

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
MARCH 11, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Professional Services Agreement – Consultant for Downtown Pattern Book	Resolution Ordinance ✓ Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

SYNOPSIS

A motion is requested authorizing the Village Manager to execute a professional services agreement with Houseal Lavigne Associates of Naperville, Illinois for consultant services for the creation of a “Pattern Book” for the Downtown central business district in an amount not to exceed \$50,000.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2007-2012 identified *Authentic Downtown – The Heart of the Community*. Review of the *Downtown Master Plan and Vision (including Height, Density, Parking, etc.)* is identified as a High Priority of the 2008 Policy Agenda.

FISCAL IMPACT

The FY08 Downtown Redevelopment TIF Fund budget includes \$50,000 for this project.

RECOMMENDATION

Approval on the March 18, 2008, consent agenda.

BACKGROUND

As part of the strategic planning process, the Village Council identified reviewing the Downtown Master Plan and Vision to help maintain Downers Grove’s authentic downtown business district. These discussions focused on the appearance of the buildings in the downtown and were based on the Architectural Design Review Board’s recommendations regarding the need for design review. As such, staff issued a Request for Proposals in January 2008 to select a consultant to complete a “Pattern Book” for the Downtown central business district. Through a competitive process, staff received ten proposals and interviewed two firms. Staff selected Houseal Lavigne & Associates due to their responsiveness to the request, experience with other municipalities in the area, and ability to complete the project. A complete copy of the Houseal Lavigne & Associates proposal is on file in the Village Manager’s Office.

Pattern Books are often used as a first step in developing design guidelines. Upon completion of the Pattern Book, staff will proceed to the next step of design guideline development. Upon completion of design guidelines, staff will proceed to the next step of façade improvement program development to include TIF funding that can leverage participation of downtown property owners to rehab existing structures consistent with the design guidelines in exchanges for financial assistance. Throughout the various steps of the above process, staff will engage as appropriate consultants, advisory boards and commissions, the Downtown Management Corporation. The Village Council will have final approval of Pattern Book, Design Guidelines and Façade Program.

The Pattern Book will specifically provide valuable insight into distinct architectural styles and features in an area as well as site layout, building massing, streetscape and landscaping. The Pattern Book will provide an analysis of the existing buildings, the prevalent architectural styles and features and how the buildings relate to other buildings/sites in the downtown. The pattern book will also provide recommendations for future actions to preserve and enhance the important architectural elements in the downtown. The project will be reviewed by staff and the ADRB in a minimum of three public meetings prior to Village Council review.