

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
12/19/2023

SUBJECT:	SUBMITTED BY:
Agreement with Houseal Lavigne Associates, LLC for the Comprehensive Plan Update and related projects	Stan Popovich, AICP Director of Community Development

SYNOPSIS

A motion has been prepared to authorize a contract with Houseal Lavigne Associates, LLC (HL) in the amount of \$930,531 (which includes a 5% contingency) to complete the following projects:

- Update the Comprehensive Plan
- Develop an Environmental Sustainability Plan
- Develop a Downtown and Fairview Focus Area Streetscape Plan
- Update and Enhance the Bicycle and Pedestrian Plan

STRATEGIC PLAN ALIGNMENT

The Village Council has identified the projects shown above as Priority Action Items for 2023-2025. The projects will be completed concurrently.

FISCAL IMPACT

The FY 24 Budget includes \$1,000,000 in the General Fund for these projects.

RECOMMENDATION

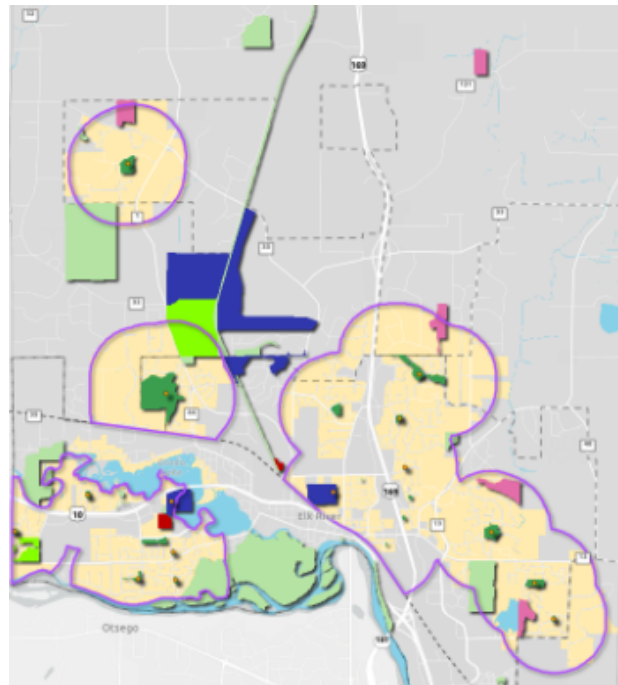
UPDATE & RECOMMENDATION

At the December 12, 2023 Village Council meeting, the Council asked for further clarification on these items:

Spatial Analysis in GIS

Spatial analysis refers to taking complicated sets of data (e.g. demographics, land uses, development patterns) and displaying them in easy to read graphics or maps. GIS (Geographic Information Systems) is the tool that takes the data and converts it into the graphics or maps. The map below from Houseal Lavigne’s Elk River (MN) Comprehensive Plan identifies parks and open spaces and overlays neighborhood park half mile service areas in an easy to read map.

UPDATE & RECOMMENDATION



Ensuring the Public Plays a Vital Role in Shaping the Design and Policies of Places.

Through the public engagement plan that will be prepared and implemented by Houseal Lavigne and All Together, opportunities for the public to actively participate in the development of these projects will be readily available. The variety of engagement opportunities from a project website, online mapping and public presentations to pop-up events, youth engagement and stakeholder interviews, community residents will have an opportunity to interact, offer their thoughts and opinions on a variety of topics and help shape the development and vision for their community. The variety of engagement opportunities will allow the public to participate in a manner that is most comfortable to them.

Pop-up Events and the Gamification of These Events

Pop-up events are creative and temporary events that the Houseal Lavigne team will host in a non-traditional location (e.g. not a formal Plan Commission or Village Council meeting) for a few hours to gather public input about the Comprehensive Plan and related projects. Pop-ups could be held in a variety of locations, such as community festivals or events or at the farmer's market. The goal of pop-up events is to gather feedback from a variety of residents that might not otherwise participate.

Event gamification is the incorporation of game-like processes and elements into an event to make it more engaging and to motivate attendees to keep interacting. See the attached document for some examples of event gamification.

BACKGROUND

During the 2023-2025 Long-Range Plan process, the Village Council identified the following projects as Priority Action Items:

- Update the Comprehensive Plan
- Develop an Environmental Sustainability Plan
- Develop a Downtown and Fairview Focus Area Streetscape Plan
- Update and Enhance the Bicycle and Pedestrian Plan

Given the close relationship between these items, it is appropriate that they be coordinated.

The goals and objectives for these projects are:

- Substantially Complete or Advance All Items by May 2025
- Prepare a Modern, Best Practice Based Comprehensive Plan
- Prepare the Deliverables Noted in the Priority Action Item Descriptions
- Align the Work (Avoid Inconsistent Recommendations)

The Village published a competitive Request for Proposal to complete these projects and received three proposals (McKenna, Lamar Johnson Collaborative and Houseal Lavigne Associates, LLC). Staff recommends awarding the contract to Houseal Lavigne.

The Houseal Lavigne consultant team includes:

- Houseal Lavigne – Project Lead and Comprehensive Plan Update
- Baxter & Woodman – Enhanced Bicycle and Pedestrian Plan
- Hitchcock Design – Downtown and Fairview Focus Area Streetscape Plan
- Delta Institute – Environmental Sustainability Plan
- All Together – Communications and Public Engagement

The HL proposal demonstrated:

- Consistency with innovative and concurrent approach
- Understanding of projects and deliverables
- Skilled consultant team
- Proven success with the Village and other municipalities
- Robust communication and community engagement

ATTACHMENTS

Event Gamification Information

Contract

Presentation

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Community Development DATE: December 19, 2023
(Name)

RECOMMENDATION FROM: _____ FILE REF: _____
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract with Houseal Lavigne Associates, LLC in the amount of \$886,220.00 plus 5% contingency in an amount of \$44,311.00 for a total not-to-exceed \$930,531.00.



SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for the 2023-2025 Comp Plan and related items between the Village and Houseal Lavigne in the amount of \$886,220.00 plus 5% contingency in an amount of \$ \$44,311.00 for a total not-to-exceed \$930,531.00.

RECORD OF ACTION TAKEN:

Event Gamification

Planning doesn't have to be boring. All Together ensures our events are inviting and exciting to the public by gamifying input collection, making it fun for all ages and backgrounds to learn and participate.

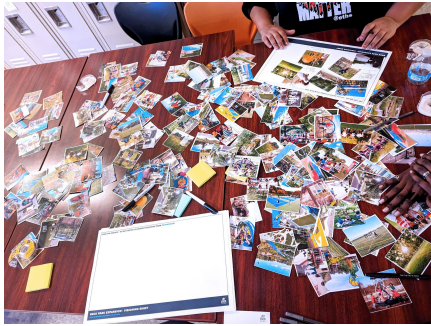
How does this work? Community members naturally want to find meaning and joy in any process. They want their voice (and their time) to be valued. We pair engagement psychology (understanding motivational factors to participate) along with exercises aimed at attracting and engaging target audiences. While All Together has a custom approach to engagement, based on each project and the community, through all of our projects, we design a series of interactive exercises that helps the team and the Village to reach diverse voices throughout the community. In addition to workshops, we've found great success in hosting a series of pop-ups that meet people where they are and programming these pop-ups with activities that make people stop in their tracks, get excited about the initiative, and lend their thoughts and voices to the project. We've received hundreds—and even thousands of more survey responses—from our pop-ups!

Some examples of ways we've gamified community engagement include:

'Hands of Cards' Custom card game for participants to learn, play with other community members, and identify their key priorities. Participants could write-in their own unique thoughts on wildcards. These cards were then distributed to organizations and community partners that could host their own sessions.



'Pinterest Board' Visioning plays a pivotal role in collaboratively shaping plans. At pop-ups and workshops, we've provided participants with curated imagery and encouraged them to blend elements that resonate with them to craft their unique vision.



'Jar Polling' People love poms, color, and seeing live polling results. This custom prioritization activity allows participants to drop colorful pom-poms in jars to vote on topics relevant to the project. Each jar represents a topic and people are given 3 poms to place in their top choices. We have also used coins (gold, silver, bronze) to offer weighted data while keeping it fun.



'Insta-moment' We provide colorful backdrops with fun props at many of our pop-ups and workshops, which serve as a way to submit feedback and tap into far-reaching social channels.



Getting People Excited

We know that popping-up at existing festivals and events means working hard to catch people's eye and excite them about the project. Our team incorporates fun visuals and prizes to our data gathering games to create an engaging and memorable experience for participants. This can include stop-in-your-tracks public art and installations; the use of a **Spin Wheel** for participants after completing an exercise; **Kids Activities** like coloring pages, bracelet making, balloon animals, and project mascots; including a **Holiday Theme** when possible; and having **Candy**, **Unique Prizes**, and **Branded Swag** to show people we value their feedback. Of course, **food** and **live music** is always a draw!





REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Houseal Lavigne Associates

Project Name: Downers Grove Comprehensive Plan & Related Projects
 Proposal No.: RFP-915-0-2023/JD
 Proposal Due: Friday, October 27, 2023 at 12:00pm

Required of Awarded Proposer:

Certificate of Insurance: Yes

Date Issued: Friday, September 15, 2023

This document consists of 30 pages.

Return **one original and three paper** copies of proposal (no staples, bindings or spines) and one electronic copy in a **sealed envelope** marked with the Proposal Name/Number as noted above to:

STAN POPOVICH, AICP
 DIRECTOR OF COMMUNITY DEVELOPMENT
 VILLAGE OF DOWNERS GROVE
 801 BURLINGTON AVENUE
 DOWNERS GROVE, IL 60515
www.downers.us

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at Village Hall, 801 Burlington Ave., Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original copy of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

PLEASE DO NOT BIND ANY PORTION OF THE BID WITH STAPLES, BINDINGS OR SPINES.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the time and date set forth on the cover page of this RFP.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Stan Popovich, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 *et seq.*, The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 *et seq.*, and The Americans with Disabilities Act, 42 U.S.C. Sec. 12101 *et seq.*

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by

such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially

Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

14. CAMPAIGN DISCLOSURE

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will

comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 *et seq.* The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Stan Popovich, Director of Community Development, Downers Grove, 801 Burlington Ave., Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a “not-to-exceed” cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Proposer acknowledges that the Freedom of Information Act does apply to public records in possession of the Proposer or a subcontractor. Proposer and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 *et seq.*)

29. COPYRIGHT or PATENT INFRINGEMENT

- 29.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

30. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

- 30.1 Pursuant to 35 ILCS 200/18-50.2, Contractor and all subcontractors are required to complete and submit a Vendor DBE certification, regardless of DBE status. Contractor shall complete and require all its subcontractors to complete the DBE certification for this project at www.downers.us/vss. The information necessary for the Contractor and all subcontractors to complete the certification includes the following: DBE Classification (minority-owned, women-owned, persons with disabilities-owned, veteran-owned, or none); if DBE, whether the company holds a certificate or self-certifies; if self-certifying, whether the company qualifies as a small business under the U.S. Small Business Administration standards; the company's name, address, city, state and zip code; company's contact person's name, title, telephone number and email address. NO PAYMENTS WILL BE MADE TO THE CONTRACTOR BY THE VILLAGE UNLESS AND UNTIL ALL OF THE CERTIFICATIONS FOR THE CONTRACTOR AND SUBCONTRACTORS HAVE BEEN COMPLETED.

III. DETAIL SPECIFICATIONS

A. Purpose

The purpose of this document is to provide a framework for the development of a proposal to assist in the update to the Village of Downers Grove's 2017 Comprehensive Plan and completion of four related projects. It should be noted that this RFP represents the product of input from the members of the Village of Downers Grove Council and the Village staff, but should not be construed as limiting further input during the consultant selection process and subsequent implementation process by the Consultant firm selected to produce the Comprehensive Plan.

B. Community Background

Downers Grove is located in DuPage County, approximately 25 miles from the City of Chicago, along the Burlington Northern Railroad. The Village has direct access to two major expressways, Interstates 88 and 355. It has a population of approximately 50,000 persons. Pre-pandemic, the Village experienced a daytime population of 110,000 persons.

Downers Grove is a dynamic, mature community which saw substantial development in the early 20th Century and again in the 1960's and 1970's. For the last several decades, the Village has seen substantial redevelopment of its residential and downtown areas. Within the past decade, transit-oriented developments have been completed in the Downtown which has increased the vibrancy of the downtown with new residents, shops and businesses.

C. Project Description

The Village's 2023 to 2025 Long Range Plan includes priority action items planned to be substantially completed or advanced in the 20 month period from September 2023 through May 2025. Included in the priority action items are:

- Update the Comprehensive Plan**
- Develop an Environmental Sustainability Plan**
- Develop a Downtown Streetscape Plan**
- Update and Enhance the Bicycle & Pedestrian Plan**
- Fairview Focus Area Implementation Plan**

Descriptions of each of the projects are provided below. The Village will undertake these projects concurrently in a coordinated manner.

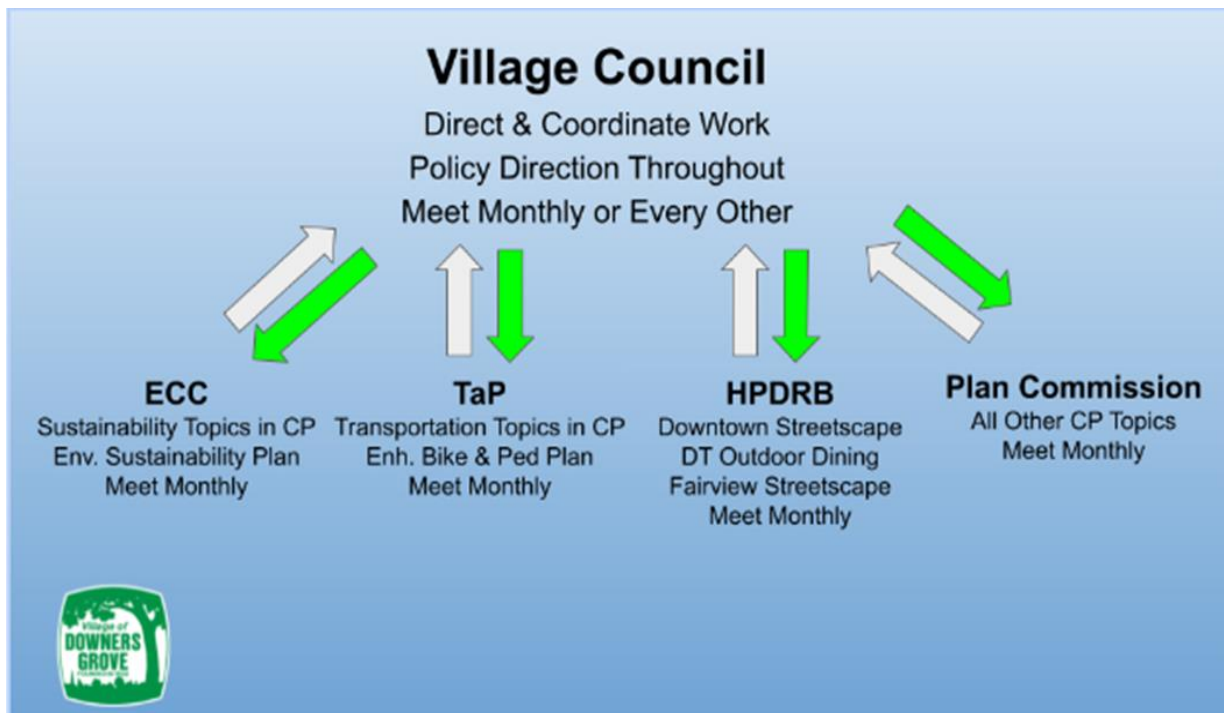
The Village has identified Goals and Objectives to be achieved. First, all five projects should be substantially completed or advanced by May 2025. Second, the **Update to the Comprehensive Plan** should continue with the tradition of producing top quality, award-winning work. The updated Plan should be modern and reflect current best practices. Third, all of the deliverables noted in the project

descriptions should be produced. And finally, these projects should be coordinated such that policy recommendations and actions are aligned.

Project Goals and Objectives

- Substantially Complete or Advance All Five Projects by May, 2025
- Prepare an Updated Modern, Best Practice Based Comprehensive Plan
- Prepare the Deliverables Noted in the Project Descriptions
- Align the Work to Avoid Inconsistent Recommendations

The Village plans to use a four-prong innovative approach which includes working concurrently on all five (5) projects, having the Village Council take on the duties usually handled by the Comprehensive Plan Ad Hoc Committee and engaging four Boards and Commissions and multiple consultants. All four Boards and Commissions will be supported by a consultant(s) and staff liaisons. Their work will be reported to the Council each month for Council consideration. The Council will provide policy direction back to these four boards and commissions, allowing them to continue their work in a manner consistent with Council direction. This approach is designed to complete a lot of work in a short time period.



C.1 Village Boards and Commissions to be engaged in this project

Village Council

The Village Council will direct and coordinate all of the work, providing policy direction throughout the process. The Council policy direction will be provided to the other members of the team (staff and consultants) in “real time” so that their work reflects the policies of the Council. The Council will likely have to meet monthly on these topics to provide effective and timely direction.

Environmental Concerns Commission

The Environmental Concerns Commission (ECC) will assist in preparing the sustainability and resilience related topics in the Comprehensive Plan. Once this work is far enough along to understand key policy recommendations, work on the Environmental Sustainability Plan will commence.

Transportation & Parking Commission

The Transportation & Parking Commission (TaP) will assist in preparing the transportation related topics in the Comprehensive Plan. Once this work is far enough along to understand key policy recommendations, work on the Bike & Pedestrian Plan will commence.

Plan Commission

The Plan Commission (PC) will assist in preparing all other topics in the Comprehensive Plan and hold public hearings for the final proposed Comprehensive Plan.

Historic Preservation and Design Review Commission

The Historic Preservation and Design Review Board (HPDRB) will assist in preparing the supporting implementation items including preparing the Downtown Streetscape Plan and a Streetscape Plan for the Fairview Area.

D. Project Deliverables

As part of this project, the consultant will be responsible for the following deliverables:

- 1. Update the Comprehensive Plan**
- 2. Develop an Environmental Sustainability Plan**
- 3. Develop a Downtown Streetscape Plan**
- 4. Update and Enhance the Bicycle & Pedestrian Plan**
- 5. Fairview Focus Area Implementation Plan**

D.1 Update the Comprehensive Plan

The Village of Downers Grove completed an award winning Comprehensive Plan in 2011. The 2011 Comprehensive Plan was the culmination of a two year public process that included extensive public outreach through the Total Community Development 3 (TCD3) process. The resulting Comprehensive Plan was awarded the 2012 Daniel Burnham Award for excellence in a Comprehensive Plan by the Illinois Chapter of the American Planning Association (IL APA).

The original plan was last updated in 2017. The 2017 project principally updated the Village's Key Focus Areas and catalyst sites within those areas. The Village's Key Focus Areas include: Downtown, Butterfield Road, Ogden Avenue, Fairview Avenue, 63rd Street and 75th Street.

The Comprehensive Plan has provided the framework for many significant updates to the Village's development regulations, including:

- 2014 - Comprehensively Updated the Zoning Ordinance
- 2015 - Updated the Subdivision Ordinance
- 2015 - Updated the Historic Preservation Ordinance

- 2017 - Updated the [Comprehensive Plan](#)
- 2018 - Developed a Downtown Regulatory Framework
- 2018 - Rezoned Downtown Properties
- 2021 - Created [Downtown Design Guidelines](#)

The Village seeks to produce an updated modern Comprehensive Plan that reflects current best practices using the Village's 2023 to 2025 Long Range Plan as input. The Comprehensive Plan should be:

- Values driven: The plan addresses the issues and manifests the values expressed by the community.
- Collaborative: The planning process meaningfully engages citizens, organizations, businesses, and other community stakeholders.
- Linking process and outcome: The plan connects community values to a clearly defined action agenda.
- Promote Responsible Regionalism: The plan should take into account and support surrounding plans, including Chicago Metropolitan Agency for Planning's ON TO 2050 plan.
- Promote Sustainability & Resilience: The plan should take into account the changing climate and develop strategies for sustainability and resilience.
- Promote diversity and equity: The plan should address expanding choices and opportunities for all persons.
- Beyond paper: The plan should use digital technology, visualizations, and other techniques that transcend the traditional limitations of written documents.

Project Deliverable:

1. *Comprehensive Plan*

D.2 Develop an Environmental Sustainability Plan

This project consists of preparing and implementing an Environmental Sustainability Plan using the Greenest Region Compact framework and the Comprehensive Plan recommendations as guiding documents. The Environmental Concerns Commission would participate in this process. In March 2023, the Village prepared a [report on current and recent sustainability efforts](#).

Project Deliverables:

1. *Environmental Sustainability Recommendations / Policies within the Comprehensive Plan*
2. *Environmental Sustainability Plan*

D.3 Develop a Downtown Streetscape Plan

This project would consist of developing and implementing a plan to enhance the physical appearance of the public areas in the downtown through landscape and hardscape materials. The plan would include creation of permanent public and private areas for use as outdoor cafes. Outdoor cafes could be located in a variety of areas including on-street parking spaces, sidewalks, alleys and parking lots. Sidewalks may be physically expanded to accommodate areas for outdoor cafes. Some existing on-street parking spaces may be permanently removed. The plan would address

the type and location of tree, shrub and flower plantings. The design and location of other hardscape improvements such as pavers, knee walls, benches and other types of seating, streetlights, street signs, parking lot signs, gateway signs and other similar improvements will be addressed. Public safety will be a primary consideration when designing outdoor dining areas.

Project Deliverables:

1. *Design development documents for proposed streetscape improvement locations.*

D.4 Update and Enhance the Bicycle and Pedestrian Plan

This project consists of updating the [2013 Bike and Pedestrian Plan](#) and would result in transforming the Village into a “pedestrian first” community. The project would be more than just an update to the Bike and Pedestrian Plan. It would contain a clear vision to guide Village decisions and improvements related to pedestrian affordances and non-motorized transportation. The plan would focus on all forms of non-motorized transportation and actions which could be implemented on a systematic basis. A key deliverable would be a plan indicating the type and scope of improvements to be made on existing streets. Connections to adjacent community and regional bike and pedestrian affordances would be considered.

Project Deliverables:

1. *Transportation Recommendations / Policies within the Comprehensive Plan*
2. *Bike and Pedestrian Plan*

D.5 Fairview Focus Area Implementation Plan

This project consists of implementing the recommendations of the Fairview Area Focus Area Plan in the 2017 Comprehensive Plan. Preparing and pursuing a Fairview Focus Area Implementation Plan would include:

- Creating connections to the Downtown area
- Streetscape and landscape improvements

Project Deliverables:

1. *Design Development documents for proposed streetscape improvement locations.*

E. Consultant Team

The Village envisions contracting with a single lead planning consultant who will have the in-house expertise and/or sub-consultant team members with the expertise to lead the development of the project deliverables listed above.

F. Village Team

The Village of Downers Grove Community Development Department will be the lead entity for the execution of the Comprehensive Plan and related projects. To assist in the development of specific components of the overall project, the Public Works Department and the Village Manager’s office will be key team members as well and may take the lead in developing the bike and pedestrian plan and the environmental sustainability plan.

The Village team expects to be highly involved with the selected firm on this project, including setting project goals, providing direction on tasks, and generally directing the progress and decision-making. The consultant shall play a highly important role in conducting research, providing analysis, and recommending alterations for consideration, but must take direction from the Village.

G. Timing / Schedule

It is expected that a contract with the selected Consultant will be executed by the Village Council no later than December 10, 2023 and that work will commence immediately following the contract execution. The Village plans on completing or substantially advancing the Comprehensive Plan update and the five related projects by May 2025.

Proposed Schedule:

Task	Date
Publish RFP	September 15, 2023
Pre-proposal meeting	October 4, 2023
Deadline to submit questions	October 11, 2023
Addendum issued addressing questions	October 18, 2023
Proposal Submittal Deadline	October 27, 2023
Analysis and Review of Proposals	Week of October 30, 2023
Staff Interviews with Proposers	Week of November 13, 2023
Village Council consideration	December 5 and 12, 2023
Commence Project	December, 2023
Complete Project	May, 2025

H. Meetings

As part of the proposal, the Village is requesting a meeting and public engagement plan that details anticipated meetings with the public and Village boards and commissions. The Village anticipates the consultant will attend and lead in-person monthly meetings with each of the Boards or Commissions through the development of the projects. The Village anticipates monthly meetings with the appropriate Board or Commission based on the topics currently being developed. During busy months, this could be up to five (5) evening meetings per month.

Anticipated meetings the Village envisions includes:

1. A kick-off meeting with Village staff before the commencement of the project to discuss project scope, schedule, goals and objectives and public input opportunities.

2. An initial meeting with the Village Council to introduce the project and discuss the defined scope and timeline.
3. Additional public forums or other engagement opportunities as identified in the selected consultants public engagement plan.
4. Weekly meeting / video conference with Village staff liaisons throughout the duration of the project.
5. Monthly meetings with the PC, ECC, TaP and HPDRB throughout the duration of the project.
6. Regular meetings with the Village Council throughout the duration of the project to discuss key policy direction.
7. As needed meetings with stakeholder groups and property owners in the Downtown and Fairview Focus Area.
8. Required public hearings for Comprehensive Plan reviews and approvals.
9. The Village may request the Consultant's and/or sub-consultants presence at meetings other than those specified above.

I. Proposal Content

The Village seeks to engage a consulting firm with proven expertise and experience in preparing Comprehensive Plans, Bicycle & Pedestrian Plans, Environmental Sustainability Plans and Streetscape Plans. The Village prefers to enter into an agreement with one consulting firm which would be responsible for coordinating all of the consulting work. The successful consultant may have to engage other consulting firms as subcontractors.

The proposal submitted by the Consultant to the Village shall consist of, but not be limited to the following elements:

I.1 Work Plan

1. Describe the team that will be put in place to complete the project. Identify the lead consultant and any sub-consultants that will be in place. Identify a project lead for the entire project and single points of contact for each sub-project team lead.
2. Describe how the lead consultant will oversee the work of their staff or sub-consultants for each topic and how the lead consultant will ensure recommendations for one topic are not in conflict with other topic recommendations.
3. Estimate how many meetings the Consultant feels will be needed in order to collect adequate public input and periodic review and input from the various Village Boards and Commissions. Staff anticipates a minimum of monthly meetings with each Board, Commission and Village Council.
4. Provide a Public Engagement Strategy that includes an overview of methodologies intended to be utilized to engage the public in the planning process. Describe how the consultant will elicit public input from all geographic areas on each project. Describe how the consultant will reach community consensus on the various goals, tasks, policies and implementation tools.
5. Prepare a work flow chart or Gantt chart showing the timing of the milestones of each deliverable in accordance with the goal of significantly advancing or completing the project by May 2025.

I.2 Consultant Qualifications

Respondents to this RFP shall provide the following:

1. Description of the Consultant's and any subconsultant's firm, expertise and background.
2. Names, qualifications and related experience of the consultants and any subconsultants to be assigned to the project. Who will be the person on the Consultant's staff primarily responsible for this project? Will this person also be the primary point of contact for all communication? If not, please identify the primary contact for communication as well.
3. A brief summary of why the Consultant believes their firm or team is qualified to assist with this project. Provide the names and contact for all communities to whom the Consultant has provided similar services over the past five years. Examples of similar plans prepared by the Consultant and subcontractors would be helpful.
4. Confirm that the Consultant is legally able to carry on business in Illinois.
5. Confirm that a representative(s) of the Consultant's firm and any subconsultants will be prepared to attend an initial interview with a select group of Village staff, if so invited.

I.3 Budget

1. Maximum cost of the project broken down by element, with meetings, detailing printing costs, travel and any other disbursement listed separately. As described under Meetings, the Village of Downers Grove may request that the Consultant attend additional meetings not otherwise specified in this Request for Proposals. Indicate a separate flat fee, which the Consultant proposes to charge the Village to attend these extra meetings. Identify billing rates for key personnel involved in the assignment. Identify the number of hours, costs and assignment areas for each personnel. Identify amounts to be paid to sub-contractors, if any.
2. Estimate the number of days that the project staff or sub-contractors will spend on the area of the project to which they will be assigned and on the assignment overall.
3. Provide a schedule of billing dates and estimated amounts for delivery of the elements for which the Consultant is responsible for with creation of the Comprehensive Plan Update and the additional four projects identified in this RFP. Billing should correspond to the completion of the milestones identified in the Work Plan work flow chart or Gantt chart.
4. This RFP and the Proposal together constitute the Agreement between the parties.

J. Evaluation Criteria

Proposals will be reviewed based on the following general criteria. You may wish to respond to these criteria in your proposal.

