

Dane County Comprehensive Plan  
Housing and Economic Development  
Work Group

7/29/03 meeting  
Village of Cross Plains

# Goals for tonight's meeting

- Get to know each other
- Establish ground rules
- Discuss decision making process
- Start identifying data gaps
- Start identifying goals gaps
- Plan to complete Step 2
- Select convener & facilitator for next meeting

# Generalized Work Plan

- STEP 1** Pre-planning (2002)
- STEP 2** Generate baseline data & goals (2003)
- STEP 3** Develop plan alternatives (2004)
- STEP 4** Plan review, adoption & implementation (2005-06)
  
- ONGOING** Evaluation, updates, & public participation

# Where are we now?

- **STEP 1: Complete**

- **STEP 2:**

- Review & Analyze Previous Information, Goals & Objectives
- Identify Information Gaps
- Collect New Information
  - » Re – analyze and re-validate complete information
  - » Generate planning goals & objectives; evaluate & revise

## Proposed Ground Rules

1. Meetings will follow prepared agendas that identify (in addition to required logistical information) agenda items, actions to be taken, time schedules for each agenda items, and where appropriate the person presenting or leading a discussion.
2. Meetings are expected to begin and end according to scheduled times. Decisions to work beyond a scheduled ending time may be made by the work group. Members are expected to be on time to work group meetings.
3. Materials and documents should be provided sufficiently in advance of the meeting to allow members time to review them. Members should review materials in advance of meetings.
4. Members share equal status and authority, with the exception that appointed members will be authorized to vote on final recommendations to the Steering Committee.
5. Members wishing to make a contribution during meetings shall make a sign so indicating. The facilitator will recognize members to speak during meetings, and shall use the 'stacking' method to manage participation by members.
6. Members will not interrupt one another during discussions.
7. Only one speaker may speak at a time.
8. All ideas have value; ideas may be debated, but personal attacks are not permitted; listen to and respect others opinions and disagree agreeably; have an open mind.
9. No one person shall dominate the discussion; avoid repetitive comments and keep comments brief.
10. Members are expected to participate in work group discussions.
11. Silence equals assent.
12. Any member may call the question of any member's failure to adhere to these ground rules at any point during the meeting.
13. Have vision; be creative.

Welcome public participation.

# Steering Committee Expectations

The expectation of the Dane County Comprehensive Steering Committee for each Work Group is that they operate under a consensus-building atmosphere.

The only necessary vote is the vote to recommend/refer each element to the Steering Committee at the end of the process.

The Steering Committee encourages Work Groups to make decisions to reflect the consensus of all of the active and present members of each working group.

# Work Group Formal Decisions

- Phase 2 milestone (June, 2004):
  - Recommend planning goals & objectives
- Phase 3 milestone (February, 2005):
  - Recommend selected plan alternative
- Phase 4 milestone (November, 2005)
  - Recommend plan elements
- Land-use synthesis (February, 2006)
  - Revise and comment

# Work Group Informal Decisions

- Schedule, location & agendas
- Topics for discussion
- Ground rules
- Decision-making process
- Facilitator, convener, recorder selection
- Data, experts, presentation formats
- Idea generation,

# Work Groups

## Major participants

- Appointed members
- Advisory members
- Resource members
- Facilitator

# Appointed Members

- » steering committee liaison
- » county board representation
- » stakeholder representation / liaison
- » forms the basis for meeting quorums
- » participate in informal decisions
- » responsible for formal decisions
- » must be responsive to advisory members, general public

# Advisory Members

- commitment to participate in ongoing public interaction and discussion
- participate in informal decisions
- liaison to stakeholders, interest groups
- form consensus basis for formal decisions by Appointed Members
- open to all interested parties

# Resource Members

- invited participants based on expertise and area of interest
- staff from Dane County and other governmental agencies, and others with technical expertise

# Small Group Discussion

- Select recorder, facilitator and reporter
- Individually and silently identify (5 minutes):
  - Ideas and concepts you think should be reflected in Goals, that are not reflected in current plans and policies.
  - Information gaps in trend data
- As a group reach agreement on (remaining time):
  - Goal ideas and concepts
  - Information gaps
  - Should subgroups meet outside of regular Work Group meetings?

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Report Out from Small  
Groups

Record Notes

Next Meeting  
tentative schedule

Tuesday, October 28

7:00 – 9:00 PM

Village of DeForest