



PLANNING MEMO

MEMO DATE: January 29, 2026

MTG. DATE: FEBRUARY 4, 2026

TO: Ad Hoc Housing Chapter Update Committee

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: Public Participation for Housing Chapter Update

OVERVIEW

This memo is intended to review the Public Participation Plan the committee approved earlier in the process. In addition to the survey and the required public hearing, the committee approved two in-person public engagement sessions to be held prior to finalizing the plan.

STAFF RECOMMENDATION

At this meeting the committee should discuss and consider the timing and format of these sessions.

Typical formats include an open house where residents can walk through displays to a formal presentation and Q&A. A combination of those approaches is also feasible.

The dates, times, and location(s) of the events should be determined to maximize opportunities for input.