1. Diversified staff or subconsultant experience or demonstrated expertise in planning process facilitation and preparing:
 - a. Comprehensive Plans
 - b. Environmental Sustainability Plans
 - c. Downtown Hardscape & Landscape Plans
 - d. Bicycle & Pedestrian Plans
2. Demonstrative work plan and reputation for completing plans identified in this scope of work.
3. Work history and experience in dealing with communities of similar characteristics as the Village of Downers Grove.

4. Planning philosophy consistent with the administration and proven experience with development of each of the plan elements.
5. Reputation for successful consensus building leading to a community-endorsed comprehensive plan, based on examples provided, references and investigation by the Village staff.
6. Presentation at the interview (if Proposer is selected for an interview).
7. Price and desired timeline.
8. The Village of Downers Grove may also review any other information that is available to it, including but not limited to information gained by checking references.

The Village reserves the right to accept or reject any and all Proposals, to waive technicalities and to accept or reject any item of any Proposal. All costs incurred in the preparation, submission, and/or presentation of any Proposal including any travel or personal expenses shall be the sole responsibility of the Proposer submitting the Proposal and will not be reimbursed by the Village.

K. Project Requirements

1. All relevant information, data, photographs, reports, literature or other material acquired or created by the Consultant in the course of study and having application to this plan, shall become the property of the Village of Downers Grove. Any work that may be eligible to receive copyright protection shall be deemed a “work for hire” and the ownership in such work shall vest in the Village.
2. Electronic copies in *.pdf format will be e-mailed to the Director of Community Development and the board or commission staff liaison at least seven (7) days prior to any meetings at which it will be reviewed by the Board or Commission and attended by the Consultant team. Staff typically posts Board and Commission agenda packets up to five (5) days prior to the scheduled meeting.
3. The Consultant will provide the Director of Community Development and the designated staff liaison with one unbound and 1 bound copies of each final document. Two digital copies of each final document for which they are responsible (including maps) will also be provided in .PDF format (or in an agreed upon alternative digital format) and in a format compatible with Village of Downers Grove computer capabilities (Microsoft Word, Excel and ArcGIS).
4. All completed documents will be placed on the Village’s website.

L. Proposal Due Date and Other Details

1. Four (4) paper copies and one (1) electronic copy of the proposal shall be provided to the Director of Community Development and shall be received no later than Friday, October 27 at 12:00 p.m. and shall be addressed to:

**Stan Popovich, AICP
Director of Community Development
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515**

Sealed Request for Proposals should be plainly marked with **“Sealed Proposal, Village of Downers Grove Comprehensive Plan Update.”**

2. Pre-Proposal Meeting. There will be an optional pre-proposal meeting on Wednesday, October 4, 2023 at 1:30 p.m. in the Committee Room at Downers Grove Village Hall, 801 Burlington Avenue, Downers Grove, IL, 60515. All firms intending to submit a proposal for this project are encouraged to attend to discuss the proposed work and receive answers to questions related to the project.
3. Questions regarding this Request for Proposals shall be submitted via email no later than Wednesday, October 11, 2023 at noon. Questions shall be directed to:

Stan Popovich, AICP
spopovich@downers.us

The Village will provide answers to questions via an addendum to be published on or around Wednesday, October 18, 2023.

4. By submitting a Proposal, Proposers acknowledge that the following terms shall be incorporated into such Proposal: The work to be undertaken shall be completed to the satisfaction of the Village of Downers Grove staff and Village Council, according to the Request for Proposals and for the amount agreed upon by the two parties. A not-to-exceed amount shall be provided for the project. The contract shall indicate that no additional money shall be paid to the Consultant for any work for which prior authorization has not been given. No contingency allowance will be accepted unless otherwise authorized by Village Council.
5. Proposals submitted by Proposers shall remain in effect for 60 days from the due date shown above. It is understood that there will be no reimbursement to Proposers for proposal submission costs or for travel costs to attend the pre-proposal meeting or a possible initial interview meeting. The Village of Downers Grove reserves the right to reject any or all Proposals submitted in response to this “Request for Proposals.”

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)

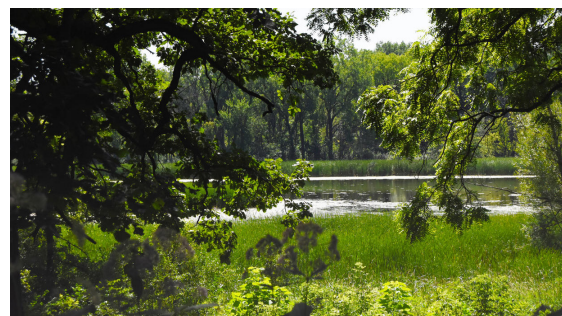


Village of Downers Grove, Illinois

Comprehensive Plan

RFP-915-0-2023/JD | Proposal

October 27, 2023



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October 27, 2023

Stan Popovich, AICP
Director Of Community Development
Village Of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Mr. Popovich,

Houseal Lavigne is pleased to submit this proposal for the Downers Grove Comprehensive Plan and Related Projects. We are uniquely qualified to undertake this assignment, bringing insight, expertise, and understanding from working with the Village of Downers Grove, communities throughout the Chicago region, and on similar projects cross across the United States. Our team of professionals provides the skills and experience necessary to create a responsive and visionary Comprehensive Plan that responds to the needs and values of the Downers Grove community. We are committed to excellence and available to undertake the Comprehensive Plan process and Related Projects immediately upon selection.

Local Experience, National Reputation

Houseal Lavigne grateful to have worked with the Village early on in our firm's history. We are proud to have worked with the Village to develop multiple APA award-winning planning efforts and are excited at the prospect of working with the Downers Grove community to develop another award-winning plan in 2024.

Houseal Lavigne has been an industry leader for nearly 20 years and is recognized nationally for planning, outreach, design, zoning, geospatial, and digital twins. Since our inception, Houseal Lavigne has worked with more than 450 communities in 29 states including planning studies in nearby communities such as Clarendon Hills, Elmhurst, Glen Ellyn, Hinsdale, Itasca, Lisle, Maywood, Naperville, Oak Brook, Oak Park, River Forest, Westmont, Willowbrook, and Woodridge. Houseal Lavigne has led several planning studies for the Village of Downers Grove including the award-winning TCD3 outreach process, the award-winning Comprehensive Plan, Downtown Pattern Book, Downtown zoning update, and various subarea plans. We know Downers Grove and the surrounding area extremely well.

Vision-Driven

Houseal Lavigne is focused on powering the art of planning with science and technology. We focus on leveraging new technologies to deliver evidence-based decisions-making along with graphically compelling and effective storytelling. Houseal Lavigne was awarded the National Planning Excellence Award for an Emerging Planning and Design Firm from the American Planning Association (APA), specifically noting our innovation, implementation success, creative and effective outreach, integration of new technologies, industry-leading graphic communication, and our overall influence on the profession of planning in the United States. We have also won multiple APA awards in several states, for our comprehensive plans, community outreach, innovation, corridor plans, technology applications, and implementation. Most recently, our innovation in planning received national recognition from the APA Technology Division for the National 2020 Smart Cities Award and Esri's 2018, 2020, 2021, and 2023 Special Achievement in GIS Award.



Engaging

A hallmark of our firm is our effective and engaging community outreach, often focusing on segments of the population that are typically and historically underrepresented in planning – including minorities, renters, lower income, disabled, and non-English speaking residents. In addition to strategic outreach for diverse communities, our plans themselves prioritize equity as a guiding principle, “theme”, or lens through which the plan is developed and the recommendations made. We use our unique ability to facilitate and leverage meaningful engagement, combined with innovative tools, to create action-oriented plans to address the issues most important to the community. For this important assignment we have also teamed with All Together to complement our outreach efforts. All Together has extensive experience working with diverse communities across the Midwest to implement comprehensive and inclusive engagement programs, and branding and placemaking services.

Team Players

For this assignment, we are fortunate to be joined by All Together (WBE) will lead project branding, communications, and the implementation of innovative outreach methods. The Delta Institute will lead development of the Environmental Sustainability Plan, while Hitchcock Design Group will lead the development of streetscape plans for the Downtown and Fairview Focus Area. Baxter & Woodman will assist with the transportation and infrastructure components of the assignment including the Bike and Pedestrian Plan. Baxter & Woodman has worked with Houseal Lavigne on several past planning projects and has extensive experience in many surrounding communities.

We appreciate the opportunity to be considered for this important project and look forward to continuing our collaborative planning efforts with you and the entire Downers Grove community on the development of the new Comprehensive Plan and Related Projects. If you have any questions regarding this submittal, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Houseal', written over a faint, light blue circular watermark.

John Houseal, FAICP

Partner | Co-Founder
Houseal Lavigne

(312) 372-1008 ext. 101
188 West Randolph Street, Chicago, IL 60601
jhouseal@hlplanning.com

SECTION 1

WORK PLAN



Partnership with ESRI

Houseal Lavigne is an Esri Business Partner, giving our team access to a variety of cutting-edge technologies and programs. This relationship has allowed our firm to explore how technology can support a data-driven and visually compelling approach to planning. Further, it has given Houseal Lavigne the opportunity to work with Esri in shaping best practices and defining how their services can be better integrated within the planning profession.

Project Team

Our team for the Downers Grove Comprehensive Plan & Related Projects is made up of professionals with specialized expertise in all areas of community planning, transportation and mobility planning, neighborhood and special area planning, zoning, economic development and market analysis, community outreach and engagement, and implementation. Our team has been specifically assembled to provide Downers Grove with a responsive, effective, creative, and unique Comprehensive Plan. We will approach this project by leveraging our collective expertise and diversity of experience, working closely and collaboratively with Village staff to provide a unified vision for Downers Grove.



Houseal Lavigne

Lead Consultant – 188 West Randolph Street, Suite 200, Chicago, IL 60601

Houseal Lavigne is urban planning, design, and geospatial solutions firm focused on powering the art of planning with science and technology. Over the years we have focused on leveraging new technologies to deliver evidence-based decision-making along with geographically compelling and effective storytelling. We pride ourselves on creativity, collaboration, and critical thinking. Our team is built on strong relationships, the exchange of ideas, and a commitment to innovation. Our priorities are to do good, work smart, have fun, and provide visionary, responsive, and viable solutions to our clients and partners.



All Together

Subconsultant – 2625 Park Place, Evanston, IL 60201

All Together is a design studio focused on community engagement, branding, and placemaking. Our engagement results in joyful experiences for communities and their stakeholders through the built environment, branded communications, or programming that captures the spirit of the place.



Baxter & Woodman

Subconsultant – 8430 W. Bryn Mawr Ave., Suite 400, Chicago, IL 60631

Baxter & Woodman provides planning, design, construction and technology services for transportation, water, wastewater, and stormwater facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.



Delta Institute

Subconsultant – 35 E Wacker Dr., Suite 1760, Chicago, IL 60601

Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest. We address Midwestern environmental, economic, and climate challenges today, so that our home and region are more resilient, equitable, and innovative tomorrow. Delta Institute improves the living conditions of more than five million Midwesterners by transitioning one million acres to more resilient, conservation-focused practices, and by improving water quality and reducing flooding by capturing 100 million stormwater gallons. By 2025 we will achieve these goals through our agriculture, climate, water, and community development projects.



Hitchcock Design Group

Subconsultant – 22 E. Chicago Avenue, Suite 200A, Naperville, IL 60540

Hitchcock Design Group provides clients with a superior level of creative and logistical expertise. We have the capacity to tackle challenging assignments within tight timeframes through our studios that align with our areas of focus: Recreation, Education, Healthcare / Life Care, Civic Design, and Real Estate Development.

Lead Consultant



Services

Comprehensive Planning

Downtown Planning

Neighborhood & Subarea Planning

Transit-Oriented Development

Corridor Planning

Land Planning & Site Design

Zoning/Regulatory Controls

Design Guidelines

Retainer Services

Development Services

Park, Recreation & Trail Master Planning

Market & Demographic Analysis

Fiscal/Economic Impact Analysis

Office Locations

Chicago Office (Primary)
188 West Randolph Street, Suite 200
Chicago, IL 60601

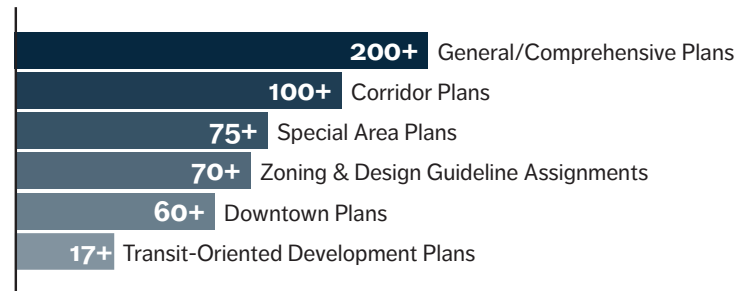
Los Angeles Office
360 E 2nd Street, Suite #800
Los Angeles, CA 90012

Seattle Office
999 3rd Ave, Suite #700
Seattle, WA 98104

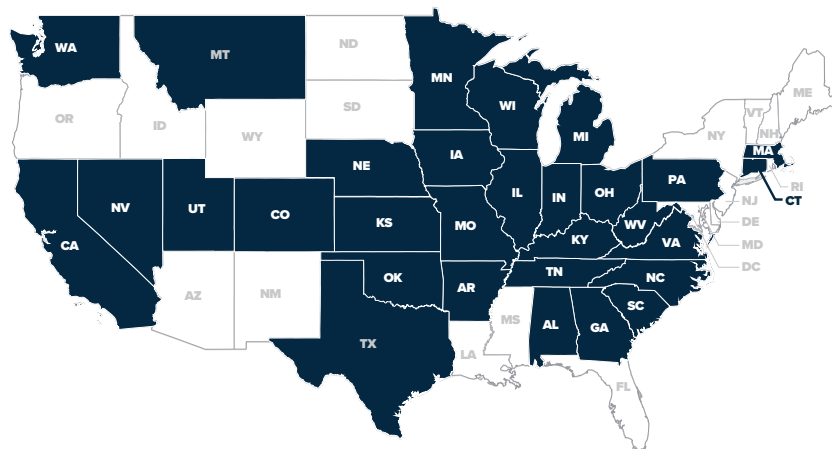
Firm History

Houseal Lavigne was founded in 2004 by John Houseal and Devin Lavigne. Despite a sluggish national economy beginning just years after our founding, Houseal Lavigne has flourished—growing from the two founders working in a small room to a diverse staff in a collaborative Downtown Chicago design studio with additional offices in Los Angeles and Seattle. Today, Houseal Lavigne has established itself as one of the top planning firms in the United States, working to strengthen communities through creative and dynamic approaches to planning, design, and development.

OVER THE LAST 15 YEARS, WE HAVE WORKED ON MORE THAN **450 PLANS** ACROSS MORE THAN **400 COMMUNITIES** NATIONWIDE. WE HAVE DIRECTED...



OUR NATIONAL EXPERIENCE INCLUDES PLANNING, DESIGN, ECONOMIC, AND ZONING ASSIGNMENTS IN...



Founding Principles

Houseal Lavigne began with a set of founding principles that still guide every project we undertake. By continually honoring these principles, we have reliably and repeatedly served our clients, established trust and strong professional relationships, and produced results that exceed expectations, and developed plans that have served as points of pride for communities. By adhering to our founding principles, we have emerged as one of the most respected, trusted, innovative, and effective firms in the industry. Our founding principles are:

Better Community Outreach. We believe strongly in fostering a sense of “community stewardship” by using an inclusive approach to stakeholder engagement as a foundation for all our projects.

Commitment to Creativity. We believe vision and creativity are among the most important components of good planning and design, and we pledge to provide fresh, responsive, and intriguing ideas for local consideration.

Graphic Communication. We believe all planning processes and documents should utilize a highly illustrative and graphic approach to better communicate planning and development concepts in a user-friendly, easy to understand, and attractive manner.

Technology Integration. We believe the integration of emerging technologies should be used to improve the planning process and product - improving public engagement and involvement, fostering evidence-based decision-making, and producing more effective documents and recommendations.

Client Satisfaction. We believe meeting the needs of our clients is a top priority and we strive to achieve it by developing and maintaining strong professional relationships, being responsive to clients’ concerns and aspirations, and always aiming to exceed expectations.

Award-Winning Planning

As a testament to our firm’s overall approach and project methodologies, Houseal Lavigne has frequently been recognized across the country by our peers and honored with awards and special recognition. Houseal Lavigne has received multiple awards for “Best Plan” from several state chapters of the American Planning Association (APA) in categories including comprehensive plan, strategic plan, community outreach, innovation, healthy communities, and best tool or practice. In addition, Houseal Lavigne was awarded the APA’s National Planning Excellence Award for an Emerging Planning and Design Firm. Upon receiving the award, the APA recognized our innovative planning approach, targeted implementation strategies, creative and effective outreach, integration of emergent technologies, industry-leading graphic communication, and noted our firm’s overall influence on the planning profession across the United States.

In April of 2020, Houseal Lavigne’s work with the Town of Morrisville received two awards for the use of technology as part of the Land Use Plan and Town Center 3D Scenarios Visualization. This includes the American Planning Association – Technology Division’s Smart Cities Award and Esri’s Special Achievement in GIS Award. Both awards recognized the innovative use of tools and software including SketchUp, CityEngine, and the Unreal Engine to visualize and analyze different land use scenarios for Morrisville’s Town Center.

Recent Awards

2023

NC APA - Marvin Collins Award (Honorable Mention)
Small Area Plan Category
Holly Springs Northeast Gateway Master Plan

Esri - Innovation Award
Use of ArcGIS system in an innovative or disruptive way

ESRI SAG Award
Riverside, CA RHNA Housing Opportunity Finder

2022

CO APA - General Planning Award (Honors)
Your El Paso Master Plan

CO APA - General Planning Award (Merit)
Picture Cañon City Comprehensive Plan

CA APA - Inland Empire Section Excellence Award
Large Jurisdiction Comprehensive Plan Category
Riverside Housing Element

MO APA - Outstanding Public Outreach Award
Springfield Forward SGF Comprehensive Plan

2021

CO APA - General Planning Award
Gunnison Comprehensive Plan

NC APA - Marvin Collins Award for a Comprehensive Plan
Morrisville Land Use Plan/Town Center

2020

APA National - Smart Cities Award: Technology Division
Morrisville Town Center/Land Use Plan

Esri - Special Achievement in GIS Award
Morrisville Town Center/Land Use Plan

2019

CO APA - General Planning Award
Aurora Places Comprehensive Plan

2018

IL APA - Healthy Active Community Award
Healthy Chicago 2.0

Special Achievement in GIS Award (Esri)
Oshkosh Corporation World Headquarters / Lakeshore
Redevelopment

VA APA - Commonwealth Plan of the Year Award
Bristol Comprehensive Plan

2017

IL APA - Outreach Award
Envision Oak Park Comprehensive Plan

2016

MN APA - Innovation Award
St. Cloud Comprehensive Plan

2015

MI APA - Daniel Burnham Award (Best Plan)
Imagine Flint Master Plan

Coralville Community Plan

We branded Obama’s pride and joy and a national monument...



... and we’re shaping the future of Chicago with the city’s first master plan since the 1960s.



We’re leading engagement for a regional housing strategy in the Madison area...



... and helped tell the stories of a vibrant community and former Underground Railroad site.



Subconsultant

All Together.

is a design studio focused on community engagement, branding, and placemaking. Our engagement results in joyful experiences for communities and their stakeholders through the built environment, branded communications, or programming that captures the spirit of the place.



COMMUNITY ENGAGEMENT

*From the very beginning of each project, we craft a strategic and fully inclusive **engagement process**—from one-on-one conversations to engaging group conversations to broad-reaching online platforms.*



BRANDING & COMMUNICATIONS

*We work to instill pride in a sense of place and ensure all project deliverables capture the essence of a place and its people through powerful narrative, **creative messaging and beautiful design**.*

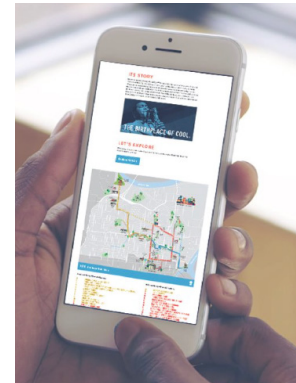
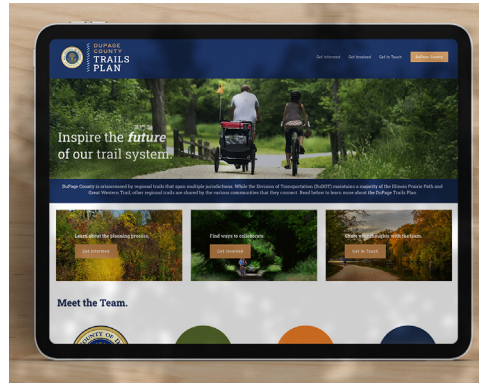


PLACEMAKING & STORYTELLING

*We ensure communities **tell their story** through programming and the built environment.*

And while each project is a little different, here's what we've done that's created a buzz:

- **We break down complex planning initiatives into easy-to-digest communications.** This leads to excitement around our processes and lots more participation.
- **We meet people where they are with campaigns and QR codes to capture input on the go.** In Madison, we've received over 6,400 responses and extensive media coverage of the planning initiative.
- **We pair colorful placemaking activations with calls-to-action.** For Evanston Thrives, we received over 1,000 survey responses in the first day thanks to custom storefront window installations featured throughout the city.
- **We design eye-catching visuals and highly interactive websites.** In our Clark Street Crossroads corridor study, we launched digital activities (like a crowd-sourced corridor soundtrack) to get people engaged and excited about the project. The result? Over 7,100 project website unique views, 1,800 survey responses, 1,200 community contacts, 500 workshop attendees, and 175 pins on the interactive corridor map.
- **And while we love digital, we value the importance of convenient, in-person engagement.** We've hosted workshops, pop-up workshops tagged onto festivals and community events, and logged miles in boots-on-the-ground conversations. Most important, we're flexible in recalibrating the plan, because... sign of the times. We'll partner with you all to determine what engagement activities are the right fit for each community at the right time.



Subconsultant

BAXTER & WOODMAN, INC.

FIRM OVERVIEW

Founded in 1946, Baxter & Woodman, Inc. provides consulting engineering and technology services to municipalities, state agencies, county governments, and sanitary districts throughout Illinois, Wisconsin, Florida, and Texas. Dedicated to promoting a sustainable future, our staff of more than 390 talented engineers, surveyors, technicians, and support personnel incorporates innovative techniques along with tried and true processes.

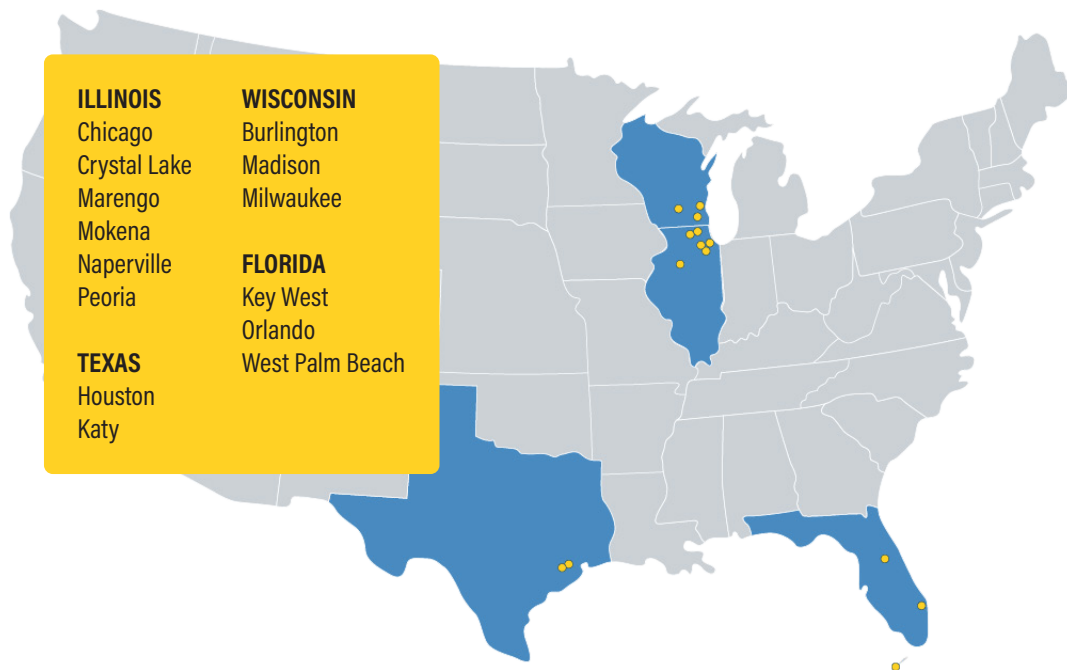
Baxter & Woodman provides planning, design, construction and technology services for transportation, water, wastewater, and stormwater facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

We specialize in
**infrastructure planning,
 design and construction.**

Roads/Highways, Water/Wastewater, Water
 Resources/Stormwater, Technology

Regional Offices

Baxter & Woodman's 14 regional offices provide our clients with local presence and responsive service. Our team offers services that stretch well beyond typical engineering consulting. We are committed to building community value with each and every project we complete.



DIVERSE IN-HOUSE SERVICES

Baxter & Woodman’s staff of 390+ professionals have provided engineering services to more than 500 communities, counties, and sanitary districts during our 77 years of business.

The strength of the Baxter & Woodman team comes from the cohesive and cooperative work effort gained from having expertise in numerous disciplines. We offer a **full range of municipal services** from project inception to construction close-out. All necessary engineering services are provided in-house with the exception of geotechnical engineering.

Baxter & Woodman Highlights

An integral part of Baxter & Woodman’s history, firm founders Richard Baxter & Lorrin Woodman instilled the values of hard work, perseverance, and integrity into the fabric of the company. That legacy lives on here today.

FOCUSED

Engineering, technical, and management solutions that shape and enhance our world. Building community value with every project we complete is our driving force.

COMMITTED

Dedicated to improving quality of life and providing smart infrastructure solutions that leave a positive impact on people, communities and the environment.

SERVICE ORIENTED

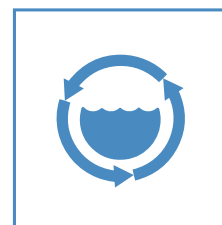
Our client-focused culture centers around exceeding expectations. We deliver responsive, reliable service ensuring an exceptional experience every time.



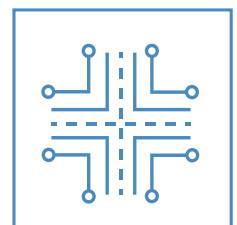
Water



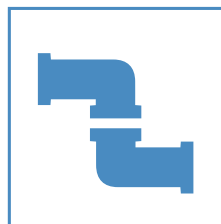
Stormwater



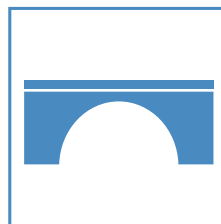
Wastewater



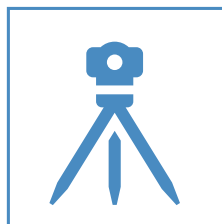
Transportation



Infrastructure



Structures/Bridges



Survey



Urban Planning



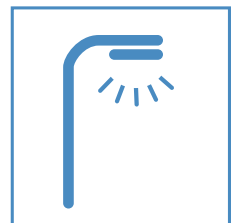
Spatial Technology



Construction



Automations/Controls



Lighting



Public Outreach



Natural Resources



Design-Build



Grants/Funding

WORKING TOWARD A MORE RESILIENT MIDWEST FOR EVERYONE

Delta Institute improves the living conditions of more than **five million Midwesterners** by transitioning **one million acres** to more resilient, conservation-focused practices, and by improving water quality and reducing flooding by capturing **100 million stormwater gallons**. By 2025 we will achieve these goals through our agriculture, climate, water, and community development projects.

This is what a more **resilient, equitable, and innovative Midwest** looks like.

Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest. **We create and implement solutions to Midwestern environmental, economic, and climate challenges today, so that our home and region are more resilient, equitable, and innovative tomorrow.**

Delta exists because environmental, economic, and climate issues hit communities—urban and rural—through disinvestment, systemic inequity, and policy decisions. We collaborate at the community level to solve our home region’s new and legacy issues, by focusing on the self-defined goals and needs of our partners.

Our work takes us to population centers like Chicago, St. Louis, and Detroit; to mid-sized

cities such as Gary and South Bend, Indiana; to Great Lakes coastal towns like Michigan City, Indiana and Muskegon, Michigan; and to rural communities and watersheds with tens of thousands of acres of farmland and waterways across our region. It’s quite likely that you—or someone you know—lives, works, or passes through a community that Delta has helped since our founding in 1998.

