliminary recommendation directions.

#### *Task II-a: Review Existing Conditions*

We will review relevant existing documents (such as the Regional Framework Plan, Strategy for a Sustainable Lake County, Sustainable Building and Development Practices Report, Lake County Strategic Plan, and recent sustainability-related policies) to provide a basis of understanding the county policy context. Background information about key topic areas will be gleaned from existing documents and

discussions with staff and stakeholders. The review will also help to assess how sustainability is currently being addressed and approached in the County, and where barriers to sustainability might exist. To better inform this understanding, the County will provide CMAP with a list and descriptions of existing sustainability-related policies, programs and initiatives.

*Task II-b: RPC Meeting*

We will meet with the RPC to begin to gather feedback on potential sustainability strategies and policies to achieve the identified goals of the Chapter.

*Task II-c: Public Workshops*

The project team will hold two separate workshops, one with representatives from County municipalities and one with the general public, to gather input on sustainability strategies and policies. The workshops will first introduce the participants to the project and its identified topic areas and goals, then utilize interactive small groups to gather input.

*Task II-d: Major Recommendation Directions Memo*

To keep County staff and the RPC apprised of the general direction of the Sustainability Chapter, we will draft a brief recommendation directions memo. The memo will provide a summary of our existing conditions findings and an overview of the major strategy and policy recommendations we expect to be included in the Chapter. We will also include a Chapter outline for moving forward, which will be particularly important to define how the Chapter fits within the County's Regional Framework Plan. The memo will be an internal document for discussion purposes only; County staff will review the memo and provide comments prior to distribution to the RPC for review and feedback.

**Phase III: Develop the Sustainability Chapter**

*Task III-a: Identify Potential Indicators*

One way that sustainability plans often differ from other types of planning documents is in their emphasis on measurable progress. To that end, sustainability plans typically include a series of indicators, which are quantitative measures related to recommendations or topic areas in the plan. A baseline indicator is a quantitative measure that represents existing conditions (such as the number of identified community gardens currently in the County), while a target indicator represents a goal for the County (such as creating a certain number of community gardens in the County by a target year). This phase will identify indicators for the topic areas and collect data related to baseline indicators if feasible and available.

*Task III-b: Draft Plan Chapter*

The draft Sustainability Chapter will be drafted and clearly narrated and illustrated whenever possible to be easily understood. The Chapter will address the key topic areas defined by the RPC, and will include a brief overview of existing conditions, the identified goals for the topic, a series of strategies to achieve the goals, and an implementation matrix. The Chapter will also include target indicators, which will be informed by the activities of Task III-a.

*Task III-c: Stakeholder Meetings*

It will be necessary to work with various stakeholders (County municipalities, individuals, and organizations) throughout the development of the Chapter to ensure that proposed strategies and

policies are implementable and that key stakeholders are involved in the planning process. The project team will work with the County to determine appropriate stakeholders for involvement; the County may be involved in these meetings on an as-needed basis. Information gathered from the meetings will fortify the Chapter recommendations.

*Task III-d: RPC Meeting*

The project team will present the draft Sustainability Chapter to County staff, then to the RPC for review. The County will provide a single consolidated list of revisions, which will be incorporated prior to the document's presentation to the public.

*Task III-e: Public Open House*

The revised draft Chapter will be presented to the public in an open house format where participants can ask questions of the project team, County staff, and RPC. A separate meeting will also be held for municipal representatives. A short Powerpoint presentation highlighting the major recommendations of the Chapter will be made, followed by a question and answer session. Comments from these meetings will be reviewed with the County and consolidated into a single set of consensus revisions.

**Phase IV: Refine & Adopt Plan Chapter**

*Task IV-a: Public Hearings*

The project team will revise the Chapter in preparation for public hearings based on comments received during Task V-d. Through the public hearing process, County staff will collect comments, questions, and suggestions and consolidate them into a series of action items for revision or response. CMAP will be available for public hearings as necessary, and will incorporate the revisions into the final Chapter.

*Task IV-b: Final Sustainability Chapter*

CMAP will provide the County with a PDF copy of the final document and other desired supporting information.

*Task IV-c: Distribution to Municipalities*

The project team will assist in distributing the Chapter to County municipalities.