

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JUNE 10, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Professional Services Agreement – Consultant for Comprehensive Plan/TCD3	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development Director Michael Baker Assistant Village Manager

SYNOPSIS

Staff is seeking approval for an agreement with Houseal Lavigne Associates of Naperville, Illinois, for consultant services for 1) completion of a Comprehensive Plan for the Village of Downers Grove in an amount not to exceed \$111,700 and 2) facilitation of the Total Community Development (TCD) 3 process to precede work on the Comprehensive Plan. While the proposal includes a preliminary scope of services and cost amount for work associated with TCD 3, staff is seeking input and direction from Council that would allow for further negotiation and refinement of this portion of the contract before presenting it for consideration on July 1, 2008.

STRATEGIC PLAN ALIGNMENT

The 2007-2008 Policy Agenda identified *Comprehensive Plan: Development* as a Top Priority for the Village of Downers Grove.

FISCAL IMPACT

The FY08 General Fund budget includes \$12,000 for work related to the Comprehensive Plan. The balance will be funded within the FY09 Budget. Staff anticipates that the Comprehensive Plan activities will begin in November 2008 and be completed in January 2010. The FY08 General Fund budget includes \$50,000 for consulting services associated with TCD 3. Staff anticipates that TCD 3 activities will begin in the fall of 2008 with some work extending into mid-2009.

RECOMMENDATION

Approval on the July 1, 2008, active agenda.

BACKGROUND

Comprehensive Plan – As part of the strategic planning process, the Village Council identified development of a Comprehensive Plan as a top priority on its policy agenda. The Village's original and most recently updated Comprehensive Plan was completed in 1965. Various updates of the Village's Future Land Use Map have occurred since the original adoption of the plan. Most recently, the Village undertook a comprehensive review of its land use map in 2003.

As part of its competitive selection process, staff issued a request for proposal (RFP) in March 2008 to select a consultant to update the Comprehensive Plan for the Village. Staff received eight responses to the RFP and interviewed the two most-qualified firms—Houseal Lavigne & Associates of Naperville, Illinois, and Clarion of Fort Collins, Colorado. Staff selected Houseal Lavigne & Associates due to their responsiveness to the request, experience with other municipalities in the area, ability to complete the project and cost. Copies of the proposal and an interview handout from Houseal Lavigne are included with this report.

Comprehensive plans represent a guiding document for the Village and an important legal foundation for all implementing ordinances such as the zoning ordinance. The Plan will focus on the physical layout, character and uses in the Village. It will provide an analysis of the existing conditions and trends in the Village, the future needs of the community and the policies and regulations that are required to address those needs. Most plans are updated every 8 to 10 years and include the following elements:

- A review of existing conditions within a community including land use, housing, population, transportation network, infrastructure and environmental conditions
- Current and future economic trends
- Identification of upcoming challenges and opportunities to address them
- Implementation strategies including an update of land use regulations, community investment programs and policies affecting land development
- Neighborhood/Focus Area plans
- Historic Preservation planning

In addition to these elements, the Comprehensive Plan will provide updated corridor plans for Ogden Avenue, Downtown and 75th Street, which are also identified as Top and High Priorities in the Village's Strategic Plan. There will be an opportunity to review other corridors as part of the process as well.

The project will require the creation of a Comprehensive Plan Steering Committee that is made up of members of the various Boards and Commissions as well as at-large members from the public. The project will be reviewed by a Comprehensive Plan Steering Committee, the Plan Commission, residents and staff. There will be numerous public meetings and hearings beginning in late 2008 and continuing through 2009 prior to Village Council review and approval scheduled for early 2010.

Total Community Development (TCD) 3 – As part of the Strategic Planning and budget processes that occurred in 2007, the Village Council indicated a desire to conduct a Total Community Development effort in 2008 to be known as TCD 3. The purpose of the TCD process as stated in the TCD2 Executive Summary is to “identify and review aspects of community life important to all Downers Grove residents and business citizens...resulting in recommendations to guide community planning into the 21st century.” The most recent TCD process occurred during 1993-1994 and resulted in a final report with several recommendations from each of the ten committees formed as part of the process. TCD 2 involved over 150 participants and featured two community-wide meetings, facilitated by a consultant, in addition to extensive work completed by each of the committees. Representatives from the Village, other political subdivisions of Downers Grove and the Chamber of Commerce served on the TCD 2 Steering Committee and as liaisons to the committees. The initial TCD process occurred in the late 1960's.

In developing a concept for how the TCD3 process might be carried out, the link to the proposed process for updating the Comprehensive Plan became immediately apparent. Given the importance of the Comprehensive Plan document in guiding the community's future planning processes, a significant amount of public input will be required. For this reason, staff is proposing that TCD 3 be organized to precede the work of the Comprehensive Plan and that the outcomes of the TCD process be used to inform the work of the Comprehensive Plan. In reviewing the proposal submitted by Houseal Lavigne Associates and discussing this concept with key members of the firm, staff determined that the Houseal Lavigne has the skills and expertise necessary to serve as facilitator for the TCD process. Those qualifications include proven large and small group facilitation experience, familiarity with the western suburbs, office location in close proximity to Downers Grove, ability to effectively use technology to garner greater community access into the process, and ability to efficiently integrate the work of TCD 3 into the Comprehensive Plan.

In order to begin building greater stakeholder support and gather feedback on issues related to TCD 3 planning and coordination, staff convened a meeting involving representatives of the political subdivisions

of Downers Grove, many of whom participated in TCD 2. All organizations represented at this meeting were enthusiastic about the prospects for a TCD3 process and willing to actively participate.

The group identified the following issues of key importance as planning for TCD 3 proceeds:

- Make use of the Internet and communications technology as a means of facilitating community participation, while recognizing the importance and value of face-to-face interaction
- Encourage widespread participation to ensure that input is representative of the community-at-large
- Ensure that the implementation of recommendations is heavily emphasized

Based on this discussion, staff believes that an agreement with Houseal Lavigne Associates will allow for these objectives to be met. Further discussion received by members of the Council during discussion on this item will allow staff to refine the scope of the proposal submitted by Houseal Lavigne Associates for work related to TCD 3. Staff will also work with key stakeholders of the process during the remainder of the month to lay out a more detailed process and schedule for how activities will be rolled out beginning in late summer/early fall. Representatives of the Houseal Lavigne Associates will be in attendance on Tuesday night to discuss their proposal in greater detail and answer any questions.

ATTACHMENTS

Houseal Lavigne Proposal

Houseal Lavigne Interview Brochure