We focus on these three programmatic areas to make a more resilient Midwestern region:

1. Nature-Based Climate Solutions,
2. Resilient Agriculture, and,
3. Sustainability and Support Services.

Nature-Based Climate Solutions

Delta Institute assists municipalities by integrating natural climate solutions and Green Infrastructure (GI) to reduce climate change impacts by capturing **100 million stormwater gallons** and leveraging **\$100 million in municipal GI investment**. We focus on communities that are disproportionately affected by flooding and climate change, to collaboratively improve their environment, mitigate local impacts of climate change, and strengthen their neighborhoods' resilience. Our goals include:

- Increasing adoption and integration of green and natural infrastructure, and,
- Creating comprehensive services, resources, and other supportive mechanisms to help municipalities scale up and implement green and natural infrastructure.

Resilient Agriculture

Our programming is designed to protect and rebuild one of the Midwest's greatest assets, our soil.

Delta Institute is investing in and collaborating with **1,000 farmers** as they transition to sustainable and regenerative practices, thus improving the environment, mitigating the impacts of climate change, and strengthening a farmer's bottom line. We forecast that by 2025, **one million Midwestern agricultural acres** will successfully transition to conservation-focused farming practices, so our region's primary economic driver can be more environmentally and financially sound. Our goals include:

- Increasing soil health throughout the region and integrating soil health practices into agricultural business planning, and,
- Creating a comprehensive suite of supportive services to increase implementation of sustainable agricultural practices on farms across the region.

Sustainability and Support Services

Delta Institute prides itself on being responsive to the needs of its partners and responding to what they define as being the most important goal, activity, project, or taking a new approach to improving their local environmental and economic outcomes.

Our Sustainability and Support Services are designed to help communities, agencies, and business meet their priorities, planning, and implementation, which include a wide array of sectors in which Delta has sizable experience, including sustainability planning, waste reduction, brownfield redevelopment, and others. We forecast that by 2025 Delta will work with more than **250 partner communities** while securing **\$40 million in external investment**, and creating **100 practical tools, resources, strategies, and municipal/county-level plans**.



Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest.

35 E Wacker Dr Ste 1760 | Chicago, IL 60601 | delta-institute.org | 312-554-0900



DeltaGreatLakes



delta-institute



Delta Institute



Delta Institute is a 501c3 nonprofit with a 2023 Platinum Seal of Transparency from GuideStar and a Four-Star Rating from Charity Navigator for our strong financial health and accountability.



Subconsultant

Hitchcock Design Group

TYPE OF SERVICES

Landscape Architecture
& Planning

ESTABLISHED IN

1980

CORPORATE NAME

Hitchcock Design, Inc.
(dba Hitchcock Design Group)

Since 1980, Hitchcock Design Group has earned a reputation for client-focused planning and design. From our offices in Austin, Chicagoland, Indianapolis, and South Florida, our planners and landscape architects have produced an extensive portfolio of award-winning projects. We employ a sustainable approach to our work by creating places that are memorable, attractive, functional, maintainable, and environmentally sound as well as cost-effective. Our goal is to increase the value of our clients' land resources in ways that advance their missions and improve their communities. We are proud of the long-term relationships we have developed with our clients through creative and responsive advocacy and are pleased to share these success stories and insights through many presentations and publications.

By collaborating with other experienced professional firms, we offer a full range of large-scale, multidisciplinary project capabilities while maintaining the focused, personalized attention of a smaller firm.

Hitchcock Design Group provides clients with a superior level of creative and logistical expertise. We have the capacity to tackle challenging assignments within tight timeframes through our studios that align with our areas of focus: Recreation, Education, Healthcare / Life Care, Civic Design, and Real Estate Development.

**“They have a very collaborative and innovative team.
I love that they are always ready with options.”**

Janhvi Jakkal, Principal and Office Director for HKS Chicago

Austin

1601 Rio Grande
Suite 450
Austin, Texas 78701
512.770.4503

Indianapolis

405 Massachusetts Avenue
Suite 3B
Indianapolis, Indiana 46204
317.536.6161

Naperville

22 E. Chicago Avenue
Suite 200A
Naperville, Illinois 60540
630.611.7877

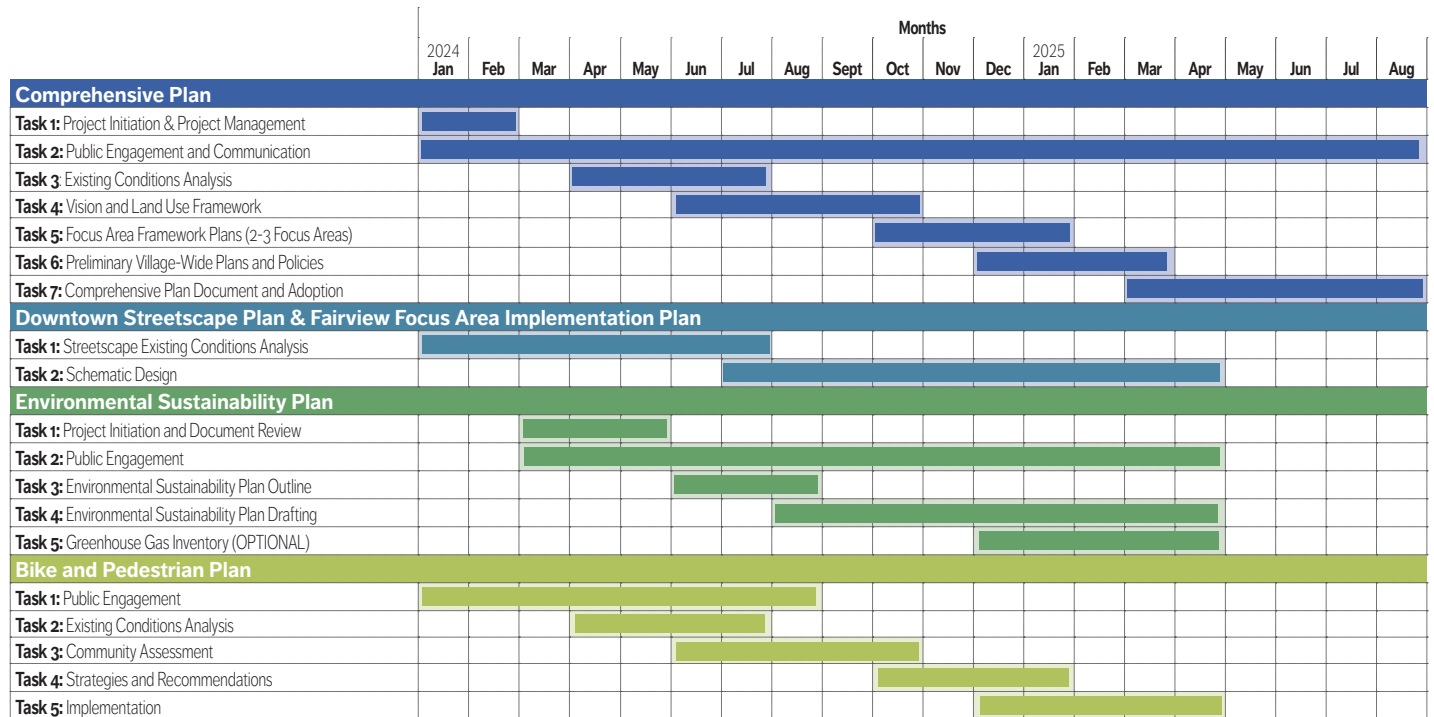
South Florida

1999 University Drive
Suite 202
Coral Springs, Florida 33071
754.277.4254

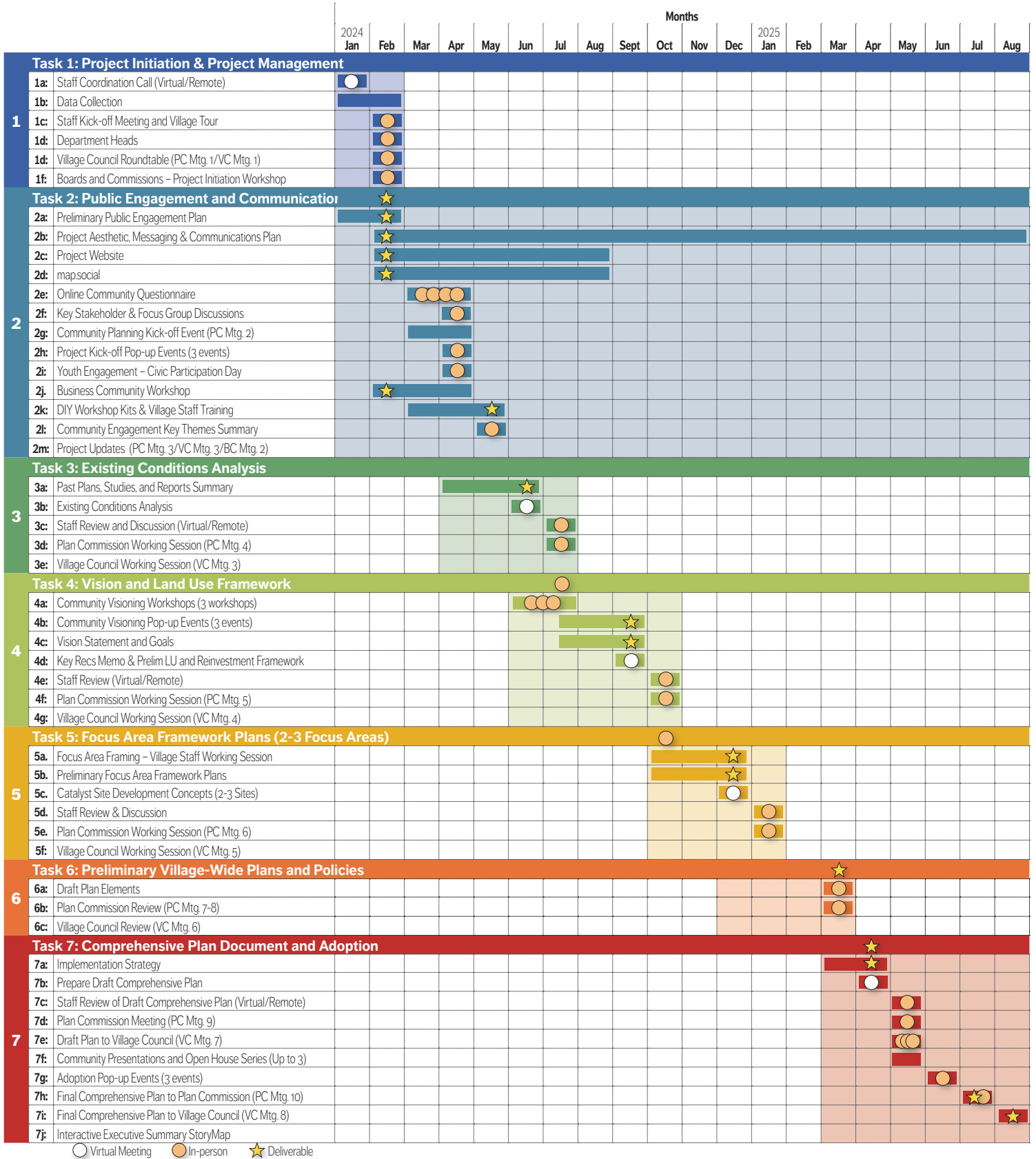
Comprehensive Plan & Related Services | Downers Grove, Illinois
Prepared by Houseal Lavigne

Timelines

The tables on the following pages illustrate the proposed timeline for the Comprehensive Plan and Related Projects. Per the Village's requested schedule, all projects will be substantially complete and going through the review and adoption process by May 2025. As proposed, the Bike and Pedestrian Plan, Downtown Streetscape, Fairview Focus Area Implementation, and Environmental Sustainability Plans would be completed by March 2025. This will enable summary content from those complementary planning efforts to be incorporated into the Comprehensive Plan project prior to public review and adoption. Should the Village agree with our general approach, we will work with Village staff to refine the schedule for each project to best align various deliverables and outreach opportunities.

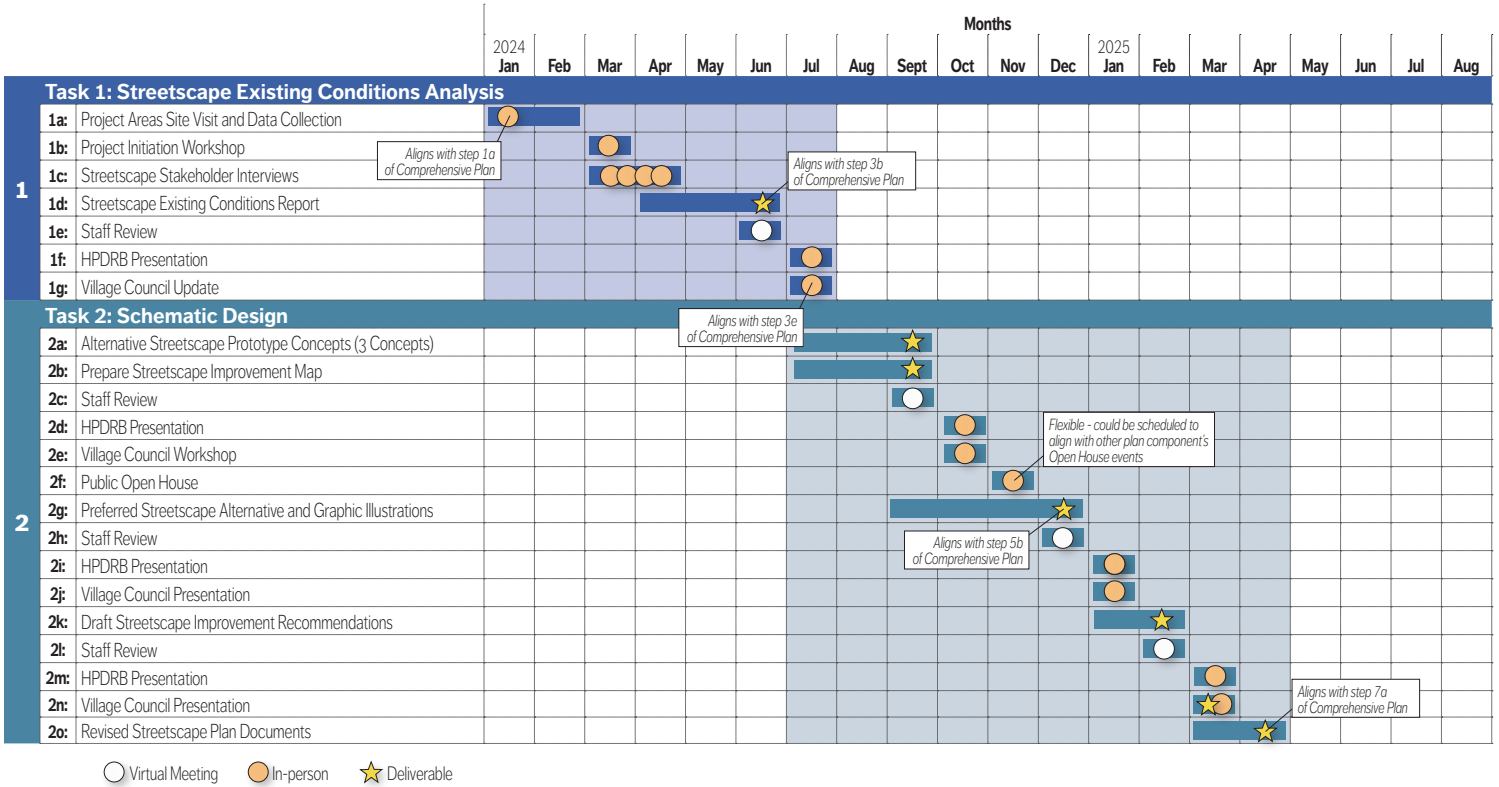


Comprehensive Plan

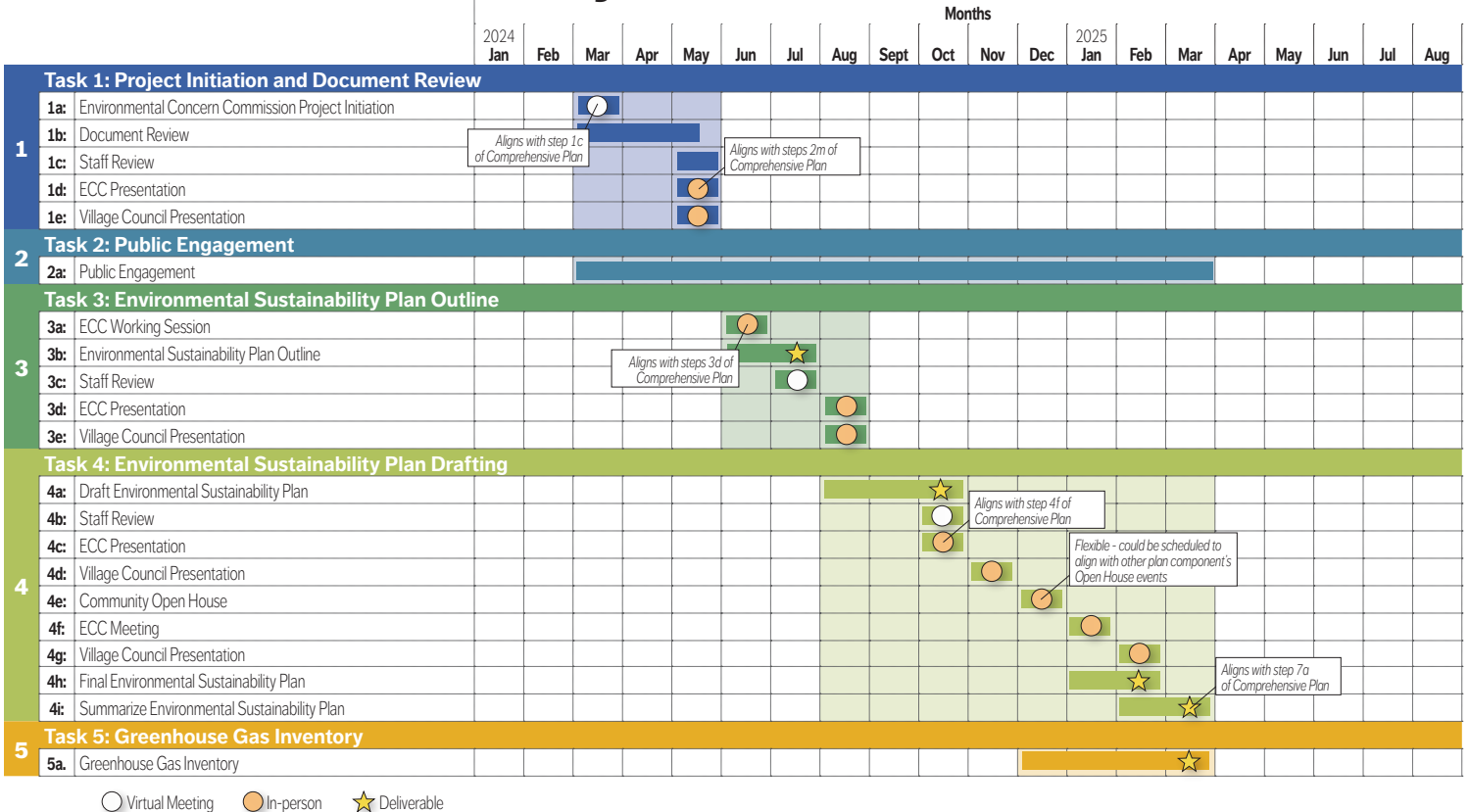


○ Virtual Meeting ● In-person ★ Deliverable

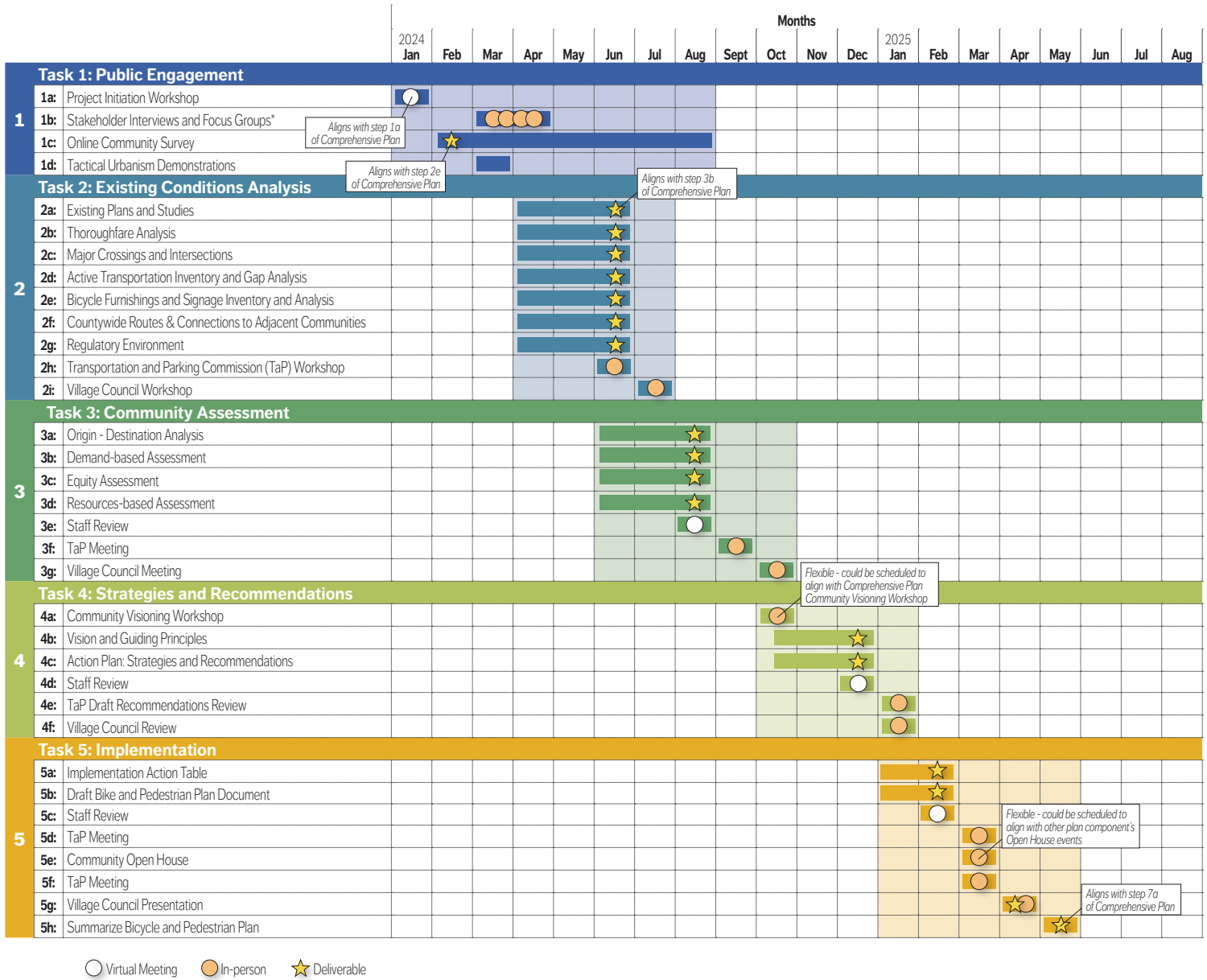
Downtown Streetscape Plan & Fairview Focus Area Implementation Plan



Environmental Sustainability Plan



Bike and Pedestrian Plan



SECTION 2

QUALIFICATIONS

Project Team

We strive to develop strong working relationships with our clients and consider ourselves an extension of Village staff, maintaining an open and ongoing dialogue throughout the entire planning process. We will work closely with the Village of Downers Grove to ensure that the final product reflects true collaboration.

Definition and Clarity of Roles

For the Downers Grove Comprehensive Plan and Related Projects assignment, **Principal, Nik Davis**, will serve as the project principal and provide QA/QC throughout the planning project. **Practice Lead, Brandon Nolin**, will provide oversight and guidance to the planning team throughout the project. **Senior Planner, Trisha Parks**, will oversee the internal development of plan content, GIS data, Downtown Plan recommendations, and overall document design. **Planner II, Sujan Shrestha**, will prepare a detailed GIS analysis of the Downtown to guide plan recommendations uses data/science. **Planner II, Charlie Hogan**, will support the development of outreach materials, concept plans and 3D visualizations, and plan recommendations. Please note resumes for all key personnel assigned to the project team are included in the following pages.

Key Contacts for Subconsultants

We can confirm that a representative(s) of the Consultant's firm and any subconsultants will be prepared to attend an initial interview with a select group of Village staff, if so invited.

All Together

Marisa Schulz
mschulz@alltogetherstudio.com
 847-261-4047

Baxter & Woodman

Aaron J. Tuley
atuley@baxterwoodman.com
 815-459-1260

Delta Institute

Sid Freitag-Fey
sfreitagfey@delta-institute.org
 312-554-0900 x 15

Hitchcock Design Group

Tim King
tking@hitchcockdesigngroup.com
 630-961-1787





John Houseal FAICP Partner

Education

Master of Environmental Planning,
Arizona State University

Bachelor of Environmental Sciences,
University of Michigan

Memberships

American Planning Association (APA)

American Institute of Certified Planners
Inducted Fellow (FAICP)

Lambda Alpha International

Oak Park-River Forest Community Founda-
tion
Board of Directors

Awards

2022 APA-CO General Planning Award
(Honors)
Your El Paso Master Plan

2022 APA-CO General Planning Award
(Merit)
Picture Cañon City Comprehensive Plan

2021 APA-CO General Planning Award:
Gunnison Comprehensive Plan

2019 APA-CO General Planning Award:
Aurora Places Comprehensive Plan

2017 APA-IL Outreach Award:
Envision Oak Park Comprehensive Plan

2016 APA-MN Innovation Award:
St. Cloud Comprehensive Plan

2015 APA-MI Daniel Burnham Award (Best
Plan): Imagine Flint Master Plan

2014 APA National Award for Excellence
Emerging Planning and Design Firm

2014 APA-MI Public Outreach Award:
Imagine Flint Master Plan

2014 APA-IA Daniel Burnham Award:
Coralville Community Plan

2014 Congress for New Urbanism
Mackinac Award for Outstanding Plan:
Imagine Flint Master Plan

2012 APA-IL Daniel Burnham Award:
Downers Grove Comprehensive Plan

AICP Certification Instructor

APA National and APA State Chapters
(2005 to Present)

www.planningprep.com
(site's co-creator)

John is a Partner and Co-founder of Houseal Lavigne and has established himself as one of the nation's top urban planning professionals. John has been inducted in the College of Fellows of the American Institute of Certified Planners, the highest recognition and distinction awarded by the American Planning Association. John's reputation and expertise within the profession as a leader in urban planning, innovation, contemporary development practices, and community outreach has garnered him wide recognition and numerous planning awards. John has been a featured speaker at national, regional, state, and local events and conferences for issues related to urban planning, zoning, transportation, context sensitive design, innovation, graphic communication, and the environment. John is recognized as one of the top community facilitators, consensus builders, and citizen participation experts in the profession.

John maintains professional memberships with the American Planning Association and the American Institute of Certified Planners. John received a Bachelor of Science in environmental sciences from University of Michigan and a Master of Environmental Planning for environmental planning and urban planning from Arizona State University. John is also an AICP certification instructor and has been responsible for training more than 1,000 planners for professional certification since 2005. John also sits on the Board of Directors for the Oak Park and River Forest Community Foundation and serves as the Co-chair of the CommunityWorks Advisory Board, overseeing community initiatives related to environmental sustainability, community leadership training, and programs aimed at the success of all youth in the community.

Prior to co-founding Houseal Lavigne, John was a Principal and the Director of Urban Planning for URS Corporation, a global multi-disciplinary engineering firm. Working from the Michigan Avenue office in Downtown Chicago, John oversaw and directed the firm's urban planning and community development projects, often coordinating on assignments throughout the country.

Project Experience

Comprehensive Plans

80+ Comprehensive Plans
including:

- Aurora, CO
- Benton Harbor, MI
- Bentonville, AR
- Brownsburg, IN
- Cañon City, CO
- Coralville, IA
- Council Bluffs, IA
- Edinburg, IN
- Flint, MI
- Frederick, CO
- Greater Bridgeport Region,
CT
- Jackson, MO
- Jackson, TN
- Marion, IA
- Oak Park, IL
- Palos Park, IL
- Prairie Grove, IL
- River Forest, IL
- St. Cloud, MN
- Tipton, IN
- Windsor, CO

Downtown Plans

40+ Downtown Plans including:

- Bentonville, AR
- Downers Grove, IL
- Forest Park, IL
- Geneva, IL
- Oshkosh, WI
- Round Lake, IL
- St. Joseph, MI

Zoning & Design Guidelines

45+ Zoning & Design Guidelines
Assignments, including:

- Ardmore, OK
- Benton Harbor, MI
- Bentonville, AR
- Bloomington, IL
- Brookfield, IL
- Cañon City, CO
- Cary, IL
- Carol Stream, IL
- Cary, IL
- Chicago, IL
- Dunwoody, GA
- Fairview Heights, IL
- Flint, MI
- Geneva, IL
- Harwood Heights, IL
- Hinsdale, IL
- Jenks, OK
- Jackson, TN
- Kenilworth, IL
- Marion, IA
- McHenry, IL
- Melrose Park, IL
- Montgomery, IL
- Muskogee, OK
- Murray, KY
- Northbrook, IL
- Oak Brook, IL
- Oakbrook Terrace, IL
- Oak Creek, WI
- Verona, WI

Special Area Plans

50+ Special Area Plans,
including:

- Bellwood, IL, TOD master
Development Plan
- Countryside, IL, Dansher
Industrial Park Subarea Plan
- Glenview, IL, The Glen Parcel
24 Master Plan
- Montgomery Preserve
Subarea Master Plan
- Naperville, IL, Martin Mitchell
Campus Master Plan
- Oak Brook, IL, Commercial
Areas Master Plan
- Palos Park, IL, Commercial
Areas Master Plan

Corridor Plans

70+ Corridor Plans including:

- Hinsdale, IL,
Ogden Avenue Corridor Plan
- IL 47 Corridor Study
- Naperville, IL,
Ogden Avenue Enhancement
Study
- Oak Brook, IL,
22nd Street Corridor Plan
- Portage, IN,
Highway 20 Corridor Plan
- Pace TOD Guidelines Manual
- Prairie Grove, IL
- Richton Park, IL
- River Forest, IL
- Sunset Hills, MO
- Wilmette, IL



Devin Lavigne FAICP, LEED AP Partner

Education

Bachelor of Science,
School of Urban and Regional Planning,
Ryerson Polytechnic University

Memberships

American Planning Association (APA)
American Institute of Certified Planners
Inducted Fellow (FAICP)
National Trust for Historic Preservation
Congress for the New Urbanism
Urban Land Institute

Awards

2020 ESRI Special Achievement in GIS
Award:
Morrisville Land Use Plan/
Town Center Immersive Experience
2020 APA Smart Cities Award:
Morrisville Land Use Plan/
Town Center Immersive Experience
2018 ESRI Special Achievement in GIS
Award:
Oshkosh Corporation World Headquarters/
Lakeshore Redevelopment
2014 APA National Award for Excellence
Emerging Planning and Design Firm
2012 APA-IL Daniel Burnham Award:
Downers Grove Comprehensive Plan
2010 APA-IL Daniel Burnham Award:
McHenry County 2030 Comprehensive Plan
2010 APA-IL "Best Practice" Gold Award:
Planning Mapper
Google: SketchUp Design Award
2007 APA-IL Daniel Burnham Award:
Carpentersville Comprehensive Plan
2007 APA-IL "Project, Tool, or Program" Gold
Award: Planningprep.com

Lecturing/Instruction

UP 426 Urban Design Studio,
University of Illinois at Urbana Champaign
(2012 to 2020)

AICP Certification Instructor

APA Illinois Chapter
(2005 to Present)
APA Missouri & Kansas Chapters
(2008 to Present)
National (D.C.) APA Chapter
(2012 to Present)
www.planningprep.com
(site's co-creator)

Devin Lavigne is a nationally recognized innovative leader in the field of urban planning, with special expertise in urban design, physical planning, mapping and graphic illustration, development visualization, and geographic information systems. Devin is a co-founder of Houseal Lavigne Associates, an award-winning planning and design firm located in Chicago, Illinois, where he has directed more than 150 planning projects across the country using groundbreaking and innovative techniques that have garnered award after award. In 2014, Houseal Lavigne was recognized by the American Planning Association when it received the National Excellence Award for an Emerging Planning and Design Firm. Among the many communities that Houseal Lavigne has helped transform through its award-winning planning work are Flint, Michigan; Naperville, Illinois; and Battle Creek, Michigan.

CityEngine is a recent Esri product that allows users to apply customized rules and instructions to GIS information to create procedurally generated 3D models. Out of the box, its rules and capabilities are limited, but its users can write rules to suit almost any purpose with tremendous potential. With his rich background in technology and computer programming, Devin was able to surmount CityEngine's steep learning curve and is recognized as a global leader in the software. Devin has created his own customized rules that apply local zoning and development economic information to outstanding development visualizations.

A frequently invited presenter and speaker, Devin has made more than 50 presentations at national and state level APA conferences and events, including sessions on preparing maps and graphics, starting your own planning firm, GIS, new tools for zoning and visualization, corridor planning, branding and messaging, quality control, the emerging field of geodesign, and many other topics. In addition to being a featured speaker at the National Planning Conference, Devin has addressed several chapter and regional conferences, including those in Illinois, Michigan, and the Quad States. He has also been an invited speaker at SketchUp's 3D Basecamp, the Esri User Conference, and Esri's Geodesign Summit.

Project Experience

Downtown/TOD Plans

20+ Downtown Plans including:

- Carbondale, IL
- Downers Grove, IL
- Downers Grove Pattern Book
- St. Charles, IL
- St. Cloud, MN
- Geneva, IL
- Huntley, IL
- Lisle, IL
- McHenry, IL
- Morton, IL
- Rock Island, IL
- Winfield, IL

Design & Development Guidelines

15+ Guidelines including:

- Downers Grove, IL
- Prairie Grove, IL
- St. Charles, IL
- Kenilworth, IL
- McHenry, IL
- Huntley, IL
- IL Route 47, IL
- Brookfield, IL
- Round Lake, IL
- Westmont, IL
- Hinsdale, IL
- Traverse City, MI

Corridor Plans

50+ Corridor Plans including:

- Brookfield, IL, Ogden Avenue Corridor Plan
- Carpentersville, IL Route 31 Corridor Plan
- Countryside, IL, LaGrange Road Corridor Plan
- Downers Grove, IL, Ogden Avenue Corridor Plan
- Hinsdale, IL, Ogden Avenue Corridor Plan
- Homer Glen, IL, 159th Street Corridor Plan
- Illinois Route 47 Corridor Plan
- Kenilworth, IL, Green Bay Road Corridor Plan
- Melrose Park, IL, Broadway Avenue Corridor Plan
- Montgomery, IL, Orchard Road/Blackberry Creek Corridor Plan
- Naperville, IL, Ogden Avenue Enhancement Study
- Oak Brook, IL, 22nd Street Corridor Plan
- River Forest, IL, Corridors Plan
- St. Charles, IL, Main Street & Randall Road
- Westmont, IL, Ogden Avenue Corridor Plan
- Traverse City, MI, Corridors Master Plan

Visualization & Illustration

25+ assignments including:

- Cypress, CA, Infill Housing Visualizations
- Carson City, NV, Carson City Center
- Lombard, IL, Firestone Retail Development
- Naperville Park District, IL, Naperville Riverwalk 3D Illustration
- Peoria, IL, River Trail Development Visualization
- Forest Park, IL, Shopping Plaza Redevelopment Sketch
- Chicago Grove Shopping Center Redevelopment Sketch
- Maywood IL, River Pointe Plaza Rendering
- Las Vegas, NV, Taos Estates Entry Monument Render
- Machesney Park, IL, Machesney Mall Redevelopment Concept
- Kenilworth, IL, Green Bay Road Redevelopment Site Illustration
- Bellwood, IL, TOD Development Visualization
- Hanover Park/Irving Park, IL, Road Development Concepts



Nik Davis AICP Principal

Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Planning Association
American Institute of Certified Planners

ASLA Positions

ILASLA Allied Professionals Liaison
ILASLA Legacy Project Co-Chair
Past ILASLA Public Awareness Chair
Past ILASLA External Communications Officer

APA-IL Positions

Co-Chair for the Marketing Committee

Presentations

2015 National APA Planning Conference
New Tools for Zoning & Development Visualization
2013 National APA Planning Conference
Putting Zoning on the Map
APA-CMS January, 2012
Integrating Sustainability Into Development Regulations

Awards

2023 APA-NC Marvin Collins Award
Small Area Plan Honorable Mention
Holly Springs Northeast Gateway Master Plan
2021 NC APA - Marvin Collins Award for a Comprehensive Plan
Morrisville Land Use Plan/Town Center
2020 Special Achievement in GIS Award
Morrisville Land Use Plan/Town Center
2020 APA Smart Cities Award
Morrisville Land Use Plan/Town Center
2019 APA-CO General Planning Award
Aurora Places Comprehensive Plan
2018 APA-VA Plan of the Year
Bristol Virginia Comprehensive Plan
2018 Special Achievement in GIS Award
Oshkosh Lakeshore Development
2016 APA-MN Innovation Award
St. Cloud Comprehensive Plan
2014 APA-MI Public Outreach Award Imagine
Flint Master Plan
2009 ILASLA Honor Award for Environmental Stewardship
Winnebago County 2030 Land Resource Management Plan

Nik brings more than 15 years of professional design and planning experience to Houseal Lavigne Associates and as a Principal manages much of the firm's versatile studio work, as well as hones skill specializations in urban design, landscape architecture, site plan development, streetscape design, and sustainability planning, from the individual lot level up to the regional scale. He provides the connection between the planmaking process and document creation, focusing on concept and site design, graphics, document layout, geographic information and cartographic renderings, and urban-form 3D modeling, using a breadth of software tools and drafting techniques.

Nik has extensive experience in landscape and planting design which includes conducting site visits and creating inventory and analysis maps, developing project bases, drafting general development and preliminary plans, producing hand and computer rendered sketches and plans, and submitting construction documents, specifications, plant list schedules, and cost estimates for review and installation. Nik has a diverse background in urban planning and design with experience in the preparation of research and inventory materials, site analysis maps, framework plans, preparation of conceptual development plans for a full range of residential, commercial, mixed-use, office and industrial park developments, and commercial corridors.

Prior to joining Houseal Lavigne Associates, Nik worked for consulting firms specializing in landscape architecture, streetscape design, urban design, zoning, and development planning. Nik has a Bachelor of Science in Landscape Architecture from Purdue University.

Project Experience

Downtown/TOD Plans

30+ Downtown/TOD Plans, including:

- Bentonville, AR
- Carbondale, IL
- Carson City, NV
- Clarendon Hills, IL*
- Elmhurst, IL
- Fort Dodge, IA
- Geneva, IL
- Hinsdale, IL*
- Hudson, OH
- Lawrence, KS
- Lisle, IL
- Rolling Meadows, IL
- St. Charles, IL

Streetscape Designs

25+ Streetscape Designs, including:

- Bourbonnais, IL*
- Bradely, IL
Broadway Street
- Chicago - 87th & Stony, Lake Street, Uptown-Broadway Avenue, Auburn Gresham-79th Street
- Des Plaines, IL*
- Elmhurst - North York
- Glen Ellyn, IL
- Grayslake, IL*
- Huntley, IL
- New Buffalo, MI
- Richton Park, IL*

Zoning & Development Regulations

30+ Zoning & Development Regulations, including:

- Baltimore, MD*
- Bentonville, AR
- Buffalo, NY*
- Cleveland Heights, OH*
- Council Bluffs, IA*
- Dunwoody, GA
- Flint, MI
- Fort Dodge, IA*
- Hinsdale, IL*
- Mundelein, IL*
- Muskogee, OK
- New Orleans, LA*
- Park Ridge, IL*
- Riverside, IL*
- Wilmette, IL*
- Winnebago County, IL*

Design Guidelines & Standards

25 + Design Guidelines & Standards, including:

- Chicago - Archer & Halsted
- Council Bluffs, IA*
- Fort Dodge, IA*
- Kenilworth, IL
- Mundelein, IL*
- Pace TOD Guidelines Manual

Comprehensive Plans

30+ Comprehensive Plans, including:

- Aurora, CO
- Bentonville, AR
- Bristol, TN
- Buffalo, NY*
- Cary, IL
- Centerton, AR
- Council Bluffs, IA
- Elgin, IL
- Flint Master Plan, MI
- Frederick, CO
- Hudson, OH
- Maywood, IL
- St. Charles, IL
- Morrisville, NC
- Wake Forest, NC
- Windsor, CO

Corridors

40+ Corridors, including:

- Ames, IA
- Bentonville, AR
- Des Plaines, IL*
- Elmhurst, IL
- Island Lake, IL
- Homer Glen, IL
- Kenilworth, IL
- New Lenox, IL
- Park Ridge, IL*
- Peoria Heights, IL
- Portage, IN
- Rolling Meadows, IL
- Traverse City, MI

* Work conducted at another firm.



Brandon Nolin AICP

Practice Lead

Education

Masters of Urban and Environmental Geography, University of Illinois at Chicago

Masters of Urban Planning and Policy, University of Illinois at Chicago

Bachelor of Science in Anthropology, Michigan State University

Certifications

NCI Charrette System™
Certificate Training - Core Level

NCI Charrette
Management and Facilitation™
Certificate Training - Advanced Level

American Institute of Certified Planners
(AICP)

Memberships

American Planning Association (APA)

Illinois GIS Association

Chairman, APA Chicago Metro Section

Executive Committee Member,
APA Illinois Chapter

Co-founder, Young Planners Group,
APA Illinois Chapter

Brandon is a Practice Lead at Houseal Lavigne with over 15 years of planning, urban design, and market analysis experience. Brandon specializes in comprehensive planning and economic development and is a self-described “numbers guy,” who uses his background in archaeology, statistics, and market research to develop data-driven plans that are both physically achievable and economically viable. Brandon has worked in communities of all shapes and sizes. He has created award-winning plans to reposition disinvested communities like Flint, MI and North Lawndale on Chicago’s west side; leverage key redevelopment opportunities in growing downtowns; revitalize aging commercial corridors in inner ring suburbs; and strengthen small rural towns and emerging suburban communities. Brandon also has extensive knowledge and experience in the use of Geographic Information Systems (GIS). GIS continues to evolve and Brandon strives to embed spatial analysis into all aspects of place-based recommendations like identifying areas underserved by infrastructure in Flint, MI or calculating the impacts of infill and redevelopment strategies in Jackson, TN.

Brandon has worked for Houseal Lavigne for more than 10 years and also gained valuable experience in his work at the Chicago Metropolitan Agency for Planning (CMAP), a regional planning agency. While at CMAP he directed several projects within the organization’s innovative local-planning and technical assistance program and helped tie on-the-ground development and local initiatives to regional policies. Brandon was also a member of a Chicago-based real estate research firm specializing in market and financial analysis in both the public- and private-sectors.

Project Experience

Comprehensive Plans

- Battle Creek, MI
- Benton Harbor, MI
- Brownsburg, IN
- Cary, IL
- Crothersville, IN
- Culver, IN
- Des Plaines, IL
- Downers Grove, IL
- El Paso County, CO
- Elgin, IL
- Fairview Heights, IL
- Flint, MI
- Fort Wayne-Allen County, CO
- Freeport, IL
- Geneva, IL
- Glen Ellyn, IL
- Greater Bridgeport Regional Commission (GBRC), CT
- Highwood, IL
- Jackson, TN
- Marion, IA
- McHenry County, IL
- McKinley Park, Chicago, IL*
- Minooka, IL
- Mundelein, IL
- North Lawndale, Chicago, IL*
- Northfield, IL
- Oak Creek, WI
- Palos Park, IL
- Pingree Grove, IL
- St. Charles, IL
- St. Cloud, MN
- Tipton, IN
- Tipton County, IN
- Westmont, IL
- Wyoming, MI

Downtown Plans

- Cary, IL
- Highwood, IL
- Huntley, IL
- Lombard, IL
- Murray, KY
- Park Forest, IL
- St. Cloud, MN
- Wilmington, IL*

Special Area Plans (TOD, Neighborhoods, Special District)

- Crystal Lake, IL
- Clarendon Hills, IL
- Jefferson-Chalmers, Detroit, MI
- Flint, MI
- Geneva, IL
- Lombard, IL
- Marengo, IL
- Milwaukee, WI
- Murray, KY
- Skokie, IL
- South Chicago Heights, IL
- Sterling, IL
- Winfield, IL

Zoning & Regulatory

- Benton Harbor, MI
- Fairview Heights, IL
- Flint, MI
- Harwood Heights, IL
- Marion, IA
- Murray, KY
- Muskogee, OK
- River Forest, IL

Corridor Plans

- Cary, IL - US 14
- Freeport, IL - West Galena Avenue
- Kane and McHenry Counties - Illinois Route 47
- Lockport, IL - I-355 Corridor Master Plan
- Milwaukee, WI - 27th Street
- River Forest, IL - Village-wide Corridors Plan
- Springfield, MO - Grant Ave Parkway Corridor Plan
- St. Cloud, MN - Division Street
- Sugar Run Creek, Will County, IL - IL Route 53*

Market Analysis & Economic Development

- Bartlett, IL
- Brownsburg, IN
- Channahon, IL
- Chicago, IL*
- Clarendon Hills, IL
- IL Housing Dev. Auth. (IHDA)*
- Lake Barrington, IL
- Lincolnwood, IL
- Lombard, IL
- Milwaukee, WI
- Omaha, NE
- Palos Park, IL
- River Forest, IL

*Work conducted at other firms



Trisha Parks AICP

Senior Planner

Education

Masters of Urban Planning and Policy
with a Certificate in Geospatial
Analysis & Visualization
University of Illinois at Chicago

Bachelor of Science in Architecture,
University of Illinois at Champaign-Urbana

Memberships

American Planning Association (APA)

IL GIS Association

Certifications

American Institute of Certified Planners
(AICP)

ArcGIS Desktop Associate,
Issued by Esri

ArcGIS Desktop Professional,
Issued by Esri

Presentations

Wisconsin Land Information Association
Persuading Citizens & Corporations
with Visualization

Esri User Conference
Using GIS for Regional Land Use
Decision Making

Esri Webinar Series
The Geospatial Advantage: Transforming
Planning Workflows Through GIS

Awards

2023 APA-NC Marvin Collins Award
Small Area Plan Honorable Mention
Holly Springs Northeast Gateway Master Plan

2022 APA-CO General Planning Award
(Honors)
Your El Paso Master Plan

2022 APA-CO General Planning Award
(Merit)
Picture Cañon City Comprehensive Plan

2021 APA-CO General Planning Award
Gunnison 2030 Comprehensive Plan

2018 Special Achievement in GIS Award,
Oshkosh Lakeshore Development

Trisha is a Senior Planner with Houseal Lavigne and is instrumental in executing and evolving the firm's distinctive style and transformative 3D and GIS-based visualizations. Her primary area of expertise is visual communication through the development of illustrative maps, graphics, 3D visualizations, plan branding collateral, and plan document layouts.

Trisha received a Bachelor's degree in Architecture from the University of Illinois at Urbana-Champaign and a Master's degree in Urban Planning and Policy from the University of Illinois at Chicago, concentrating in spatial planning and urban design. While attending University, she was awarded the AICP Outstanding Student Award honoring her exceptional achievements in the study of planning. Prior to joining Houseal Lavigne, Trisha worked for the City of Highland Park. Throughout her time with the City, she worked on projects such as the Highland Park Downtown Design Guidelines and the Cultural Arts Master Plan.

Across a wide breadth of scales, Trisha brings specialization in all planning and design platforms, including but not limited to ArcGIS, ArcGIS Pro, Adobe, SketchUp, and CityEngine, to forge the connection between the planning process and the final deliverable. Her ability to design engaging and easy-to-understand graphics and collateral greatly assist the firm throughout the planning and outreach processes. Though she largely concentrates on the graphic representation of planning policies, she is interested in all aspects of the planning process.

Project Experience

Comprehensive Plans

- Aurora, CO
- Ardmore, OK
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Brownsburg, IN
- Cañon City, CO
- Cape Cod, MA
- Channahon, IL
- Eden Prairie, MN
- El Paso County, CO
- Fayette County, WV
- Fort Lupton, CO
- Downers Grove, IL
- Galesburg, IL
- Glen Ellyn, IL
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Lake Barrington, IL
- Lisle, IL
- Marion, IA
- McHenry County, IL
- Minooka, IL
- Morrisville, NC
- Naperville, IL
- Northfield, IL
- Oak Creek, WI
- Opelika, AL
- Peoria Heights, IL
- River Forest, IL
- Schaumburg, IL
- Sioux City, IA
- Springfield, MO
- Summerville, SC
- Westmoreland County, PA
- Woodstock, IL
- Wyoming, MI

Plan Branding

- Aurora, CO
- Cañon City, CO
- Clarksville-Montgomery County, TN
- Brentwood, MO
- Fayette County, WV
- Fort Lupton, CO
- Fort Wayne, IN
- Jenks, OK
- New Buffalo, MI
- Westmoreland County, PA

Downtown Plans

- Batavia, IL
- Lisle, IL
- Oshkosh, WI
- Springfield, MO
- St. Joseph, MI

Subarea Plans

- Elmhurst, IL
- Holly Springs, NC
- Huntley, IL
- Gunnison County, CO
- Oshkosh, WI
- Peoria Heights, IL

Corridor Plans

- Ames, IA
- Bradley, IL
- Hastings, MN
- Oak Brook, IL

Site Visualizations

- Ames, IA
- Battle Creek, MI
- Bentonville, AR
- Channahon, IL
- Diamond Willow Property, Sioux City, IA
- Elmhurst, IL
- Fort Lupton, CO
- Frederick, CO
- Gunnison, CO
- Hastings, MN
- Oshkosh, WI
- Norwegian American Hospital Health District Master Plan
- Peoria Heights, IL
- St. Cloud, MN
- Savoy, IL

Zoning Ordinances

- Bentonville, AR
- Bloomington, IL
- Cary, IL
- Marion, IA
- Roscoe, IL
- Sunset Hills, MO

Parks & Recreation Plans

- Bensenville, IL
- Fort Lupton, CO
- St. Cloud, MN



Sujan Shrestha AICP, LEED GA Planner II

Education

Master of Urban Design,
Carnegie Mellon University

Bachelor of Architecture,
Purbhanchal University

Memberships

American Planning Association (APA)

Presentations/Exhibitions

"An Atlas of Commoning", Miller Institute of
Contemporary Art, Carnegie Mellon Univer-
sity, 2019

ICEE PDRP, "Urban Regeneration of
Taulachlon Tole, Bhaktapur", 2016

ICEE PDRP, "Perception of Residents on
Housing Alternatives in the 2015 Gorkha
Earthquake Post-Disaster Reconstruction",
2016

Sujan joined Houseal Lavigne in 2019 after receiving his Master of Urban Design from Carnegie Mellon University. As a Planner with the firm, Sujan collaborates with associate planners and project managers to develop meaningful illustrations and visualize data and urban policies across a range of community plans and project scales. Sujan's proficiency in the latest GIS and graphic tools available to planners allows him to incorporate compelling visualizations and efficient workflows into the planning process.

While at Carnegie Mellon University, Sujan worked as a Data Visualization Research Assistant for the School of Architecture's Remaking Cities Institute, which conducts research in placemaking, public participation processes, and sustainable development. His work included participation on the study "3D/ Data Visualization for Urban Design and Planning." A collaborative research with the City of Pittsburgh's Department of City Planning. His primary role focused on developing comprehensive workflows that would aid planners and designers adopt the appropriate tools to perform a range of tasks valuable to city planning, urban design, and community engagement.

Prior to his studies at Carnegie Mellon, Sujan worked as an architectural designer and project lead for over 4 years on public and private sector projects in Nepal. His professional practice includes building design, site planning and landscape design for various residential, institutional, healthcare and pharmaceutical projects. He also held an adjunct faculty position at Khwopa Engineering College's Department of Architecture, where he helped students research and document historic built environments. Other past experiences include extensive research and presentations on post-disaster reconstruction of historic cities in Nepal.

Project Experience

Zoning Ordinances

- Bloomington, IL
- Carol Stream, IL
- Knightdale, NC
- Oak Creek, WI
- Sunset Hills, MO
- Verona, WI
- Yorkville, IL

Comprehensive Plans

- Fort Wayne/Allen County, IN
- Glen Ellyn, IL
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Naperville, IL
- Northfield, IL
- Oak Creek, WI
- Springfield, MO
- Summerville, SC
- Wyoming, MI

Subarea Plans

- Palos Park, IL - Western
Growth Area Plan

Development Services

- Norwegian American
Hospital, Chicago, IL
- Naperville, IL Entitlement Fee
Study
- St. Joseph, MI - Berrien Hills
Development
Master Plan
- River Forest, IL - Madison
Street Development
Concepts

Corridor Plans

- Detroit, MI - Jefferson
Chalmers Mainstreet
Master Plan
- Aurora, IL - Farnsworth
Corridor Plan



Charlie Hogan

Planner II

Education

Bachelor of Urban Planning,
University of Cincinnati

Memberships

American Planning Association (APA)

Charlie is a planner and designer with 4 years of experience developing equitable, sustainable and attractive community plans at a variety of scales. He believes in a groundup approach to planning that emphasizes public engagement and implementable solutions. His experience in the public, private and non-profit sectors has given him experience in equity-oriented neighborhood planning, comprehensive planning, economic development, and graphic design.

Charlie has been involved in community plans and projects in Illinois, Ohio, Michigan, Alabama, Pennsylvania and elsewhere. He has experience preparing existing conditions reports, developing relationships with stakeholders, and creating planning and zoning solutions for a variety of complex localized problems. Charlie believes that the ultimate determinant of a plan's success or failure is the degree to which the residents can take ownership of it. As a result, he places immense value on the input of residents and local community stakeholders. Working with a variety of communities, Charlie has been able to effectively engage with residents and leverage quantitative feedback on the challenges and desires of the population. He truly enjoys building relationships with the communities he works in to turn input into action.

Charlie is well-versed in the graphic side of planning work, and is highly skilled in a variety of software including Adobe Creative Suite, Sketchup Pro, ArcGIS, AutoCAD, and Microsoft Office applications. Charlie is a strong graphic and personal communicator with an ability to thrive in team-based, deadline driven environments. He can create high quality and attractive maps, renderings, presentations, booklets, and info-graphics that effectively communicate the ideas of a plan or project to the community.

Project Experience

Neighborhood Planning

- Chicago, IL - West Garfield Park Corridors Plan
- Huntsville, Alabama - Mill Creek Choice Neighborhoods Plan*
- Chicago Heights, IL - Downtown/East Side Choice Neighborhoods Plan*
- Toledo, OH - Junction Choice Neighborhoods Plan*
- Rome, GA - East Rome Crossing Choice Neighborhoods Plan*
- Easton, PA - West Ward Neighborhood Plan*
- Huntington, WV - Fairfield Innovation Choice Neighborhoods Plan*
- Tulsa, OK - Comanche Park Master Plan*
- Harrisburg, PA - Heart of the Hill Neighborhood Plan*
- St. Croix, US Virgin Islands - Frederiksted Neighborhood Plan*

Zoning and Design Guidelines

- Yorkville, IL Unified Development Ordinance
- Elmhurst, IL - Zoning Ordinance Update*
- Jefferson Parish, LA - Industrial Zoning District Study*
- Keene, NH - Downtown Zoning
- Trenton, NJ - Land Development Ordinance*

Tax Increment Financing

- Chicago, IL - 71st-Stony TIF Amendment*
- Crest Hill, IL*

Comprehensive Planning

- Fort Wayne, IN - All in Allen Comprehensive Plan
- Countryside, IL - Comprehensive Plan
- Fremont, NE - Comprehensive Plan
- Bay Village, OH - Comprehensive Plan*

Corridor Planning

- Grand Rapids, MI - South Division corridor Plan*
- Wheaton, IL - Roosevelt Road Comprehensive Plan*
- Cleveland Heights, OH - Noble Road Corridor Plan*
- Omaha, NE - 24th Street Corridor Plan*
- Rockford, IL - 11th Street Corridor Plan*
- Rockford, IL - Auburn Street Corridor Plan*

**Work conducted at other firms*





All Together.



MARISA SCHULZ LEED NCI

COMMUNICATIONS LEAD

Contact

-  847.261.4047
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-  /marisaschulz
-  alltogetherstudio.com

Education

University of Texas - Austin
Master of Community
and Regional Planning

University of Michigan - Ann Arbor
Bachelor of Arts in English
Minor in Spanish

Affiliations

- Adjunct Faculty Member —
DePaul University, Sustainable
Urban Development Program
- Lambda Alpha International —
Ely Chapter
- Congress for New Urbanism
- American Planning Association
- Urban Land Institute
- CNU Central Texas —
Former Board Member

About

Marisa is an urban planner and certified facilitator with 18 years of experience working on a broad range of community outreach and planning projects within the public, private, and political sectors. From Detroit to Austin to Santiago, Chile, Marisa has worked closely with communities to ensure the public plays a vital role in shaping the design and policies of places. Her work has been featured in Bloomberg, the New York Times, USA Today, and Next City. Marisa has taught both undergraduate and graduate courses in engagement, planning, and design in Chicago. She is a certified facilitator through the National Charrette Institute.

Relevant Project Experience

- **Madison Sustainability Plan** | City of Madison | Madison, WI *Ongoing*
Sustainability Planning, Project Communications + Citywide Engagement
- **Moline Riverfront Plan** | City of Moline | Moline, IL *Ongoing*
Project Communications + Engagement
- **City of Chicago Central Area Plan** | City of Chicago | Chicago, IL *Ongoing*
Project Communications + Regional Engagement
- **Dane County Regional Housing Strategy** | Dane County Department of Planning
and Development | Dane County, Wisconsin *2023*
Affordable/Workforce Housing, Project Communications + Engagement
- **Evanston Thrives Retail Action Strategy** | City of Evanston | Evanston, IL *2023*
Project Communications + Citywide Engagement
- **Moline Centre Form-Based Code** | Moline Centre + City of Moline | Moline, IL *2023*
Project Communications + Engagement
- **Northeast Kansas City Heritage Trail** | MARC, Kansas City, KS *2022*
Project Communications + Engagement, Branding
- **Clark Street Crossroads Corridor Study** | City of Chicago Department of Planning
and Development (DPD) | Chicago, Illinois *2023*
Project Communications + Engagement
- **We Will Chicago Master Plan** | City of Chicago | Chicago, IL *2022*
Comprehensive Planning, Project Communications + Citywide Engagement
- **City of Evanston ADA Transition Plan** | City of Evanston, IL *2022*
Project Communications + Engagemen
- **Wauwatosa Equity Plan** | City of Wauwatosa, WI *2021*
Project Communications + Citywide Engagement
- **Pullman National Monument Brand** | Historic Pullman Foundation *2021*
Branding / Storytelling







All Together.

RACHAEL AZIZ AICP

PRINCIPAL • DESIGN

Contact

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Education

DePaul University
Master of Sustainable Urban
Development

University of Wisconsin - Madison
Bachelor of Fine Arts
Minor in Business

Affiliations

- Adjunct Faculty Member —
DePaul University, Sustainable
Urban Development Program
- CNU IL Board Member
- American Planning Association
- AIGA Chicago
- Center for Neighborhood
Technology Young Innovators
- SEGD Chicago

About

Rachael is a designer and AICP certified planner specializing in place-based brand identities and experiential marketing campaigns. Rachael's design and planning solutions are centered in empathy—she puts stakeholders at ease, listens, and then creatively captures the spirit of a place and its people. Because of her unique process and background, her designs are featured in public spaces, on signage, and along trails in communities across the country. Rachael is trained on ICA's Technology of Participation engagement methods.

Project Experience

- **Central Area Plan** | City of Chicago | Chicago, IL *Ongoing*
Project Communications + Citywide Engagement
- **Downtown Lemont Branding + Communications** | Village of Lemont | Lemont, IL *Ongoing*
Branding, Marketing, Communications Strategy
- **DuPage County Trail Plan** | The County of DuPage | Wheaton, IL *Ongoing*
Multi-jurisdictional Planning
- **Evanston Thrives Retail Action Strategy** | City of Evanston | Evanston, IL 2023
Project Communications + Citywide Engagement
- **Clark Street Crossroads Corridor Study** | City of Chicago Department of Planning and Development (DPD) | Chicago, Illinois 2023
Project Communications + Engagement
- **We Will Chicago Master Plan** | City of Chicago | Chicago, IL 2022
Comprehensive Planning, Project Communications + Citywide Engagement
- **Northeast Kansas City Heritage Trail** | MARC | Kansas City, KS 2022
Project Communications + Engagement, Branding
- **Antioch Marketing Strategy** | Village of Antioch | Antioch, IL 2021
Marketing, Communications Strategy, Placemaking Strategy
- **Pullman National Monument Brand** | Historic Pullman Foundation | Chicago, IL 2021
Branding, Event Marketing, Event Signage, Meeting Facilitation
- **Rogers Park Corridor Initiative** | Metropolitan Planning Council | Chicago, IL 2020
Affordable Strategy, Project Communications + Engagement





All Together.



ABIGAIL ROSE

ENGAGEMENT LEAD

Contact

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-  /abigailrose
-  alltogetherstudio.com

Education

Iowa State University
Master of Community
and Regional Planning

Iowa State University
Master of Urban Design

Iowa State University
Bachelor of Design

Affiliations

- Guest Lecturer and Mentor
— Iowa State University,
Community and Regional
Planning Program
- American Planning Association

About

Abigail is a designer and planner who masterfully communicates the big picture by distilling complex issues into simple messaging and clean visuals. Her experience in graphic design, urban planning, and community engagement drives her passion to better inform policy and create authentic, viable places and solutions. As a painter and muralist, Abigail loves creatively capturing the history and energy of a place through placemaking. As a planner, she works side-by-side with the community to bring her designs to life.

Relevant Project Experience

- **Madison Sustainability Plan** | City of Madison | Madison, WI *Ongoing*
Sustainability Planning, Project Communications + Citywide Engagement
- **Moline Riverfront Plan** | City of Moline | Moline, IL *Ongoing*
Project Communications + Engagement
- **Central Area Plan** | City of Chicago | Chicago, IL *Ongoing*
Project Communications + Citywide Engagement
- **Dane County Regional Housing Strategy** | Dane County Department of Planning
and Development | Dane County, Wisconsin *2023*
Project Communications + Regional Engagement
- **DuPage County Trail Plan** | The County of DuPage | Wheaton, IL *Ongoing*
Multi-jurisdictional Planning, Project Communications + Engagement
- **Beck Park Redesign** | City of Evanston | Evanston, IL *Ongoing*
Multicultural/Bilingual Engagement
- **Evanston Thrives Retail Action Strategy** | City of Evanston | Evanston, IL *2023*
Project Communications + Citywide Engagement
- **Moline Centre Form-Based Code** | Moline Centre + City of Moline | Moline, IL *2023*
Project Communications + Engagement
- **We Will Chicago Master Plan** | City of Chicago | Chicago, IL *2022*
Citywide Planning, Project Communications + Engagement
- **Clark Street Crossroads Corridor Study** | City of Chicago Department of Planning
and Development (DPD) | Chicago, Illinois *2022*
Corridor + Transportation Planning, Project Communications + Engagement
- **City of Evanston ADA Transition Plan** | City of Evanston, IL *2022*
Project Communications + Citywide Engagement
- **Northeast Kansas City Heritage Trail** | MARC, Kansas City, KS *2022*
Project Communications + Engagement
- **Wauwatosa Equity Plan** | City of Wauwatosa, WI *2022*
Project Communications + Citywide Engagement





All Together.



TINA FIGUEROA

BILINGUAL PLANNER

Contact

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-  tfigueroa@alltogetherstudio.com
-  /juliet-tina-figueroa
-  alltogetherstudio.com

Education

University of Illinois Chicago
Master of Urban Planning & Policy
Ongoing

Loyola University
Master of Arts in Digital Humanities

Seton Hall
Bachelor of Arts in History

Affiliations

- Spanish Fluency
- Proficient in HTML/CSS, XML/TEI
- Career Development Committee for Shirley Ryan AbilityLab's diversity council

About

Tina is a digital specialist and urban planner whose interests focus on accessibility and equity. She believes in community-centered decision making to design physical and digital spaces beneficial to all. She enjoys playing volleyball, using public transit, and petting every dog or cat she meets.

Relevant Project Experience

- **Central Area Plan** | City of Chicago | Chicago, IL *Ongoing*
Project Communications + Citywide Engagement
- **Madison Sustainability Plan** | City of Madison | Madison, WI *Ongoing*
Sustainability Planning, Project Communications + Citywide Engagement
- **Moline Riverfront Plan** | City of Moline | Moline, IL *Ongoing*
Project Communications + Engagement
- **Downtown Lemont Communications** | Village of Lemont *Ongoing*
Project Communications + Marketing
- **Dane County Regional Housing Strategy** | Dane County Department of Planning and Development | Dane County, Wisconsin *2023*
Affordable/Workforce Housing, Project Communications + Regional Engagement
- **Evanston Thrives Retail Action Strategy** | City of Evanston | Evanston, IL *2023*
Project Communications + Citywide Engagement
- **Moline Centre Form-Based Code** | Moline Centre + City of Moline | Moline, IL *2023*
Project Communications + Engagement
- **Clark Street Crossroads Corridor Study** | City of Chicago Department of Planning and Development (DPD) | Chicago, Illinois *2023*
Project Communications + Engagement
- **We Will Chicago Master Plan** | City of Chicago | Chicago, IL *2022*
Comprehensive Planning, Communications + Citywide Engagement

Cecily Cunz, AICP

Environmental Planner



EDUCATION

M.A., Urban Planning & Policy,
University of IL - Chicago
B.S., Business Administration,
University of IL – Urbana-
Champaign

Joined Firm in 2023

Years of Experience:

TRAINING/CERTIFICATION

Latino Management
Accelerator: Adaptability &
Resilience (Dec 2022); Problem
Solving (Feb 2023); Strategy
(March 2023)
AICP Certification #029193
APA, ILAPA
Geospatial Analysis &
Visualization Certificate,
University of IL, Chicago

Cecily is a seasoned professional who brings a wealth of expertise in planning and policy development. She has become a recognized expert in watershed and green infrastructure planning, helping communities navigate complex environmental challenges and achieve meaningful restoration outcomes. As an AICP-certified senior environmental planner, Cecily's track record of success is underscored by her ability to lead diverse stakeholder groups in driving impactful environmental improvements within their localities. Her dedication to sustainable solutions has resulted in significant contributions to various projects that have left a positive mark on the communities she has worked with.

Cecily has worked with diverse communities to develop over a dozen watershed plans across the Midwest. She served as Project Manager for the Pike River Watershed Plan, the first USEPA-approved watershed plan in Wisconsin, the Fredonia-Newburg Watershed Plan in Fredonia, WI, the Catfish Creek Watershed Management plan in Iowa, Keith Creek Watershed-Based Plan and the Upper South Branch Kishwaukee River Watershed Improvement Plan in Illinois. She also helped develop the Keith Creek, Little Rock Creek, Mahoney Creek, Long Run Creek, Wind Point, Spring Creek, Flint Creek, and Woods Creek watershed plans across Illinois and Wisconsin. In addition, Cecily led a planning and visioning process to develop a trail and greenway network in Coles County, Illinois.

REPRESENTATIVE PROJECTS

Lumpkin Family Foundation – Coles County, IL *Coles County Greenway Vision & Concept Plan**

Cecily facilitated the creation of a Vision for a Coles County Greenway and a plan to help the Lumpkin Foundation and larger community achieve this vision of an ecologically sensitive recreational corridor along the Embarras River between Lake Charleston and Fox Ridge State Park. Cunz organized and led a multi-day Retreat focused on gathering information from stakeholders, creating a vision and goals for the Greenway, and connecting the group to the area, both through exercises and an on-the-ground tour of publicly accessible sites. The resulting Coles County Greenway is envisioned as a continuous and coordinated system of preserved lands and habitat, with a connecting corridor of multi-use land and water trails extending from Lake Charleston to Fox Ridge State Park that will provide opportunities for healthy recreation, conservation, continuous education, and economic development for the region. Additionally, the plan prioritized parcels for acquisition, developed costs for implementation and maintenance, and strategies for protecting those lands in the future. Following the guidance provided by the Coles County Greenway Vision & Concept Plan the community, including the City of Charleston, Grand Prairie Friends, and the Lumpkin Foundation, has since implemented this vision by securing funding, acquiring additional land, and then installing approximately 10 of the 12 miles of identified trails in the plan to date.

ZION Development Corporation, IL *Keith Creek Watershed-Based Plan**

Project Manager/Author of watershed-based plan prepared for ZION Developed Corporation. The plan focused on improving water quality by controlling nonpoint source pollution.



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DeKalb County Soil and Water Conservation District, IL***Upper South Branch Kishwaukee River Watershed Improvement Plan****

Project Manager/Author of the development of a comprehensive Watershed-Based Plan. This plan served as a guiding document to facilitate the achievement of water quality standards by controlling nonpoint source pollution and restoring the impaired waters within the USBKR watershed.

Throughout the planning process, Cecily worked alongside diverse stakeholders, fostering voluntary collaboration, and emphasizing the importance of protecting green infrastructure, implementing ecological restoration, and public education. The process culminated in the creation of the Watershed Improvement Plan, which integrated input from stakeholders, steering committee meetings, and the expertise of AES's ecologists, GIS specialists, and environmental engineers. This innovative plan not only aimed to enhance water quality but also sought to improve the quality of life for current and future generations in the USBKR watershed. Cecily's role encompassed strategic planning, collaboration facilitation, and a commitment to adaptive management principles, ensuring the plan's long-term effectiveness and flexibility while recognizing that all recommendations were provided as guidance rather than mandatory directives.

Milwaukee Metropolitan Sewerage District, WI***Fredonia-Newburg Watershed Plan****

Cecily served as the Project Manager/Author in the development and execution of the Fredonia-Newburg Area Watershed-Based Plan, with a primary focus on the creation of the Action Plan. The Plan provided programmatic recommendations, encompassing general watershed-wide remedial, preventive, and regulatory actions. Additionally, the Plan focused on specific project locations to improve water quality, promote green infrastructure, and enhance aquatic and terrestrial habitats.

Menominee Indian Tribe, WI***Menominee Water Quality Assessment Report****

Project Manager for a water quality analysis of 20 years of data for the Menominee Indian Tribe of Wisconsin.

Michigan City Sanitary District, IN***Lac Vieux Desert Nonpoint Source Assessment Report & Management Plan****

Project Manager/Author of drainage area plan prepared for Michigan City Sanitary District.

Gogebic County, MI***Cheney Run Drainage Area Plan****

Project Manager/Author of NPS assessment and management plan to address water quality.

Dubuque County, IA***Catfish Creek Watershed Management Plan****

Project Manager for the watershed planning effort and developing a comprehensive "Watershed Management Plan" for the Catfish Creek watershed that meets requirements as defined by the United States Environmental Protection Agency (USEPA). The intent of the planning effort is to develop and implement a Watershed Management Plan designed to achieve water quality standards.

Cristin Emshoff, MUP, ENV SP

Community and Urban Planner



EDUCATION

M.S., Urban and Regional Planning, Texas A&M University, 2008

B.S., Horticulture with a minor in Business, Texas A&M University, 2006

Joined Firm in 2022

Years of Experience: 15

CERTIFICATIONS

Envision Sustainability Professional, Institute for Sustainable Infrastructure

ASSOCIATIONS

American Planning Association (APA)

Houston American Planning Association (HAPA)

Texas Council of Engineering Companies (TCEC)

Women in Transportation Systems (WTS)

AWARDS

2021 WTS Texas Innovation and Transportation Solutions
2021 ACEC Engineering Excellence



Cristin has 15 years of experience in community and urban planning, transportation planning, public engagement, and land development regulations. Throughout her distinguished career she has assumed governmental roles of increasing responsibility that have involved executing and managing a consortium of projects, consultants, sub-consultants, and staff in community and urban planning, transportation planning, technical writing and review, project management for design and construction projects, and public engagement in Development Services, Economic Development and Public Works operations and Project Management. As a professional planner, Cristin exceeds the expectations of her clientele as her focus on implementation oftentimes occurs before a plan is complete.

Her background as a public servant has enabled her to gain an insider perspective with a unique ability to visualize the implications and likely outcomes of long-range plans, such as comprehensive plans, strategic plans, special area plans, transportation plans, and capital improvement programs on policy, programming, and processes.

In 2021, Cristin's excellent work on the Harris County Vision Zero project was recognized by both the Women in Transportation Seminar (WTS) Texas, who honored her with an award for Innovation and Transportation Solutions; and by the American Council of Engineering Companies (ACEC), Texas Chapter, who honored her with the coveted Engineering Excellence award.

REPRESENTATIVE PROJECTS

Harris County, TX*

Countywide Harris County Vision Zero

Project Planner that led the initiative to create a transportation system with zero fatalities or serious injuries by 2030 with a Vision Zero Action and Implementation Plan targeting the prevention of tragedies through a proactive approach that prioritized traffic safety as a public health issue. She created the safety strategy to mitigate vehicular, bicycle and pedestrian crashes countywide through policies and procedures for a safe, healthy, and equitable mobility system.

The formation and execution of the Community Engagement Plan began with four Steering Committee meetings and developed into a joint effort with the City of Houston as they were developing their Vision Zero Plan. Cristin worked with the data Steering Committee and the City of Houston Staff to produce the high-injury network for the region. The virtual and on-site meetings during the COVID-19 pandemic used the Bang the Table social media platform to gather survey comments from the public and provided prerecorded presentations and multiple virtual engagement activities throughout the project.

Houston-Galveston Area Council (H-GAC), TX*

Southeast Harris County Subregional Plan

This project's scope was to recommend improvements to address multimodal transportation, development, and economic policy needs in the subregion that align with H-GAC goals of mobility, safety, economic competitiveness, transportation asset

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condition, and natural and cultural resources. Transportation Planner responsible for the data collection, creating the existing conditions, and recommendations for the intersection capacity and mobility of 100 non-signalized and signalized intersections for a study area that consisted of the SYNCHRO modeling team to analyze the performance of each intersection within the study area. Her analysis included the diagnostics of 50 high-crash vehicular, pedestrian, and bicycle locations in a highly traveled area of truck traffic to and from the Port of Houston to develop safety improvement countermeasures, concepts, costs, and benefits of improvements based on the Highway Safety Manual.

Harris County, TX*

Countywide Bicycle and Pedestrian Safety Study

Project Planner responsible for the needs and condition assessment of 81 miles of pedestrian and bicycle facilities throughout Harris County Precinct Two. The bicycle and pedestrian safety study involved determining the extent of the bicycle and pedestrian crash problem in Harris County and developing a toolbox of potential mitigation strategies that could be considered when addressing existing issues. The project also examined regional and national best practices for bicycle and pedestrian safety. Responsibilities included developing GIS crash heat maps from TxDOT's Crash Record Information System (CRIS) crash record and presenting the findings to the Steering Committee. She led a team to prioritize bicycle and pedestrian improvements prioritized based on safety and constructability and ranked in short-term, mid-term, and long-term timeframes. Mapping and data analysis were completed within a cloud-based ArcGIS platform.

Missouri City, TX, H-GAC, TX*

Missouri City Bicycle and Pedestrian Plan

Responsible for analyzing census data and crash data to determine if there were trends for the location of the crashes, age cohorts in the crashes, and the demographic profile for further analysis with the transportation engineers to determine if the recommendations could be designed. Produced GIS maps, content for the transportation section, and the layout and formatting of the report.

City of Magnolia, TX

Master Thoroughfare Plan

Project Manager to address trip generation amidst the City's rapid growth and development, as new residential and non-residential developments require new thoroughfares to provide access while reducing congestion on existing City streets. This project evaluated existing thoroughfare networks for pavement condition, lane, and right-of-way width before comparing the roadway networks to the proposed roadway expansion projects in the region. Over 70 percent of the existing roadways within the subdivisions have been identified as too narrow for solid waste service, on-street parking, and turning movements for larger vehicles in non-residential areas, and many of the developments outside the Magnolia area were not factored into the size of the roadway system in Magnolia. The Community Planners recommended increasing the right-of-way width for all new collectors and local roadways as new developments are underway.

Aaron J. Tuley, AICP

Urban Planner



EDUCATION

B.S., Architecture, Louisiana State University, 1994
B.A., Landscape Architecture, University of Kentucky, 1989

Joined Firm in 2023

Years of Experience: 30

ASSOCIATIONS

American Institute of Certified Planners (AICP) No. 024915
American Planning Association

TRAINING/CERTIFICATION

American Institute of Certified Planners (AICP) Certification Number: 024915
TxDOT Precertification:

- 1.3.1 Subarea/Corridor Planning
- 1.4.1 Land Planning/Engineering
- 1.8.1 Public Involvement

PUBLICATIONS

Bucchin, M. and A. Tuley, 2022. *Planning for Climate Mitigation and Adaptation*. PAS Report 601. American Planning Association, 205 N. Michigan Ave., Suite 1200, Chicago, IL 60601-5927; planning.org. All rights reserved. ISBN: 978-1-61190-209-9



Aaron Tuley has over 30 years of experience specializing in urban/regional design and planning, natural and cultural resources management, and place-based, spatial, and policy planning initiatives. Aaron's personal and professional mission is to illuminate and manage the resources and attributes that contribute to community heritage and a shared sense of place, enhanced quality of life, and improved economic well-being. He has held roles of increasing accountability in well-respected organizations, providing guidance and direction regarding the many facets of planning and landscape architecture. As a certified planner, he has completed numerous comprehensive plans, special area master plans and redevelopment plans for corridors, districts, and neighborhoods; open space, parks, and recreational facilities; greenways and recreational trails. Aaron has worked on several forward-thinking, innovative, and award-winning projects including conceiving the regional design, drafting the state enabling legislation, and developing the environmental resource assessment program for Louisiana's Atchafalaya National Heritage Area; managing the development and implementation program for the *Buffalo Bayou and Beyond* Master Plan in Houston; and preparing environmental assessments for the siting of over 1,000 megawatts of wind energy projects in Texas and New Mexico.

With all development projects and programs, Aaron employs a systematic, multi-phased approach to feasibility determination, master planning, and facilities design. Several over-arching principles, rooted in sustainable ecosystem management, guide Tuley's evaluative and decision making process. With every design program, Aaron formulates an approach where each phase builds off the information that was gained from the previous phase. The multiple carrying capacities of the resource base (supply) are gauged against the multiple user groups, their needs and aspirations (demand), then run through the regulatory sieve to determine feasibility. Aaron's design ability is shaped by the requirements of the program, schedule and budget, the multiple contexts and timeframes within which the site can be located, and the cultural memory (values) that has been loaded into the place.

Effective communication is one of his key strengths. Aaron is comfortable and effective in guiding discussion and debate within audiences of all sizes. He routinely makes presentations and conducts workshops on planning for climate change mitigation and adaptation; environmental and urban corridor planning; and the interpretation and management of cultural landscapes.

REPRESENTATIVE PROJECTS

Brownsville, TX

*Sidewalk and Trails Master Plan**

Adopted: October 12, 2021

Managed by Aaron Tuley, AICP, the Brownsville Sidewalk & Trails Master Plan provides the City with a roadmap for developing a network of safe, convenient, and efficient sidewalks, off-street multi-use trails, and on-street bike lanes that provide access and connections from residential areas to commercial centers, schools, parks, places of employment, and other destinations throughout the City and Cameron County. The Master Plan inventoried and assessed the barriers that prevent children from safely walking to school. Detailed recommendations for pedestrian safety improvements were provided for over 50 schools within the Brownsville Independent School District (ISD). The Master Plan also recommended multiple improvements to

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PUBLICATIONS CONTINUED

Collins, G. and A. Tuley, 2007.

Wetland Preservation and Low-Impact Development; in Hopper, Leonard. 2007.

Landscape Architectural Graphic Standards, John Wiley and Sons Publishing Company

ensure safe pedestrian passage across the frontage roads and under Interstate 69, at multiple crossing points. Improvements included the completion of sidewalks and ramps, additional signage, enhanced crosswalks, additional lighting, and the use of multiple pedestrian refuges and push button signal changing devices.

AWARD: The Brownsville Sidewalk and Trails Master Plan received the 2022 American Planning Association, Texas Chapter's Gold Planning Achievement Award, for Transportation Planning.

Pearland, TX***Multi-Modal Master Plan****

Adopted: January 11, 2021

The purpose and goal of this first phase of Pearland's Multi-Modal Master Plan is to develop an efficient, safe, and connected network of active transportation routes throughout the City of Pearland; linking points of origin (neighborhoods, subdivisions, municipal utility districts (MUDs), and planned residential developments (PDs) to key destinations (other residential areas, parks, schools, libraries, commercial areas, and places of employment); by way of existing and proposed pedestrian facilities, including sidewalks, shared-use facilities, and off-street recreational trails. Proposed active transportation facilities are located within thoroughfare rights-of-way, and utility corridor (drainage and transmission) easements and rights-of-way. Several principal thoroughfares were identified, and their corresponding rights-of-way were evaluated, based on multiple criteria, to determine the feasibility of retrofitting active transportation facilities within each thoroughfare's right-of-way.

AWARD: The Pearland Multi-Modal Master Plan received the 2021 American Planning Association, Texas Chapter's Gold Planning Achievement Award, for Transportation Planning.

Midland and Odessa, TX***Multi-Use Trail Corridor Study****

(Adopted: May 20, 2019)

Developed by Aaron Tuley, AICP, the purpose of this project is to prepare an analysis of corridor routing options consisting of alternative multi-use trail alignments that connect the City of Midland to the City of Odessa and destinations in between. The Corridor Routing Study included a review of existing corridor options and conditions; identification of potential routes; a robust citizen engagement program; order-of-magnitude cost projections; potential implementation strategies, and next steps. Trail alignment routing considerations included traffic counts and crash data (safety); on-street versus off-street segments, multiple vehicular crossings; connectivity with existing bicycle facilities; and potential locations for needed programmatic features and elements, such as vertical barriers, trailheads, lighting, etc. Based on public input from a variety of user groups the study evaluated nine alternative routing options for a 16 foot-wide, multi-use trail facility alignment. The alignment, design, and construction of a multi-use trail to link the Cities of Midland and Odessa is an ambitious undertaking. The anticipated benefits however could be significant, including increased safety for cyclists and pedestrians; connectivity from neighborhoods to parks and academic institutions; regional economic development opportunities focused on long-distance cycling; active transportation connections between UTPB campuses; and an organizing element for additional multi-use development.

** This project was completed by a Baxter & Woodman employee while at a previous firm.*

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WILLIAM (BILL) SCHLEIZER

CEO

Bill serves as CEO of Delta Institute, a Chicago-based nonprofit organization that collaborates with communities to tackle complex environmental challenges across the Midwest. As CEO, Bill oversees the organization's programmatic strategy, operations, engagement, and fundraising efforts. Bill is known for his thought leadership, authentic engagement and management, partnership building, and willingness to dive into complex systemic problems with colleagues and partners. From 2011- 2015, he served as Managing Director, guiding project implementation across several areas including those related to environmental markets, climate, agriculture, water, and ecosystems, and has been on staff at Delta since 2004. He earned his M.S. in Environmental Analysis and Decision Making from Rice University and received a B.S. in Ecology, Evolution, and Organismal Biology and Environmental Studies at Tulane University. He serves on the Cook County Commission for Social Innovation.



Notable Delta Institute Accomplishments

Leadership: Facilitated the board and staff strategic planning process, while also creating and routinely reviewing Delta's implementation strategy. Delta's strategic plan includes an innovative, iterative approach to achieve Delta's goals of scaling the organizational budget and impact on the region's environment and economy. Bill oversees the entire organization, including strategy, board relations, fundraising, external relations, staff, and administrative activities. He develops strategies, goals, and objectives to advanced Delta's work, scaling of organization and positive impact on the region's environment and economy. Bill also manages Delta's senior leadership team.

Fundraising and Cultivation: Actively participates in programmatic and unrestricted fundraising as well as individual donor cultivation. He coordinates with the Development Director on fundraising strategy and implementation, ultimately overseeing fundraising revenue generation of over \$3 million annually. Bill cultivates and strengthens relationships with a range of funders, clients, and partners in the government, business, and nonprofit sectors on national, regional, and local levels. Bill also mentors staff on effective grant development and management.

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MALCOLM MOSSMAN, AICP

Senior Specialist, Programs

Malcolm manages Delta's Nature-Based Climate Solutions portfolio. He provides on-the-ground community engagement, technical facilitation, project management, and planning for the organization's municipal collaboration and green infrastructure implementation efforts. Malcolm is a certified planner who is passionate about building community resilience. He has extensive experience managing environmental programs, implementing sustainable community development strategies, and building capacity with partners and stakeholders in the Great Lakes region and beyond. He earned his B.A. in American Studies and Sustainability from the University of Notre Dame and his M.A. in Sustainable Urban Development from DePaul University.



Highlighted Prior Experience

Delta Institute, Senior Specialist, 2021-Present

- Managed user research process to identify major barriers to municipal green infrastructure implementation and conceived a service to help small- and medium-sized communities overcome those barriers.
- Updated a Green Infrastructure Designs Guide for municipal staff interested in developing green infrastructure projects and presented to audiences at several national stormwater and sustainability conferences.
- Managed and facilitated the Michigan City Storm Water Advisory Group, a cluster of sanitary district, transportation, planning, sustainability, and community representatives focused on discussing flooding issues and prioritizing stormwater projects throughout Michigan City.

Assedo Consulting, Assistant Project Manager, 2019-2021

- Identified existing gaps in service and access throughout the Baltimore City parks system and provided the Recreation and Parks department recommendations on how to build access over the next three decades.
- Managed the planning and outreach process for a mobility improvement plan in the Homewood neighborhood of Pittsburgh, leading to the creation of 10% of design plans for transportation infrastructure improvements in a historically underserved community.

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MAHA ISSA, Ph.D.

Specialist, Programs



Maha Issa is a sustainability professional, urban planner and academic researcher. In Chicago she served as Chair of Professional Development and board member on the Women in Planning and Development (WP+D). She served as a member of the Diversity, Equity, and Inclusion committee advocating on the American Planning Association (APA). When Maha previously lived in the Middle East, she was academic researcher, and the chair of Spatial Planning Department in the University of Kurdistan- Iraq. Her duties included coordinating a joint research and exchange program with TU- Dortmund- Germany, applying sustainable green approaches in planning, design and construction for projects impacted by climate change. She also was an assistant professor at the University of Duhok-Kurdistan. Maha is a Fulbright scholar in Urban Studies from MIT and has her Ph.D. in Urban Planning from Baghdad University.

Highlighted Prior Experience

Environmental Law and Policy Center (ELPC), Graduate Researcher, 2023

- Conducted research, data analysis, cost -benefit analysis for setting best mitigation and adaptation strategies of flooding, and storm water management in the great lakes' areas.
- Promoted green infrastructure and natural -based solutions as best practices focusing on disadvantaged communities impacted by climate change and using sustainability assessment and planning practices.

Women in Planning & Development (WP+D:), Professional Development Chair, 2022

- Planned and provided a forum to share knowledge on women's advancement in green infrastructure planning and economic development.
- Facilitated 12 online webinars and 2 professional development events with female experts in the fields of planning, construction, and urban development.

University of Duhok, Iraq, Senior Urban Planner, Researcher, 2010 – 2018

- Led consultancy and sustainable research unit in Spatial Planning College and carried out planning projects with municipalities and diverse communities worth more than \$1,750,000.
- Supervised projects in Spatial Planning, including "Using Green Building approaches on University Campus" resulting in UNPD Award winning published research project.
- Designed the curriculum and delivered the education course "Climate Change in Urban

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JENNY B. PAR

Associate, Programs

Joining in April 2022, Jenny supports programmatic work across Delta's objective areas. She is involved in conducting research, engaging in community outreach, and implementing spatial analysis to increase the impact of Delta's work in communities throughout the Midwest. Jenny came to Delta after working as a lead (Pb) risk assessor for the Milwaukee Health Department, conducting lead inspections and assessments to prevent childhood lead poisoning in the city. Jenny has a Master of Science in Sustainability Management from the University of Wisconsin-Oshkosh and a Bachelor of Science in Environmental Science from Loyola University Chicago.



Notable Delta Institute Accomplishments

Research: Jenny designs research methods and strategies to engage farmland appraisers and farm managers in Iowa and Indiana to consider adopting practices incorporating soil health into land valuation and farmland management practices. She created a green infrastructure project profile for the Michigan City Sanitary District by reviewing literature and identifying key stakeholders.

Community Engagement and Outreach: Jenny cultivates relationships with multiple communities and stakeholders across the Midwest. She has built local partnerships with stakeholders within the Southeast Chicago community to receive input and feedback on developing green infrastructure in the surrounding neighborhoods. Jenny works closely with municipal partners and project consultants in Decatur, Illinois, to facilitate community engagement and brownfield redevelopment.

Spatial Analysis: Jenny analyzed spatial data to visualize environmental disparities in the Metropolitan Water Reclamation District service area using Geographic Information Systems (GIS) resources. Jenny's mapping work has been used to prioritize underserved communities to scale up green infrastructure in the greater Chicago region.

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CLAIRE COSTELLOE, LEED Green Associate

Senior Associate, Programs

Joining in December 2019, Claire supports programmatic work across Delta's objective areas. She is responsible for data analysis and visualization, spatial analysis, and research. Previously, Claire worked for the National Community Investment Fund, supporting its impact measurement and research work. Claire holds a bachelor's degree in Economics and Environmental Studies from the University of Chicago. Claire earned her LEED Green Associate credential in December 2021.



Notable Delta Institute Accomplishments

Data Analysis and Visualization: Claire has built analyses of public and private data sources ranging from agricultural plantings and soil characteristics to community demographics and infrastructure. Analyses are used to answer questions, identify trends, and understand the communities in which Delta Institute works. The results of these analyses have been incorporated into deliverables and reports, as well as interactive tools and data dashboards, to illustrate results clearly and concisely. Key data analyses included inventorying greenhouse gas emissions for both companies and municipalities. Claire has also created tools for data collection and management, building software to automate and streamline reporting for green buildings.

Spatial Analysis: Claire uses a variety of geographic information systems (GIS) to visualize and understand data spatially. Claire's mapping work has been used to show Chicago's waste infrastructure, agricultural conservation hotspots, and redevelopment opportunities. Mapping outputs have included static maps, interactive mapping tools, and various data points of interest.

Research: Claire has conducted research on topics spanning Delta's objective areas. She is familiar with different research methods and tools to create literature reviews and identify key information and stakeholders.



Timothy King, PLA, ASLA

Principal



Tim's focus on municipal and mixed-use urban projects, along with his disciplined management skills, have helped many communities and developers increase hospitality, improve connectivity, and promote economic development through the conception, permitting, and construction of millions of dollars of high-profile public and private improvements. Recently, Tim has managed some of Hitchcock Design Group's most complex urban projects including multi-phased redevelopment plans, waterfronts, streetscapes, and transportation enhancements. A landscape architect with over 25 years of experience, Tim's commitment to excellence during the planning, design, and construction phases and his passion for creating better places has positioned Hitchcock Design Group as one of the leading planning and urban design firms in the region.

EDUCATION

Bachelor of
Landscape
Architecture,
cum laude,
Michigan State
University, 1990

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

NCI Charrette
Management and
Facilitation Training

AFFILIATIONS

American Society of Landscape Architects
American Planning Association, Illinois Chapter

PROJECT EXPERIENCE

Angola Public Square and Streetscape Improvement Plan, Angola, Indiana
Boneyard Creek Second Street Detention Basin, Champaign, Illinois
Brookfield Downtown and Congress Park Metra Station Improvements, Brookfield, Illinois
Brookfield Veteran's Memorial Fountain Improvements, Brookfield, Illinois
Central Park Master Plan, Naperville, Illinois
Downtown DeKalb Streetscape Improvement Plan, DeKalb, Illinois
Elgin Riverfront, Elgin, Illinois
Flyers Corridor, Romeoville, Illinois
Geneva East State Street Streetscape and Third Street Streetscape, Geneva, Illinois
Glenview Road Streetscape, Glenview, Illinois
Houdini Plaza, Appleton, Wisconsin
Illinois Route 53 Medians, Romeoville, Illinois
Illinois Route 56 Streetscape, Warrenville, Illinois
Illinois Route 72 Streetscape, West Dundee, Illinois
Interstate 55 and County Line Road Interchange Enhancements, Burr Ridge, Illinois
Interstate 57 and Curtis Road Interchange Enhancements, Champaign, Illinois
La Grange Streetscape, La Grange, Illinois
Neenah Waterfront Master Plan and Shattuck Park, Neenah, Wisconsin
Northbrook Metra Station, Northbrook, Illinois
Northbrook Streetscape, Northbrook, Illinois
Oak Brook 22nd Street Enhancements, Oak Brook, Illinois
Oak Street Bridge Enhancements, Hinsdale, Illinois
Ogden Avenue Corridor Enhancements, Hinsdale & Naperville, Illinois
Pedestrian Circulation Improvements, Oak Brook, Illinois
Pulaski Road Streetscape, Alsip, Illinois
Ravinia District Streetscape, Highland Park, Illinois
Riverside Drive Promenade, Elgin, Illinois
Rockford Riverwalk, Rockford, Illinois
St. Charles River Corridor Master Plan, St. Charles, Illinois
The Glen Town Center Streetscape, Glenview, Illinois
Town Center Redevelopment Master Plan, Addison, Illinois
University District Streetscape Design Guidelines, Champaign, Illinois
Village Green, Addison, Illinois
Warrenville Signage and Wayfinding, Warrenville, Illinois
West Dempster Streetscape Improvements, Skokie, Illinois
Western Avenue Streetscape, Lake Forest, Illinois
Woodstock Square Streetscape Guidelines, Woodstock, Illinois



Mike Wood, PLA, ASLA

Senior Associate



Since joining Hitchcock Design Group, Mike has been a valuable part of every project that he has been involved with. He is well known for his attention to detail and his dedication to completing tasks that help insure that a project is delivered on time and well within budget. Mike has utilized his SketchUp and Lumion graphic skills to help give form to a client's vision for their project well before it is built. By assisting the team with these graphics, he has been able to help clients work through potential issues with a project well before it begins.

EDUCATION

Bachelor of
Landscape
Architecture,
University of
Illinois, 2011

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

PROJECT EXPERIENCE

1900 Spring Road, Oak Brook, Illinois
6th and Daniel Streetscape, Champaign, Illinois
95th Street Community Plaza, Naperville, Illinois
Cary Downtown Master Plan, Cary, Illinois
Central Street Streetscape, Gilman, Illinois
Civic Center Plaza, Elgin, Illinois
Congress Park Metra Station, Brookfield, Illinois
Countryside City Hall and Police Department, Countryside, Illinois
Downtown Streetscape Improvements, La Grange, Illinois
Downtown Waterfront District, Ottawa, Illinois
East Maine Early Learning Center, Nilus, Illinois
Fire Station 7, Aurora, Illinois
Gateway Signage, Northfield, Illinois
Glenview Road Streetscape, Glenview, Illinois
Illinois Prairie Path Heritage Display, Warrenville, Illinois
Illinois Route 56 Streetscape, Warrenville, Illinois
Jorie Boulevard, Oak Brook, Illinois
Lemont Signage Master Plan, Lemont, Illinois
Lewis University Flyers Corridor, Romeoville, Illinois
Lions Club International Entryway Improvements, Oak Brook, Illinois
Marina and Lakefront Drainage Improvements, East Chicago, Indiana
McHenry Riverwalk, McHenry, Illinois
Metra Station Planters, La Grange, Illinois
Midtown Plaza, Champaign, Illinois
Milwaukee/Waukegan/Oakton Streetscape, Nilus, Illinois
Northbrook Streetscape, Northbrook, Illinois
North Meacham Road Corridor Study, Schaumburg, Illinois
Oak Brook Club Main Entry, Oak Brook, Illinois
Pedestrian Connection, Hinsdale, Illinois
Rohling Road Medians, Elk Grove Village, Illinois
Romeoville Athletic and Events Center, Romeoville, Illinois
Roselle Road Pedestrian Bridge and Gateway Signage, Schaumburg, Illinois
Square on Second, Manteno, Illinois
Sheboygan Business Center Master Plan, Sheboygan, Wisconsin
St. Basil Church, Mettawa, Illinois
The Shuman Entry Landscape, Naperville, Illinois
Village Green, Addison, Illinois
Warrenville Trailhead, Warrenville, Illinois
West Dundee Riverwalk, West Dundee, Illinois
Western Suburban Mass Transit District Grant Enhancements, Brookfield, Illinois
West Washington Street Phase II, Champaign, Illinois

Project Understanding

The Village of Downers Grove, Illinois, located in the southeastern portion of DuPage County, is approximately 20 miles west of Chicago, 14 miles south of O'Hare International Airport, and 14 miles west of Midway International Airport. The Village is home to a little over 50,000 residents, with a community that is well known for its charming small-town character, walkable downtown, desirable residential neighborhoods, and verdant greenspace. There is a mixture of historic commercial and residential development that is oriented around Downtown as well as suburban-style residential neighborhoods and corridor commercial properties at the Village's periphery. Many locally owned businesses operate in Downtown and along Ogden Avenue, while large employers, such as Advocate Good Samaritan Hospital and Midwestern University, operate further from the Village's historic core. Ogden Avenue, I-88, and I-355 provide good regional connectivity for motorists, while the Village's three Metra stations allow easy access to communities along the BNSF Metra line.

Although the Village is a built-out community, it continues to attract interest from new young professionals, families, and more. Houseal Lavigne is excited about the prospect of working with the Village of Downers Grove to update its Comprehensive Plan and Bicycle and Pedestrian Plan, along with creating plans for environmental sustainability, and Downtown's streetscape. We understand the importance of establishing a consensus-based vision for the future and setting a clear direction for land use and development. Based on research into Downers Grove's history, knowledge of current issues, and a review of past plans, we have developed some initial observations regarding issues and opportunities that could be addressed through the planning efforts.

Enhancing Downtown Downers Grove

Downtown Downers Grove is recognized throughout the region as a great place to live, work, dine, and shop. Recently completed mixed-use projects have diversified Downtown housing options and offer a place to live for those interested in an urban lifestyle. In its 2022-2026 Strategic Plan, the Downers Grove Economic Development Corporation noted that significant redevelopment occurred in Downtown bringing many new projects and business tenants. Occupancy rates for storefronts remain very high and the Equalized Assessed Value of the district increases every year.

Outdoor dining spread across Downtown during 2020 and 2021 and its continued use of sidewalks and parking spaces was formalized in 2022. Although the increased use of the Downtown public right-of-way for dining and retail enhances the vibrancy of the district it can also strain the streetscape and make it difficult to accommodate the wide variety of activities that must take place in this limited area. The Streetscape Plan should address this along with other factors impacting the use, design, and function of the Downtown public right of way. To accomplish this, the Streetscape Plan should properly organize the needs of this diverse array of users and establish a vision for implementing necessary improvements.

Promote Housing Diversity

The 2011 Comprehensive Plan identified policies and recommendations for preserving and enhancing the Village's existing residential neighborhoods. Single-family homes make up most of the Village's housing stock, with many distinct historic homes, such as Sears kit homes. Since the adoption of the 2011 Plan, numerous mixed-use projects have been completed around Downtown, which provide more housing options for new residents looking to live in the Village. The Comprehensive Plan update should continue to preserve and strengthen the Village's single-family neighborhoods while providing recommendations for further infill development, housing stock diversity, and context-sensitive design to create more housing options for residents at all stages of life.

Change in Work Patterns

Downers Grove historically served as a commuter Village, with many residents leaving in the morning by car or Metra to work in Chicago, Oak Brook, and other nearby suburbs. The COVID-19 pandemic caused significant changes to traditional work patterns with many commuters to the Loop shifting to remote work. Despite the end of the pandemic, there has not been a major reversion to in-office work and many people plan to work from home permanently. This shift has led to an increase in the Village's daytime population and an increase in demand for local restaurants, gyms, shops, and more. Additionally, many employers who once had offices in the Loop are now looking for suburban locations like the employment areas on major road corridors in the Village's northern and western areas. The Comprehensive Plan should establish policy and strategies to ensure the Village continues to be attractive to people working from home as well as for employers looking to locate along the Village's major corridors.

Diversity, Equity, and Inclusion

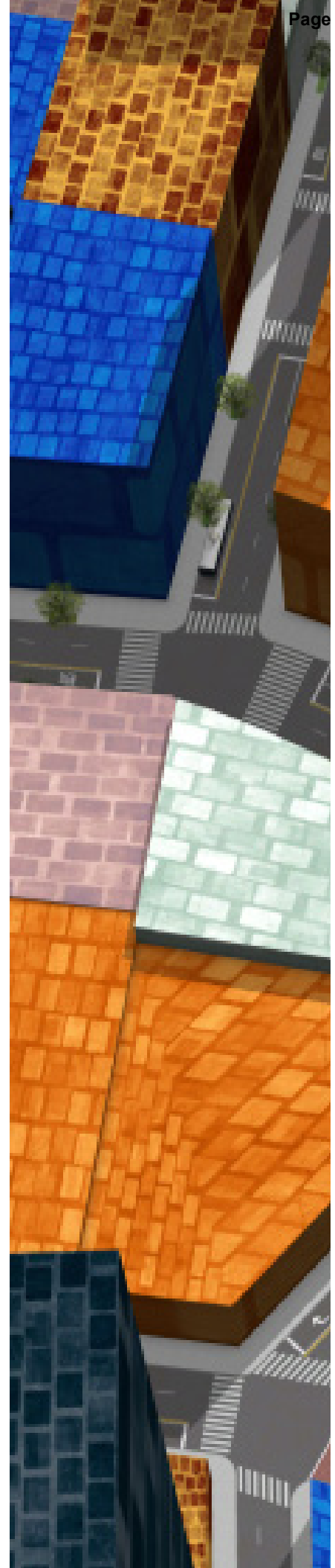
According to the five-year American Community Survey (2017-2021), Downers Grove saw an increase in overall diversity, with the percentage of nonwhite residents increasing by 8 percentage points. The Village also saw an increase in median age and household income, as well as the percentage of advanced degree holders. This new community snapshot highlights the timeliness of the Village's planning efforts to ensure Downers Grove continually meets the needs of its changing population. To make sure diversity, equity, and inclusion are at the forefront of the Village's plans, robust community engagement is needed to understand the vision and desires of Downers Grove residents from multiple backgrounds and perspectives.

Environmental Sustainability

In early 2023, the Village indicated an interest in joining the Greenest Region Compact, a group of municipalities across the Chicago metropolitan area that work together to build vibrant, sustainable communities. Joining the compact requires the Village to adhere to GRC goals, many of which are already in line with existing municipal sustainability efforts. In fact, many of the recommendations outlined in the 2011 Comprehensive Plan position Downers Grove to go above and beyond the GRC goals. These efforts become even more important as the effects of climate change impact the Chicago region. The Comprehensive Plan should establish overarching recommendations for improving Village sustainability in all aspects of the planning process while the dedicated Environmental Sustainability Plan should provide more detailed recommendations for sustainable infrastructure and best practices, such as the protection and promotion of native trees and grasses, the use of natural and built systems to manage stormwater, and the rehabilitation of existing buildings for maximum energy efficiency.

Enhance Bicycle and Pedestrian Connections

The Village's first Bicycle and Pedestrian Plan was adopted in 2013 and established a vision for Downers Grove in which bicyclists and pedestrians could travel, unobstructed, across the Village. Since then, streetscape, signage, and safety infrastructure improvements have been implemented across Downers Grove. Despite these impressive improvements, specific streets, such as Ogden Avenue, continue to be barriers to full connectivity for all residents. The Comprehensive Plan update should include recommendations, such as a "complete streets" approach that connects the community and makes walking and biking an even more viable transportation option for residents. An update to the Bike and Pedestrian Plan should focus on strategies to transform the Village into a "pedestrian-first community" and provide specific recommendations on Downers Grove's next steps to developing a comfortable pedestrian and cyclist environment.





Focus on Fairview

The Village's 2011 Comprehensive Plan envisions the Fairview area as a future secondary commercial core, like Downtown, through the prioritization of intensive neighborhood commercial development oriented around the Fairview Avenue METRA station. Since then, developments have occurred, but Fairview continues to lack a streetscape reflective of a neighborhood commercial node as well as proper bicycle and pedestrian connections to Downtown. The Comprehensive Plan update should continue to promote improvements to the focus area and a dedicated Implementation Plan should be developed to provide more detailed recommendations on how the Village's vision for the area can be achieved. Recommendations should provide clear direction on how Fairview and Downtown can be better connected and how their streetscape and landscaping improvements can be integrated.

Ogden Avenue

Ogden Avenue runs east/west a little less than a mile north of Downtown Downers Grove. This major corridor was historically a part of Route 66 and was highly trafficked. As a result, much of the commercial development along the corridor is designed to primarily accommodate automobile users. The resulting built form clashes with the character of adjacent neighborhoods and fails to provide a comfortable experience for pedestrians and bicyclists. This corridor is a vital commercial district and should be revisited as a part of the Comprehensive Plan update. During the update process recommendations from the 2011 plan should be assessed and carried forward as appropriate or revisited and reimagined to better reflect the Village's current vision for the corridor. The plan should provide new recommendations for increasing overall safety, enhancing the corridor's identity, and improving the physical appearance of commercial structures. Recommendations for corridor enhancements should be coordinated with neighboring jurisdictions to ensure consistency while maintaining individual community identity. For example, the Village should consider the recommendations included in Naperville's 2008 Ogden Avenue Corridor Enhancement Initiative which aim to enhance the physical appearance, safety, and economic viability of the corridor.

Project Approach

Our philosophy of community planning, visioning, goal setting, and implementation is built on a foundation of professional experience, sound planning and design practices, and a track record of award-winning projects. Our approach combines extensive community outreach and participation, highly illustrative and user-friendly maps and graphics, and utilization of available technologies. Our process will help establish a community vision, set community goals, establish target implementation, and foster community consensus.

By adhering to our core principles and leveraging our extensive planning experience, we will lead the Village's efforts to develop a creative, responsive, evidence-based, actionable, and visually compelling Comprehensive Plan that meets the needs of the Downers Grove community. Our firm's approach to planning has been developed and refined over several years and hundreds of projects. Our approach is efficient, effective, creative, and engaging.



Scope of Work

The Scope of Work includes five interrelated projects (Update the Comprehensive Plan, Develop an Environmental Sustainability Plan, Prepare Streetscape Plans for the Downtown and Fairview Areas and Update, and Enhance the Bicycle and Pedestrian Plan). Houseal Lavigne will coordinate and oversee all of the work performed as part of the projects. Houseal Lavigne will use best efforts to identify and address potential conflicting or inconsistent policy recommendations offered by the consultants, staff, advisory boards, and the Village Council. Potential issues identified will be brought to the attention of staff and/or the Village Council.

The Village Council will serve as the Steering Committee for the Comprehensive Plan Update and the related projects. The Village Council will meet monthly in their capacity as Steering Committee. The Environmental Concerns Commission, Transportation and Parking Commission, Historic Preservation and Design Review Board and the Plan Commission will serve as advisory boards on the related projects offering additional opportunities for focused work on key topics and for public input. Houseal Lavigne will participate in these meetings as requested by the Village. The Village Council will review and provide direction on the work of the advisory boards.

Houseal Lavigne and Village staff will hold weekly progress meetings to discuss key topics and upcoming tasks and meetings. Other subconsultants shall attend on an as needed basis. These meetings may be up to an hour.

Project Approach Overview

Houseal Lavigne's approach to the Comprehensive Plan and related initiatives is organized around community engagement and bolstered by a thorough analysis of existing conditions to provide a concise and accurate assessment of the Village's growth and development issues and opportunities. Houseal Lavigne's process includes the development of plan recommendations and implementation strategies that are actionable and rooted in citizen engagement.

Houseal Lavigne's proposed scope of work has been specifically designed to build on the Village's past plans as a starting point for deeper analysis and implementation strategy development. This includes engagement with the various boards, commissions, and resident experts that helped author those plans. Houseal Lavigne will work closely with Village staff to further refine this process, ensuring that all local needs and requirements are met. Each task of the proposed scope of work is presented in detail on the following pages.

Community Participation

Houseal Lavigne has always had a strong commitment to public participation and community engagement, which serves as one of the cornerstones upon which our firm was created. When engagement tools did not exist, we created them. When tools were created by others, we became the experts in using them. For the past 19 years, Houseal Lavigne has led the way in identifying new ways to engage residents, new ways to visualize data, and new ways to communicate plans, designs, and concepts to the general public. Creating and embracing innovative methods to engage communities has become a hallmark of the firm. We are recognized nationally for our creative and effective citizen engagement and we have won multiple APA outreach awards in states across the country.

Innovative engagement components include the award-winning map.social; interactive real-time audience response polling; branding/logo/collateral design and educational materials; DIY Workshop Kits; immersive 3D environment experiences; virtual open houses and events; outreach tracking portals; and more. Prior to initiating the project, we will work closely with Village staff to design an outreach and engagement program specifically suited for the Downers Grove community.

As needed, we can pivot as conditions dictate and stay on project budget and timeline using Zoom, Microsoft Teams, map.social, Miro, Facebook Live, or Poll Everywhere. We have used this suite of virtual tools that provide customizable flexibility successfully throughout the pandemic.

COMPREHENSIVE PLAN

Task 1: Project Initiation & Project Management

To kick off the planning process on the right foot, meetings and workshops will be conducted with Village staff and the Village Council before undertaking other community outreach activities. After the kick-off to the planning process, our proposed outreach activities will help foster stewardship for the Comprehensive Plan and the community.

1a: Staff Coordination Call (Virtual/Remote)

The Project Team will host a web meeting/conference call with Village staff to review project goals, discuss data needs, and review the preliminary engagement plan developed as part of Task 2. To ensure consistent communication and coordination the Project Team manager will conduct regular and "as-needed" conference calls and/or web meetings with Village staff throughout the planning process.

1b: Data Collection

As part of the project initiation task, the Project Team will coordinate with the Village to collect a variety of data sets related to land use and development. The data collection task focuses on several types of data needs including, but not limited to GIS data regarding parcels, building footprints, zoning districts and overlays, community facilities (including parks), traffic volumes, sidewalk inventory, traffic signals, bike routes and trails.

1c: Staff Kick-off Meeting and Village Tour

An initial kick-off meeting will be held with the Village staff assigned to the Comprehensive Plan project. This first face-to-face meeting will allow us to review the project scope, schedule, and deliverables and address any issues identified in previous communication regarding the planning process. Our intent is to function as a unified and integrated team alongside Village staff. The staff kick-off meeting will be scheduled to occur on the same day as the initiation workshop for the Plan Commission.

1d: Department Heads

Immediately following the kick-off meeting with Village staff, we will host a meeting with representatives from other Village departments. The Comprehensive Plan and other planning initiatives will have bearing on a wide variety of Village policies and support from all Village departments will be essential to plan implementation. We will work with Village staff to engage other department heads throughout the process to ensure that plan recommendations are meaningful and actionable for all Village departments.

1e: Village Council Roundtable – Project Initiation Workshop

Before planning work begins, a project initiation meeting will be held with the Village Council to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. As the community's policy makers, it is important that officials and community representatives learn more about the Comprehensive Plan process and have a chance to communicate and discuss their issues and concerns.

The purpose of this meeting will be to: (a) discuss the joint committee's role for the project; (b) review overall project objectives; (c) refine the work program for the project; and (d) establish a preliminary schedule for the project. The roundtable will be immediately followed by a planning exercise to solicit the views of the Village Council members and staff regarding their concerns and aspirations for Downers Grove. This initial dialogue will inform our approach to the planning process and ensure that issues important to the Village are identified on the front end.

1f: Boards and Commissions – Project Initiation Workshop

Project Initiation Workshops similar in format to the workshop conducted with the Village Council will be conducted in January and February 2024 to ensure the various Boards and Commissions have an understanding of project scope and schedule, and can provide input up front regarding their priority issues and concerns. The Boards and Commissions include the Environmental Concerns Commission, Transportation and Parking Commission, Historic Preservation and Design Review Board and the Plan Commission. If requested by the Village, meetings may be joint meetings consisting of the Village Council and one or more Boards and Commissions and/or joint meetings of one or more Boards and Commissions.

Task 2: Public Engagement and Communication

We understand that a one-size-fits-all approach to community engagement is ineffective and that Downers Grove will benefit from an extensive and authentic outreach process. Our Project Team provides a multi-pronged approach to outreach that will be essential in engaging the community, addressing local issues, and most importantly, ensuring the inclusion of a diverse swath of the Village's population.

2a: Preliminary Public Engagement Plan

Houseal Lavigne and All Together will prepare a comprehensive Public Engagement Plan to clearly identify the range of outreach tools, platforms, timing, and purpose for each activity. It is anticipated that the outreach tasks outlined in this draft Scope of Work would comprise the bulk of a preliminary engagement plan to be developed and refined at the outset of the planning process. All Together will coordinate and manage pop-ups events and four key communication pushes for the Comprehensive Plan Update and all related projects to ensure consistency and maximize effectiveness.

2b: Project Aesthetic and Messaging & Communications Plan (incl. social media content calendar)

One reason that community engagement efforts often fall short is because many community members do not know that the process is happening, or don't understand the impact and value of long-range planning. We look at community engagement through a communications and marketing lens—how are we crafting promotional materials that speak to our target audience? What channels are being used to get that message out to a wide breadth of residents? The design and messaging around long-range transportation planning are critical in helping the citizens of the county communicate their vision for the future.

The project messaging will spread through a variety of channels throughout the process. We time big pushes around engagement efforts while ensuring there's a continuous trail of information even in the "down times" to keep on capturing interest and participation. All Together will work hand-in-hand with Village staff, project partners, and key stakeholders to identify which existing channels are most effective and trusted for spreading the word—building relationships and networks created through the process. We'll create communication partner toolkits that make it easy for our partners to spread the word and share project-related content in an inviting and engaging way.

Engagement/Communications Plan

The Project Team will work with Village staff to identify trusted community partners to help us spread the word about the project and engagement partners. An engagement plan will then be developed that leverages these community partners to ensure input, which includes timeline of events, communication pushes, and corresponding communication partners.

Project Aesthetic & Messaging

The Project Team will create a recognizable project aesthetic—including a name that is easy to understand/not jargony, as well as colors, typefaces, and graphics that will create visual continuity throughout the project. We will also craft language about the process and its impact that communicates its importance.

Communication Pushes/Project Partner Packets (4)

The Project Team will provide engagement opportunities throughout the planning process, varying the tools being used based on the phase of the project. In concert with each engagement phase, the Project Team will develop a series of four communication pushes and project partner packets. These will include print and digital collateral that align with surveys, open houses, and draft plan reviews. The Project team will also work with Village staff on press releases and media outreach.

2c: Project Website

We are committed to using the internet to maximize the participation and communication between the Village and its residents. An interactive project website provides a home base for information regarding the new Comprehensive Plan. The Project Team will coordinate with Village staff to produce webpage content to promote and popularize the planning process, enhance transparency, and engage the public.

2d: map.social (an interactive web-based issues mapping platform)

We will feature map.social, a web-based community issues mapping tool, on the project website. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued community amenities. map.social simplifies the mapping process and familiarizes users with all areas of the community in a manner that is intuitive, interactive, and effective. Input from users allows us to create a composite map of community issues to assist with the establishment of community goals and policies. This mapping tool will be available for use on all of the related projects.

2e: Online Community Questionnaire

As another means for community participation complementing the statistically-valid survey, we will prepare an online questionnaire for the residents and business owners of Downers Grove to offer a community-wide opinion on a range of topics and issues. The questionnaire will feature question logic that provides the opportunity for the Village's business owners and entrepreneurs to provide specific input on those issues and concerns most important to the Village's business community. The online community questionnaire will be easily accessible on the project website. At the close of the questionnaire response period, we will review and summarize results as a gauge of community priorities and issues.

2f: Key Stakeholder Interviews and Small Focus Group Discussions (up to 16)

Key stakeholder interviews and focus group discussions allow us to obtain first-hand insight into the community from a diverse array of perspectives. Interviews are conducted with one to two participants. Small focus groups are made up of 2-3 participants gathered around a specific topic. Up to 16 confidential interviews or focus group discussions will be conducted to obtain additional information regarding local issues and potentials. The Project Team will work with Village staff and the Village Council to identify those individuals and groups to be interviewed. We recommend a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include selected property owners, new and lifelong residents, local builders and developers, students, local businesspersons, area not-for-profits and service providers, and representatives from other government bodies, institutions, and civic groups.

2g: Community Planning Kick-off Event

The Project Team will work with Village staff to host an exciting "all are welcome" community-wide kick-off event to get residents and stakeholders motivated to participate in the development of the plan. This event is intended to educate and inspire participants of all ages to get involved and take ownership of the process and the future of the Village. The format will be customized, but could include an overview of the planning process and local trends influencing the process, a Q&A/Panel Discussion, or simple engagement exercises such as live polling. Village Council and other Boards and Commissions attendance would also be expected to show support for the planning process.

Event Gamification

To make the event inviting and excite the public about the planning process, the Project Team will gamify input collection, making it fun for all ages and backgrounds to learn and participate. We often pair food, music, kids' activities, and art with our events. The Project Team will design a series of interactive exercises that helps the team and the Village to generate excitement about the process and get the community engaged.

2h: Project Kick-off Pop-up Events (3 Events)

A series of pop-up events are included within the Community Visioning task of the planning process. The Project Team will coordinate with the Village to host pop-up events at the outset of the planning process to complement the Community Kick-off Event.

2i: Youth Engagement – Civic Participation Day

The key to reaching diverse voices for this planning effort is to host pop-up workshops and meet people where they are. Pop-up events should align with existing events throughout the community that draw a diverse cross section of residents throughout the city. One pop-up will be focused around a Youth/Civic Engagement Day. Once a strategy is outlined, All Together will prepare materials for the pop-ups—including interactive exercises and games, as well as engaging materials.

2j. Business Community Workshop

This workshop will be targeted specifically to business owners and managers, developers, and Downers Grove's corporate citizens as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose assistance and involvement is crucial to the Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts to business owners or scheduled as part of a regular scheduled event where numerous property owners and business owners are typically in attendance.

2k: Do-It-Yourself (DIY) Workshop Kits & Village Staff Training

The Project Team will make DIY workshop kits available to Village staff, as well as community groups (e.g., chamber organizations, homeowners associations, places of worship, community organizations, neighborhood groups) throughout Downers Grove. DIY workshop kits would allow Village staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. Village staff would play a key role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams. The Project Team would provide a training session to Village staff and community group leaders to ensure quality engagement.

2l: Community Engagement Key Themes and Takeaways Summary

Task 2 will conclude in the development of a memo that summarizes the key themes and takeaways from all community outreach events. The memo will provide focus and direction for subsequent update activities and serve as the cornerstone of the consensus building process. Where appropriate, existing conditions analyses will be targeted at addressing priority community planning issues identified during early engagement. The memo will be incorporated into the Existing Conditions Memorandum delivered as part of Task 3.

2m: Village Council, Boards, and Commission Updates

At the completion of this task, the Project Team will present findings and obtain input from the Village Council, the Environmental Concerns Commission, Transportation and Parking Commission, Historic Preservation and Design Review Board and Plan Commission. Presentation materials will include general overview content and select customized content geared toward the role of the target Board or Commission

Task 3: Existing Conditions Analysis

This task will inventory and summarize existing conditions in Downers Grove. It will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the Village and its partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through the Existing Conditions Analysis task efficiently, reserving project budget and resources for visioning, planning, and action.

3a: Past Plans, Studies, and Reports Summary

The Village's previously prepared planning documents which influence the new Comprehensive Plan will be assembled and reviewed. This review will include review of the 2017 Comprehensive Plan and related subarea plan content, the 2013 Bike and Pedestrian Plan, the 2023 to 2025 Long Range Plan, the current Community Investment Plan, and other studies identified through our interactions with Village staff and the Village Council. The Project Team will work with staff to gain an understanding of ongoing efforts conducted by the Village or local partners related to planning, sustainability, equity, economic development and affordable housing.

Working with Village staff, we will identify additional relevant studies and documents that will guide review and analysis. This review of documents will determine changes within the Village that have taken place since the previous plans were prepared, inconsistencies between plans and reports, the relevance of previously collected data, and gaps in data that must be corrected as part of this planning process. A summary of the Village's previously prepared plans and studies, compiled adjacent to issues and opportunities identified by Village staff and the community, will be delivered with the Existing Conditions Memorandum at the end of Task 3.

3b: Existing Conditions Analysis

The Existing Conditions Memorandum is an interim deliverable collecting and presenting data and information gathered in Tasks 1, 2, and 3 under a single memorandum to Village staff. Preparation of the Existing Conditions Memorandum that will be based on issues and opportunities identified in project initiation and outreach, existing land use and transportation data, recent past plans and studies, the information provided by the Village, and field reconnaissance conducted by the Project Team. The Project Team will prepare an Existing Conditions Memorandum that will include the following sections:

- **Market and Demographic Profile.** A demographic analysis of Downers Grove will include an analysis of recent trends in population, households, income, age, racial and ethnic composition, and labor force and employment. This analysis will be summarized, and an economic profile will be formulated that will provide an overview of supply and demand trends for residential, retail, office, and industrial land uses, to help establish the foundation for land use planning and development decision-making.
- **Existing Housing Condition Analysis .** An analysis of the existing housing in the Village will be completed. It will consist of a housing stock profile, cost burden by tenure spatial analysis, and assessment of household make-up versus housing unit size. This Village-wide analysis is intended to identify potential gaps in the local housing market and to identify issues related to housing affordability which the Village may use in the future if a full housing study or program is considered.
- **Land Use and Development.** Reconnaissance and inventory of Downers Grove and its planning area will be completed, and an Existing Land Use Map prepared, along with the identification of issues areas, incompatible arrangements, and opportunities.
- **Zoning and Development Regulations.** A preliminary assessment of current zoning and development regulations will be conducted to identify alignment with existing land use and needed areas of improvement.
- **Transportation and Mobility (incl. Bike and Pedestrian Plan assessment).** Working with Village staff and the various Village departments, IDOT, Metra, PACE Bus, Amtrak and other transit services, we will undertake an analysis of the Village's transportation network. This will encompass the existing street system, bike and pedestrian facilities, and public transportation. Issues, concerns, and opportunities for improvement will be identified. The analysis will include discussions and consideration of other jurisdictional transportation efforts, including state, regional, county, and other planning levels. This assessment will be focused on bike and pedestrian infrastructure assessment as part of the Bike and Pedestrian Transportation Plan.
- **Infrastructure (including Parks).** public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, and future needs. Data provided by the Village and service providers will be used along with fieldwork and other research, to prepare a planning-level assessment of existing infrastructure. This will include a review of existing parks and open space amenities.
- **Environmental Sustainability.** Background information needed to inform the development of the Environmental Sustainability Plan will be assembled and reviewed, with key findings summarized along with Comprehensive Plan existing conditions.

3c: Staff Review and Discussion (Virtual/Remote)

Village staff and the Project Team will review the Existing Conditions Report ahead of its distribution to the Plan Commission. The review process may include up to two rounds of revisions. The Project Team will also work to ensure that substantive comments provided by Village staff are integrated into the ensuing plan development. This meeting will be a conference call or screen share with Village staff.

3d: Plan Commission Working Session

A meeting will be conducted with the Plan Commission to review the draft Existing Conditions Memorandum.

3e: Village Council Working Session

A meeting will be conducted with the Village Council to review the draft Existing Conditions Memorandum.

Task 4: Vision and Land Use Framework

The purpose of this task will be to establish an overall vision for the future of Downers Grove. The vision provides focus and direction for subsequent planning activities and serves as the cornerstone of the consensus-building process. Based on the vision and previous tasks in the planning process, preliminary goals and objectives will be prepared. The vision, goals, and objectives, combined with a Land Use Framework to direct place-based recommendations, will serve as the “cornerstone” of the consensus-building process and provide focus and direction for subsequent planning activities.

4a: Community Visioning Workshops (3 workshops)

The purpose of a Community Visioning Workshop is to allow residents and stakeholders to tell us what they think before plans and recommendations are crafted. A Community Visioning Workshop series will involve the Project Team, Village staff, the Plan Commission, and members of the community. Each workshop will begin with a large group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then break out into small groups for a mapping exercise (able to be conducted both in person and virtually) where they will work to develop their vision for the future of the community. The workshop will conclude with a general agreement regarding the long-term role and character of Downers Grove and the projects and improvements that will be desirable in the future.

To engage the whole Village, we will work with Village staff to determine appropriate locations throughout the Village for three in-person workshops. The in-person Community Visioning Workshops will be conducted sequentially during the same week to ensure maximum community participation.

4b: Community Visioning Pop-up Events (Up to 3 Events incl. Youth Event in Task 1)

One key strategy to reaching diverse voices for this planning effort is to host pop-up workshops and meet people where they are. These pop-ups should align with existing events throughout the community that draw a diverse cross section of residents throughout the city. Once a strategy is outlined, All Together will prepare materials for the pop-ups—including interactive exercises and games, as well as engaging materials. Includes AT planning and facilitation of 3 pop-up events. The Project Team will tailor the pop-up approach based on each event, and has experience on a range of event types from kids’ planning stations to engagement exercises with prizes (project swag and drink tickets!). The goal: make people stop, learn more, and leave wanting to stay involved.

4c: Vision Statement and Goals

The Project Team will synthesize all feedback received during the previous tasks of the planning process and prepare a Vision Statement for Downers Grove. The vision statement will be prepared using feedback from community visioning workshop, community outreach activities, community values/quality of life themes, and observations garnered from the Existing Conditions Memorandum. Based on previous tasks in the

planning process, the Project Team will also develop goals to provide more specific focus and direction for planning recommendations for categories such as land use, economic development, housing, transportation, community facilities and infrastructure, and green and open spaces.

4d: Key Recommendations Memorandum & Preliminary Land Use and Reinvestment Framework

Based on the outcomes of the previous steps, the Key Recommendations Memorandum will identify a preliminary set of policies and initiatives needed to support the Comprehensive Plan Vision and Goals. The Key Recommendations Memorandum will identify and address a range of priority topics identified through community engagement such as desired development patterns, land use compatibility issues and mitigation strategies, residential neighborhoods and housing variety, downtown and business district reinvestment, targeted infill development, commercial and mixed-use development, and employment and industrial uses. This interim deliverable will provide the overarching guidance to all components of the Comprehensive Plan. A preliminary Land Use and Reinvestment Framework will also be developed as a complement to the Key Recommendations. This framework will map all land use areas in the Village and provide a geographic focus for Key Recommendations.

4e: Staff Review (Virtual/Remote)

The draft Vision Statement and Value Statements, Key Recommendations Memorandum, and Preliminary Land Use and Reinvestment Framework will be provided to Village staff for review and comment. The Project Team will meet with staff before a Village Council Working Session. Comments provided by staff will be summarized and presented to the Village Council along with the draft Vision Statement and Value Statements, Key Recommendations Memorandum, and Preliminary Land Use and Reinvestment Framework.

4f: Plan Commission Working Session

A meeting will be conducted with the Plan Commission to review the draft Vision Statement and Value Statements, Key Recommendations Memorandum, and Preliminary Land Use and Reinvestment Framework. The objective of the meeting is to reach an agreement on the visions, values, and preliminary land use recommendations before moving forward with the development of the remaining chapters of the Comprehensive Plan.

4g: Village Council Working Session

A meeting will be conducted with the Village Council to review the draft Vision Statement and Value Statements, Key Recommendations Memorandum, and Preliminary Land Use and Reinvestment Framework. The objective of the meeting is to reach an agreement on the visions, values, and preliminary land use recommendations before moving forward with the development of the remaining chapters of the Comprehensive Plan.

Task 5: Focus Area Framework Plans (2-3 Focus Areas)

This task will entail the preparation of Focus Area Framework Plans that provide a framework for addressing land use, development, urban design, and access and mobility issues for select areas of the Village. The framework plan will establish an overall direction for how each subarea should be improved over time as well as identify areas of the Village that will require more detailed planning efforts in the future.

5a. Focus Area Framing – Village Staff Working Session

The Project Team will conduct a working session with Village staff to review the desired focus areas and discuss existing opportunities and constraints, examine past and on-going development interest, explore different land use and development scenarios, and work together to establish preliminary objectives, land use, and development frameworks, including the identification of any environmental considerations and constraints for each area. This working session will provide additional context, along with community outreach/feedback and previous steps in the planning process and help to facilitate the start of the focus area planning process.

5b. Preliminary Focus Area Framework Plans

The Focus Area Framework Plans will address important planning considerations and principles for the focus areas identified in RFP. While the nature of recommendations will vary by subarea, they could include appropriate land uses, development characteristics, catalyst development sites, project priorities or phasing, protected areas or environmental features, urban design recommendations, or others. The Focus Area Framework Plan will incorporate recommendations from previous Village plans will be as appropriate and relevant. The Subarea Plans will make up a concise chapter that can be included within the Comprehensive Plan or could be included as components of the Land Use Plan chapter. The Focus Area Framework Plan will utilize graphics, illustrative plans, and images as needed to demonstrate important local planning concepts.

5c. Catalyst Site Development Concepts (2-3 Sites)

As part of the Focus Area Framework Plans, sketch plans and illustrative development concepts can be prepared for identified priority sites. Together with the Focus Area Framework Plan, these illustrative development concepts will provide a sense of scale, orientation, land use, and development character for key portions of the subarea. Although not rising to the level of a "recommended development plan", these development concepts illustrate the potential of an area in a manner that is market viable and consistent with the aspirations and values of the Downers Grove community. The number of catalyst site development concepts prepared for the Comprehensive Plan will depend on the complexity of the design exercise and the size of the site.

5d. Staff Review & Discussion

Village Staff and the Project Team will review the Focus Area Plans prior to presentation to the Plan Commission.

5e. Plan Commission Working Session

The Project Team will present the draft Focus Area Plans to the Plan Commission to review and discuss preliminary policies, plan recommendations, and initial maps and graphics. Appropriate modifications will be made based on feedback prior to integration into the overall draft Comprehensive Plan document in later steps.

5f: Village Council Working Session

The Project Team will present the draft Focus Area Plans to the Village Council to review and discuss preliminary policies, plan recommendations, and initial maps and graphics. Appropriate modifications will be made based on feedback prior to integration into the overall draft Comprehensive Plan document in later steps.

Task 6: Preliminary Village-Wide Plans and Policies

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for review, consideration, and adoption. This task will entail the preparation of preliminary frameworks and recommendations for core Comprehensive Plan elements. The Preliminary Village-Wide Plans and Policies prepared in this task will reflect the Land Use Framework, as well as the Vision, Goals, and Key Recommendations previously developed, and build on the baseline of existing conditions and analysis from the initial phases of the project.

6a: Draft Plan Elements

Before the Comprehensive Plan document is prepared, draft Plan Elements will be prepared for the comprehensive plan. These preliminary plan elements will be reviewed and discussed with Village staff and the Plan Commission. All plan elements will be highly illustrative and graphically compelling. Maps, illustrations, and concept visualizations will be utilized to convey planning and development concepts and recommendations.

The following plan elements will be prepared as part of this Task:

- **Housing and Neighborhoods.** The Housing and Neighborhoods Plan will consider location, types, age, and condition of housing; owner and renter occupancy; and affordability of housing. This element will identify the amount, character, density, and recommended location for different housing products and dwelling types to meet the current and future needs of Downers Grove's residents.
- **Economic Development.** The Economic Development Plan will provide analysis and potential for retail, office, and industrial markets to serve as a foundation for land use recommendations and implementation strategies to strengthen employment, job creation, and to provide and grow a diverse and thriving tax base for the Village.
- **Transportation and Mobility.** Based on the preceding steps, the preliminary Transportation and Mobility Plan will be prepared. The Transportation and Mobility Plan will focus on the coordination and optimization of all modes of travel within the Village, including vehicular, bicycle, walking, and transit services. This plan component will include summary information from the Bike and Pedestrian Plan being developed in parallel with the Comprehensive Plan, ensuring that the two documents complement one another. The Transportation and Mobility Plan will utilize text and highly illustrative maps and graphics to communicate transportation planning concepts, recommendations, and principles.
- **Community Facilities and Infrastructure (incl. Parks and Recreation).** The Infrastructure Plan will identify and inventory all community facilities in the Village and include recommendations and policies for municipal facilities and services, infrastructure, and intergovernmental coordination and cooperation. This will include discussion of parks and recreation facilities as valued neighborhood infrastructure. The Infrastructure Plan will utilize text and highly illustrative maps and graphics to communicate planning concepts and principles.
- **Diversity, Equity and Inclusion (DEI).** Concepts and recommendations related to DEI will be included throughout the Comprehensive Plan in the plan elements noted above.
- **Environmental Sustainability and Resiliency.** Concepts and recommendations related to environmental sustainability and resiliency will be included throughout the Comprehensive Plan in the plan elements noted above.

6b: Plan Commission Review

The Project Team will conduct two meetings focusing on the Preliminary Village-Wide Plans and Policies listed above. Each meeting will provide an opportunity for the Project Team, Village staff, and the Plan Commission to discuss preliminary policies, plan recommendations, and initial maps and graphics.

6c: Village Council Review

The Project Team will also present the Draft Plan components to the Village Council for review and comment. The Project Team will conduct one or two meetings focusing on the Preliminary Village-Wide Plans and Policies listed above. Each meeting will provide an opportunity for the Project Team, Village staff, and the Village Council to discuss preliminary policies, plan recommendations, and initial maps and graphics.

Task 7: Comprehensive Plan Document and Adoption

Based on the previous tasks in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for adoption.

7a: Implementation Strategy

The Implementation Strategy will describe the specific actions required to carry out the new Comprehensive Plan, including recommendations regarding zoning updates and other regulations, priority improvement projects, potential funding sources, and implementation techniques, as well as general administration and follow-up to the Plan. Actions tied to the other related projects will be emphasized to ensure actions supporting these critical cross-cutting topics and plan documents are easily identified.

7b: Prepare Draft Comprehensive Plan

The Comprehensive Plan will be designed not only to serve as a legal document for guiding land use and development, but also as a guide for establishing Village policies regarding a variety of community components that collectively improve the overall quality of life. The Plan will identify specific projects and actions that need to be undertaken for the Village to realize the recommendations. We anticipate that the Plan will include the following sections developed in the previous tasks:

- Introduction and Community Profile
- Land Use and Reinvestment Framework
- Housing and Neighborhoods Plan
- Economic Development Plan
- Transportation and Mobility Plan
- Community Facilities and Infrastructure Plan (incl. Parks and Recreation)
- Implementation Strategy (including Environmental Sustainability Focus)

7c: Staff Review of Draft Comprehensive Plan (Virtual/Remote)

Before presenting the draft Comprehensive Plan to the Plan Commission, the draft will be distributed to staff for review. The draft Comprehensive Plan will be modified based on staff review before presentation to the Plan Commission.

7d: Plan Commission Meetings (1-2 Meetings)

One or two meetings will be conducted with the Plan Commission to review and reach an agreement on the draft Comprehensive Plan before proceeding to the development of the final Comprehensive Plan document. Appropriate revisions to the draft Plan will be made based on feedback from the Village Council, and the final Comprehensive Plan will be prepared for a public open house series and public hearing presentation.

7e: Draft Plan to Village Council

The Project Team will also present the draft Comprehensive Plan to the Village Council for review and comment prior to engaging the broader community.

7f: Community Presentations and Open House Series (Up to 3)

Before the public hearing, a series of community open houses will be held throughout the Village to allow residents to drop in, review the draft Comprehensive Plan, and ask questions of the members of the Project Team and Village staff. The Open House format provides an opportunity to see and learn about the Village's new Comprehensive Plan before the adoption process begins. The open houses will be targeted for different locations to ensure participation by a broad range of residents and property owners. Open house presentation materials and collateral will be provided so that Village staff can facilitate additional open houses if desired by the Village and Plan Commission. Following the community open houses, the final Comprehensive Plan will be prepared for public hearing presentation the adoption process begins.

7g: Draft Plan Pop-up Events (3 Events)

As with the initial rounds of public engagement, the Project Team will provide for additional pop-up events. Such events will help promote the completion of the draft plan and encourage attendance at community open houses. Tools will also be used to obtain high level input on draft plan content. We will identify a crowd-worthy event, tailoring our approach based on each event.

7h: Final Comprehensive Plan to Plan Commission

The final Comprehensive Plan will be presented to the Plan Commission at a public hearing. Based on review and discussion, and based on public feedback during the public hearing, a revised final Comprehensive Plan will be prepared for recommendation to the Village Council.

7i: Final Comprehensive Plan to Village Council (2 Meetings)

The revised final Comprehensive Plan will be presented to the Village Council at two meetings for consideration and adoption. After the project, all the background data and information compiled by the Project Team during the study will be forwarded to the Village. Final documents will be delivered to the Village in both hard copy and electronic formats that allow easy reproduction, direct web-readiness, and the ability for Village staff to edit and provide updates to the Comprehensive Plan document.

7j: Interactive Executive Summary StoryMap

The planning process for Downers Grove will yield a traditional "long-form" plan. The plan document will allow for printing and on-screen viewing and easy distribution, searching, and navigation. Houseal Lavigne will leverage ArcGIS Online StoryMaps to create an "app", providing an interactive Executive Summary version of the Comprehensive Plan. Combined with photos, text, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging, "digital" way to experience the Comprehensive Plan. Content will be interwoven with attractive maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan. This task will take place after the Comprehensive Plan is adopted, as it cannot be completed before adoption.

NOTE: Providing the StoryMap requires that Downers Grove have a license for ArcGIS Online and the ability to provide Houseal Lavigne access to design the StoryMap to be hosted by the Village's account.

BIKE AND PEDESTRIAN PLAN

While the Village of Downers Grove has made great strides in implementing the provisions of the 2000 and 2001 Downers Grove Bikeway Plans, and more recently, the 2013 Bicycle and Pedestrian Plan, the residents of the Village want to live in a community where there is a greater level of safe and connected, non-motorized active transportation. Beyond continuing to aspire to be recognized as a “Bicycle Friendly Community,” the Village’s residents desire to become a “Pedestrian First” community.

The development of the 2040 Downers Grove Bicycle and Pedestrian Plan Update would consist of five principal phases, with each phase building-off of what was learned in the previous phase. A robust public engagement program is proposed; through which a preferred vision for the future of active transportation within the Village will be visualized and articulated. This Vision and its guiding principles will set the trajectory and direct the development and future implementation of this planning program.

Task 1: Public Engagement

A variety of public engagement activities will be planned throughout the duration of the planning program, in conjunction with, and independently of, Comprehensive Plan related activities, to ensure that Village residents and stakeholders have multiple opportunities to comment on Plan findings and recommendations. Where practical, Bicycle and pedestrian Plan public engagement activities will coincide with Comprehensive Plan-related public events and activities.

1a: Project Initiation Workshop

A joint workshop with the Transportation and Parking Commission (and the Plan Commission if desired) will be convened to introduce the Bike and Pedestrian Plan scope of work and schedule, and discuss provisional goals. This may be coordinated with the project initiation workshop noted in Comprehensive Plan Task 1f.

1b: Stakeholder Interviews and Focus Groups*

Six to nine small group listening sessions will be convened at the onset of the planning program to discuss Downers Grove’s active transportation-related issues, challenges, and opportunities.

1c: Online Community Survey

Composed of 15 to 20 questions, the Community Survey will provide another opportunity for residents to express their thoughts and ideas related to the development of an equitable, safe, and connected active transportation system in Downers Grove.

1d: Tactical Urbanism Demonstrations

During development of the Bicycle and Pedestrian Plan, the Consultant team will set up at least three temporary prototypical solutions to illustrate proven active transportation-oriented safety countermeasures to illustrate enhanced transportation safety. Demonstrations may involve enhancing safety between modes of transportation, e.g., improving pedestrian safety at a thoroughfare crossing by adding crosswalks, pedestrian refuges, and signage. Another demonstration may include striping roadway to delineate an on-street bicycle lane; or promoting traffic calming by painting temporary bulb-outs at intersections.

Task 2: Existing Conditions Analysis

Establish baseline existing conditions to determine what may be possible, regarding new connections; what is practical, from a spatial and infrastructural standpoint; and what makes the most sense regarding cost, efficiency and safety – beginning with what has been accomplished to date and what remains to be completed.

2a: Existing Plans and Studies

Review existing Village and DuPage County pedestrian and bicycle-related plans and studies, e.g., the *Downers Grove Bicycle and Pedestrian Plan* (2013), *Neighborhood Traffic Study Areas 1-9*, IDOT *Safe Routes to School* grant applications, *DuPage County Trails Plan* (Draft 10/2023), and others, to determine the implementation status of plan strategies and recommendations. Based on the 2013 *Bicycle and Pedestrian Plan* recommendations evaluate what has been completed over the last 10 years. Prepare a list of outstanding strategies and actions that continue to warrant consideration.

2b: Thoroughfare Analysis

In conjunction with the development of the Comprehensive Plan’s transportation element, analyze the Village’s principal thoroughfares and identify functional classification, average annual daily traffic counts (AADTs), level of service (LOS), crash data, and roadway right-of-way widths to determine where the inclusion of safe pedestrian and non-motorized facilities may be appropriate and feasible.

2c: Major Crossings and Intersections

Analyze the Village’s principal thoroughfare intersections, and thoroughfare-rail intersections to determine the adequacy of safe pedestrian and non-motorized crossings.

2d: Active Transportation Inventory and Gap Analysis

Utilizing a combination of “boots-on-the-ground” reconnaissance and review of recent aerial photography, identify gaps in pedestrian and bicycle connectivity, including the presence/absence/condition of sidewalks, crosswalks (and other safety infrastructure) at intersections, on-street bike lanes, and off-street recreational trails.

2e: Bicycle Furnishings and Signage Inventory and Analysis

In conjunction with the development of the Downtown Streetscape Plan and Fairview Area Streetscape Plan, inventory the types and locations of bicycle furnishings available at major cycling destinations and along key corridors; including bicycle repair stations, bike racks, drinking fountains, wayfinding and directional signage and maps, etc.

2f: Countywide Routes and Connections to Adjacent Communities

Identify countywide and regional active transportation facilities and routes, and potential pedestrian and bicycle linkages/connections from Downers Grove to adjacent communities.

2g: Regulatory Environment

Review and evaluate the Downers Grove Code of Ordinances, Subdivision Regulations, and Engineering Standards to determine how specific provisions have a direct impact on pedestrian and non-motorized vehicle infrastructure, which may need to be amended to promote the development of safe and connected active transportation facilities.

2h. Transportation and Parking Commission (TaP) Workshop

A workshop with the Transportation and Parking Commission will be convened to provide an overview of existing conditions findings and public engagement outcomes.

2i: Village Council Workshop

A workshop with the Village Council will be convened to provide an overview of existing conditions findings and public engagement outcomes.

Task 3: Community Assessment

Several specific assessments will be performed to further understand the composition and structure of the Village and identify the places which contribute to the generation of trips – from points of origin to key destinations; the variety of routes available to Village residents; actual and perceived barriers to connectivity; and Pedestrian Level of Service (PLOS), with regard to comfort, safety, ease of mobility, and convenience.

3a: Origin - Destination Analysis

Confirm the principal active transportation routes used when traveling from points of origin (residential neighborhoods and subdivisions) to key destinations in the Village (schools and libraries; parks, and recreation centers; commercial centers; trailheads; and public transit [Metra, Pace] stations).

3b: Demand-based Assessment

Summarize what was learned from public engagement activities, with respect to demand for specific pedestrian and non-motorized facilities, new route alignments, additional furnishings and safety improvements to existing pedestrian facilities.

3c: Equity Assessment

Identify underserved neighborhoods and districts that not received elevated attention as problem spots (due to underreporting of crashes in the area). Based on land use and other factors assess the compatibility of varying modes of transportation and user groups along transportation corridors to ensure that facilities and efficient multi-modal facilities exist.

3d: Resources-based Assessment

Identify and analyze linear corridors (e.g., transmission and utility rights-of-way; streams and drainage corridors; parks, preserves and greenways) to determine the potential for expanding the active transportation network with additional off-street recreational trails and subsequent linkages to the Village's active transportation network.

3e: Staff Review

The Community Assessment findings, presented in memo format, will be reviewed with Village staff prior to presenting to the TPC.

3f: TaP Meeting

The Project Team will present the Community Assessment memo for review and discussion prior to undertaking further public engagement and the development draft Bike and Pedestrian Plan recommendations.

3g Village Council Meeting

The Project Team will present the Community Assessment memo for review and discussion prior to undertaking further public engagement and the development draft Bike and Pedestrian Plan recommendations.

Task 4: Strategies and Recommendations

4a: Community Visioning Workshop

A community visioning workshop will be convened to help define community priorities and gauge resident preferences related to bike and pedestrian transportation. This workshop can be a standalone event, or included as a component of the community-wide visioning workshop series being conducted as part of the Comprehensive Plan process.

4b: Vision and Guiding Principles

Resulting from the public engagement program, and based on the Village's desire to become a "Pedestrian First" community, a realistic and preferred vision for the future of Downers Grove's active transportation network will be formulated. The draft Vision statement and its guiding principles will direct the development of the Bicycle and Pedestrian Plan.

4c: Action Plan: Strategies and Recommendations

Informed by the USDOT's Safe Streets and Roads for All (SS4A) general instruction, and shaped by the data compiled in Phase 2, *Existing Conditions Analysis*, and Phase 3, *Community Assessment*, as well as ongoing stakeholder input and equity considerations, an Action Plan composed of a comprehensive set of readily implementable strategies and actions will be developed to address the provisional goals developed in Task 1.6, and the prioritized locations where additional pedestrian facilities and furnishings may be implemented to accommodate demand. Safety improvement strategies will employ, where appropriate, the Federal Highway Administration's Proven Safety Countermeasures. Engineered safety strategies will be considered and organized into several principal categories, including enhanced signalization; intersection and roadway design modifications; speed reduction; signs and markings; improved protected bike lane and pedestrian facilities; and low-cost/quick build solutions. Non-engineering countermeasures may include behavioral strategies to inform educational campaigns, promote changes in policies and legislation, provide equitable enforcement, and promote operational safety. Criteria will be developed to prioritize projects and strategies for inclusion in the Implementation Action Table. The principal focus of the Action Plan will be to formulate an implementation program for retrofitting active transportation improvements within the right-of-way of existing streets.

4d: Staff Review

The Project Team will review preliminary draft plan recommendations with Village staff prior to presenting content at a joint TPC/Village Council meeting.

4e: TaP Draft Recommendations Review

A workshop with the Transportation and Parking Commission will be convened to provide an overview of plan strategies and recommendations.

4f. Village Council Review

A workshop with the Village Council will be convened to provide an overview of plan strategies and recommendations.

Task 5: Implementation

5a: Implementation Action Table

The Plan's recommended strategies and actions will be categorized by implementation type (e.g., required operational changes, capital projects, financial investments, and/or regulatory amendments); will identify the entities responsible for administering actions (Action Leaders); and will be prioritized according to timeframe, including short-term (1-3 years), mid-term (3-10 years) and long-range (10+ years). Metrics and indicators will be identified to ensure transparency, and track and measure progress in implementing the Action Plan over time. The Implementation Program will also include order-of-magnitude costs for capital projects and will identify potential funding sources.

5b: Draft Bike and Pedestrian Plan Document

Prepare a final report consisting of an introduction to the Plan and one chapter per phase, for Phases 2.0 through 5.0; each of which will include maps, figures, and tabular data summarizing the results, findings, and recommendations developed during the planning program. The report will likely be 40-60 pages in length. Appendices will likely include raw public engagement-related data and other information pertinent to the Plan, and will be provided as a stand-alone document.

5c: Staff Review

Prior to presenting the draft Bike and Pedestrian Plan to the TaP, the Project Team will meet with Village staff to review the draft document. Needed revisions and a follow-up staff review (if needed) will be undertaken prior to meeting with the TaP.

5d: TaP Meeting

The Project Team will present the draft Bike and Pedestrian Plan document to the TaP. Needed revisions will be provided prior to presenting the draft plan to the Downers Grove community at an open house.

5e: Community Open House

A community open house will be convened to review draft Bike and Pedestrian Plan content and vet draft recommendations with the Downers Grove community. This open house could be a standalone event, or folded into a larger Comprehensive Plan open house where the public will be asked to provide feedback on a variety of draft plan components.

5f: TaP Meeting

Following the community open house, comments will be summarized and any needed revisions will be reviewed with Village staff. A final Bike and Pedestrian Plan will be presented to the TaP for review and discussion. Any needed revisions will be made prior to presentation to Village Council.

5g: Village Council Presentation (2 Meetings)

The Project Team will present an update at two meetings on the final Bike and Pedestrian Plan to the Village Council following approval by the TaP.

5h: Summarize Bicycle and Pedestrian Plan for Comprehensive Plan

As a complement to the Bike and Pedestrian Plan document, the Project Team prepare a plan summary with key policies, strategies and recommendations for inclusion within the Transportation element of the Comprehensive Plan. The summary will be 15-20 pages in length and will include pictures, figures, and tabular information.

DOWNTOWN & FAIRVIEW FOCUS AREA STREETScape PLAN & IMPLEMENTATION PLAN

The Project Team will develop a Downtown and Fairview Focus Area Streetscape Plan and Streetscape Implementation Plan. This task will result in two standalone deliverables with related components. The streetscape deliverables will be preliminary design plans with cost estimates including typical cross sections. The Project Team will meet regularly with the Historic Preservation and Design Review Board (HPDRB) to review planning process results, discuss interim deliverables, and review final plan deliverables.

Task 1: Streetscape Existing Conditions Analysis

During the Existing Conditions Analysis task, the Project Team will confirm the characteristics of the existing resources, jurisdictional requirements, Village, user, and stakeholder interests, and produce an Existing Conditions Analysis and a Project Program that will be the basis for further design.

1a: Project Initiation Workshop

A workshop including the Historic Preservation and Design Review Board will be convened to introduce the Downtown Streetscape Plan and Fairview Area Streetscape Plan scope of work and schedule, and discuss provisional goals. This may be coordinated with the project initiation workshop noted in Comprehensive Plan Section 1f.

1b: Project Areas Site Visit and Data Collection

The work will begin with visiting the project areas for the Downtown and Fairview Focus Area and immediate surroundings to identify physical conditions and patterns of use. We will also gather and review existing streetscape information, jurisdictional requirements, available GIS data, and prepare base maps for each of the project areas.

1c: Streetscape Stakeholder Interviews

The Project Team will participate in up to 8 hours of stakeholder and focus group interviews to inform the streetscape planning process.

1d: Streetscape Existing Conditions Report

The information will be summarized in a Streetscape Existing Conditions Analysis document including infrastructure considerations, opportunities and constraints, and adjacent property influences, along with a written Streetscape Improvement Program that summarizes the existing resources, stakeholder interests, and consensus project program elements to advance.

1e: Staff Review

Prior presenting to the HPDRB, the Project Team will review Existing Conditions Report and Project Program with Village staff.

1f: HPDRB Presentation

An updated Existing Conditions Report and Project Program will be presented to the HPDRB for review and discussion. Any needed revisions to the report and program will be made prior to presentation to Village Council.

1g: Village Council Update

The Project Team will present an update on the Downtown Streetscape Plan and Streetscape Implementation Plan to the Village Council following a presentation to the HPDRB.

Task 2: Schematic Design

During the Schematic Design task, the Project Team will reach consensus on the type, location, organization, scale, and character of specific streetscape improvements that will be included in the Comprehensive Plan update.

2a: Alternative Streetscape Prototype Concepts (3 Concepts)

Following approval of the Existing Conditions Analysis report and Project Program, the Project Team will prepare three (3) Alternative Streetscape Prototype Concepts including appropriate plan views, sections, elevations, and comparable project images, to illustrate the organization, scale, character, and materials for the improvements including:

- Hardscape components including sidewalks, pavers, seat walls, and other site components
- Outdoor dining areas including expanded sidewalks, on-street parking spaces, alleys, and parking lots
- Street furnishings including benches, trash and recycling receptacles, bike racks, planter pots, and other pedestrian amenities
- Lighting and electrical components including roadway lighting, pedestrian lighting, accent lighting, and auxiliary power
- Signage including gateways, wayfinding, directory, parking, and regulatory signs
- Structures, features, and special design elements
- Landscape including street trees, shrubs, perennials, and sidewalk planters
- Utility considerations including burial of overhead utility lines

2b: Prepare Streetscape Improvement Map

A Streetscape Improvement Map for the Downtown and the Fairview Focus Area will be prepared that identifies the location of the proposed prototype improvements.

2c: Staff Review

The alternative concepts and streetscape improvement map will be reviewed with Village staff and revised as needed prior to presenting content to the HPDRB.

2d: HPDRB Presentation

The Project Team will present draft streetscape plan materials to the HPDRB. Draft content will be revised prior to presenting to the Village Council.

2e. Village Council Workshop

The Project Team will present draft streetscape plan materials to the Village Council. Draft content will be revised prior to presenting the Downers Grove community at an open house.

2f: Public Open House

The alternative concepts and streetscape improvement map will be presented to the public for review and comment at an open house. This can be a standalone event, or planned to coincide as part of open house events for the broader Comprehensive Plan process.

2g: Prepare Preferred Streetscape Alternative and Graphic Illustrations

Based on input received, a Preferred Streetscape Alternative (or combination of alternatives) including Streetscape Prototypes, Streetscape Maps, and Streetscape Graphic Illustrations will be prepared for the Downtown and Fairview Focus Areas and submitted for review.

2h: Staff Review

The preferred Streetscape Alternative will be reviewed with Village staff and revised as needed prior to presenting materials for the HPDRB.

2i: HPDRB Presentation

The Project Team will present the Preferred Streetscape Alternative to the HPDRB. Following any needed revisions and approval by the HPDRB, streetscape recommendations will be presented to the Village Council.

2j. Village Council Presentation

The Project Team will present the Preferred Streetscape Alternative to the Village Council. Following any needed revisions and approval by the Village Council, streetscape recommendations will be formalized in plan documents.

2k: Draft Streetscape Improvement Recommendations

Once the Preferred Streetscape Alternative is approved, text narratives summarizing the streetscape improvement recommendations will be prepared and submitted. Supporting maps and graphics will also be developed for incorporation into the Comprehensive Plan document.

2l: Staff Review

Prior presenting to the HPDRB, the Project Team will review draft street-scape recommendations with Village staff.

2m: HPDRB Presentation

Revise streetscape recommendations content will be presented to the HPDRB for review and discussion. Any needed revisions will be made prior to presentation to Village Council.

2n: Village Council Presentation (2 Meetings)

The Project Team will present an update on the Downtown Streetscape Plan and Streetscape Implementation Plan to the Village Council at two meetings following approval by the HPDRB.

2o: Revised Streetscape Plan Documents

The draft Downtown Streetscape and draft Streetscape Implementation Plan for the Fairview Focus Area will be revised per Village Council update and resubmitted to Village staff for inclusion in future adoption materials. The streetscape deliverables will be preliminary design plans with cost estimates including typical cross sections.

ENVIRONMENTAL SUSTAINABILITY PLAN

Delta Institute (Delta) and the Downers Grove Environmental Concerns Commission (ECC) will substantially collaborate to ensure that the Environmental Plan utilizes—and exceeds—the Greenest Region Compact (GRC) framework to provide a best-in-class deliverable to Downers Grove and its residents. The below activities will center on A) Resident engagement; B) ECC collaboration, and C) Creating an actionable, pragmatic plan based on the substantial amount of GRC documentation the Village has already undertaken.

Regarding community engagement in our program design and implementation, all Delta projects hinge completely on intentional, respectful, and authentic inclusion of our community partners. Our work takes us from small rural towns in Iowa, Michigan, and southern Illinois with only a few thousand residents each, to large regions within Chicagoland and counties with millions of residents—creating equitable and economically feasible solutions to environmental challenges that each community faces. We have worked with more than 300 partners in communities throughout the Midwest in recent years, including multiple mid-sized municipalities comparable to Downers Grove, including the City of South Bend (IN), the Village of Skokie, the Village of Northbrook, and the City of Naperville.

You may review our many projects on our website (along with filter / sort options): <https://delta-institute.org/projects-roster/>

Delta's partner communities retain the economic, environmental, and social benefits from our collaboration, and the tools and resources that are co-created are used by local change-makers and adapted and spread for wider impact. It is through this open and transparent approach--without any "ownership" of final resources--that communities may move progress toward their self-defined and described goals.

Environmental Concerns Commission

Delta appreciates that the Environmental Concerns Commission (ECC) will assist in sustainability and resilience related topics in the Comprehensive Plan, and that work on the Environmental Sustainability Plan will commence once an understanding of priorities and objectives has been reasonably solidified. Further, Delta will coordinate with the Public Works Department and the Village Manager's office. Thus, the below timeline is for reference, and will be re-confirmed with the ECC once appropriate to do so.

Task 1: Project Initiation and Document Review

1a: Environmental Concern Commission Project Initiation Workshop

The Project Team will conduct an initiation workshop with the Environmental Concern Commission (ECC) to confirm the project timeline, scope, and identify important opportunities and considerations for successful implementation. This may be coordinated with the project initiation workshop noted in Comprehensive Plan Section 1f.

1b: Document Review

The Project Team will review all materials and presentations to the Village Council as related to the GRC and current/recent sustainability efforts and goals, along with actuals and updates stemming from prior community engagement, environmental planning, and Comprehensive Plan guidance/forecasting to ensure efficiencies, avoid redundancies, and streamline the overall process to reduce cost. A Literature Review Summary will be created and discussed with the ECC as a stop-gap measure prior to the Sustainability Plan outline process.

1c: Staff Review

The Literature Review Summary will be reviewed with Village staff and revised as needed prior to presenting content to the ECC.

1d: ECC Presentation

The Project Team will present the Literature Review Summary to the ECC. Draft content will be revised prior to presenting to the Village Council.

1e: Village Council Presentation

The Project Team will present the Literature Review Summary to the Village Council. Draft content will be revised prior to presenting the Downers Grove community at an open house.

Task 2: Public Engagement

As a complement to outreach conducted as part of the Comprehensive Plan process, Delta will focus on Community Engagement throughout the project, ensuring a transparent, open process. Delta will discuss priorities and recommendations from the ECC regarding prior environmental planning processes to learn and internalize what did, or did not, work for Downers Grove. We will co-create an outreach plan within the second month of the Environmental Sustainability Plan process that will be utilized throughout the remainder of the planning process. Key options that will be explored will include—but not be limited to—community canvassing, tabling, flyering, virtual / in-person meetings, info-sharing webinars, and other communications activities that Delta undertakes as a routine component of all our partnership efforts. All Together will direct and manage communications for these public engagement efforts.

Task 3: Environmental Sustainability Plan Outline

The Project Team will create an outline of the Environmental Sustainability Plan in coordination with the ECC, and in alignment with the Comprehensive Plan creation. Specifically,

3a: ECC Working Session

The Project Team will create an outline that uses the GRC framework and Comprehensive Plan recommendations, and will co-create an initial outline with the ECC. The ECC-approved Literature Review Summary will be a cornerstone of this drafting.

3b: Environmental Sustainability Plan Outline

Following the ECC working session, the Project Team will develop an outline of the plan.

3c: Staff Review

The Project Team will review the draft Environmental Sustainability Plan Outline with Village staff prior to presenting the outline to the ECC.

3d: ECC Presentation

The Environmental Sustainability Plan Outline will be presented to the ECC for review and discussion prior to drafting plan content.

3e. Village Council Presentation

The Environmental Sustainability Plan Outline will be presented to the Village Council for review and discussion prior to drafting plan content.

Task 4: Environmental Sustainability Plan Drafting

4a: Draft Environmental Sustainability Plan

The Project Team will draft an Environmental Sustainability Plan using all prior activities, inclusive of: GRC framework, Comprehensive Plan recommendations, ECC guidance, community/resident feedback, and sustainability planning best management practices (BMPs).

4b: Staff Review

The draft plan content will be reviewed with Village staff prior to presentation to the ECC and revisions will be made as needed.

4c: ECC Presentation

The Project Team will present the draft Environmental Sustainability Plan to the ECC, gain feedback, make revisions as needed, prior to presenting draft content to the Village Council.

4d: Village Council Presentation

The Project Team will present the draft Environmental Sustainability Plan to the Village Council, gain feedback and make revisions as needed prior to presenting the draft content to the public.

4e: Community Open House

A community open house will be convened to review draft Environmental Sustainability Plan content and vet draft recommendations with the Downers Grove community. This open house could be a standalone event, or folded into a larger Comprehensive Plan open house where the public will be asked to provide feedback on a variety of draft plan components.

4f: ECC Meeting

Following the community open house, comments will be summarized and any needed revisions will be reviewed with Village staff. A final Environmental Sustainability Plan will be presented to the ECC for review and approval. Any needed revisions will be made prior to presentation to Village Council.

4g: Village Council Presentation (2 Meetings)

The Project Team will present the final Environmental Sustainability Plan to the Village Council at two meetings following approval by the ECC.

4h: Final Environmental Sustainability Plan

Any revisions needed following review by the Village Council will be completed and the final Environmental Sustainability Plan document will be submitted to Village staff.

4i: Summarize Environmental Sustainability Plan for Comprehensive Plan

As a complement to the Environmental Sustainability Plan document, the Project Team prepare a plan summary with key policies, strategies and recommendations for inclusion within the Comprehensive Plan.

Task 5: Greenhouse Gas Inventory

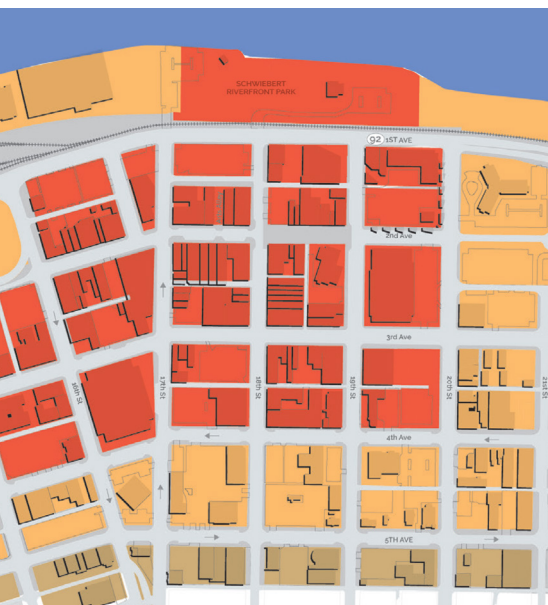
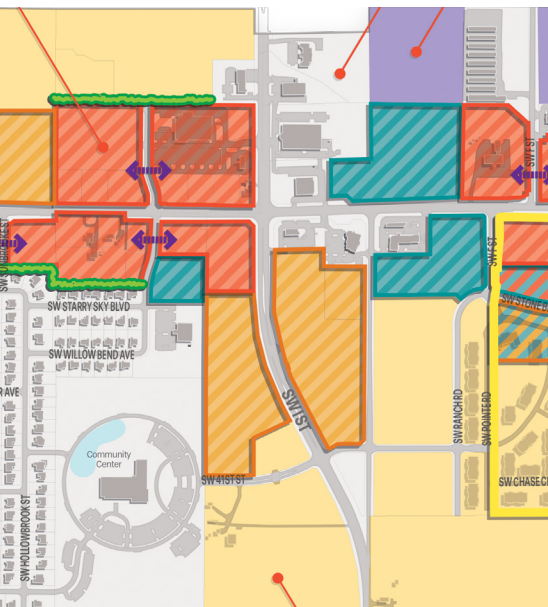
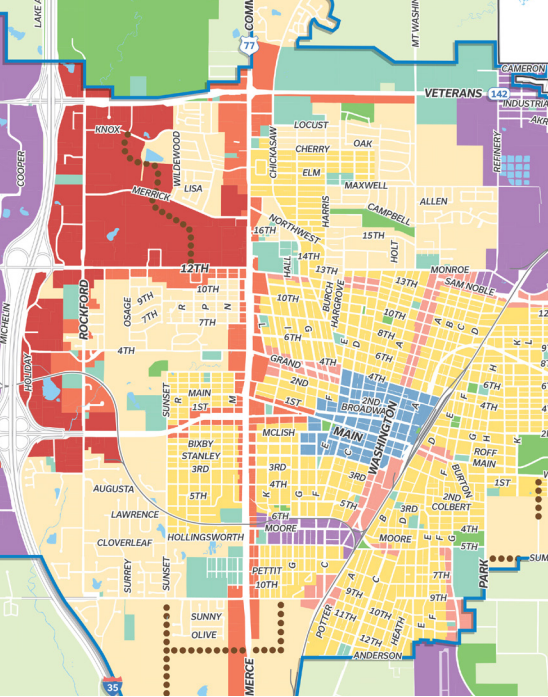
Delta will develop a Greenhouse Gas (GHG) Inventory using the reporting template at the BASIC levels. All our findings will be presented by breaking out municipal emissions separately from community emissions, as well as by reporting in tons of carbon dioxide equivalent and per gas and identifying major emissions contributions in each sector. Within the final three months of the project scope, Delta will develop a first draft of our findings to share with the Village for review, including key conditions, methodology, application of the GPC standard, assumptions, science-based targets, findings, a peer community analysis, equity considerations, infographics, and visual summaries, as well as full raw data and annotations in an appendix.

After receiving feedback, Delta will develop a final report for the Village to publish, alongside a data visualization tool; Delta will train Village staff on how to maintain this tool and other GHG inventory components. We will also develop a public-facing, easy-to-understand presentation for the Village to share our findings and recommendations with residents and other stakeholders, demonstrating recommendations of how our findings can establish science-based emissions reduction targets through 2050. Our team will present the findings to the Village Council in a final meeting.

Relevant Projects

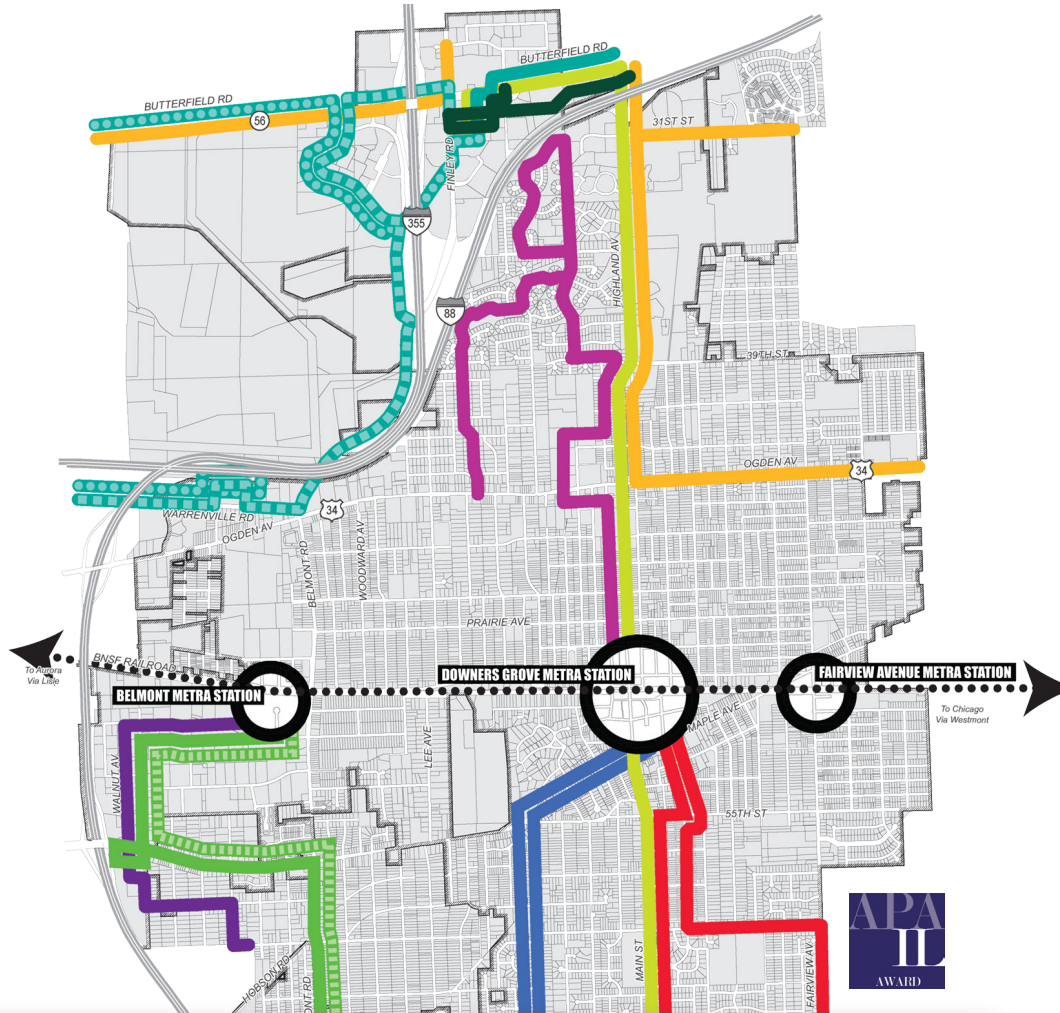
Houseal Lavigne has worked with more than 450 communities across the country and developed over 200 comprehensive plans. We are well-positioned to deliver a Comprehensive Plan that is clear, concise, user-friendly, easy to administer, and responsive to community issues, opportunities, and aspirations. Below is a list of similar projects we have completed:

- Ardmore, OK
- Aurora, CO
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Benton Harbor, MI
- Brownsburg, IN
- Bristol, VA
- Cape Cod, MA
- Carpentersville, IL
- Cary, IL
- **Cañon City, CO**
- Coralville, IA
- Council Bluffs, IA
- Countryside, IL
- Crothersville, IN
- Culver, IN
- **Downers Grove, IL**
- Eden Prairie, MN
- Edinburgh, IN
- **Elgin, IL**
- El Paso County, CO
- Fairview Heights, IL
- Flint, MI
- **Forest Park, IL**
- Fort Dodge, IA
- Fort Lupton, CO
- Frederick, CO
- Fremont, NE
- Freeport, IL
- Galesburg, IL
- Gardner, KS
- Geneva, IL
- Glen Ellyn, IL
- Grand Junction, CO
- Greenwich, CT
- Gunnison, CO
- Hudson, OH
- Itasca, IL
- Jackson, MO
- Jackson, TN
- Jenks, OK
- Kenilworth, IL
- Marion, IA
- Maywood, IL
- Morrisville, NC
- Mundelein, IL
- Muskogee, OK
- **Naperville, IL**
- New Buffalo, MI
- North Aurora, IL
- Niles, IL
- Northfield, IL
- Oakbrook Terrace, IL
- Oak Creek, WI
- Oak Park, IL
- Palos Heights, IL
- Peoria Heights, IL
- Pingree Grove, IL
- Pleasant Hill, IA
- Plainfield, IN
- Richton Park, IL
- River Forest, IL
- **Schaumburg, IL**
- Sioux City, IA
- St. Charles, IL
- St. Cloud, MN
- Summerville, SC
- Tipton, IN
- Tipton County, IN
- University City, MO
- **Wake Forest, NC**
- Westmont, IL
- Windsor, CO
- Woodstock, IL
- **Wyoming, MI**



Village of Downers Grove, Illinois Comprehensive Plan Update

Houseal Lavigne directed both the 2011 Downers Grove Comprehensive Plan, as well as the updated 2016 Plan. The Plan includes focused planning for the Ogden Avenue corridor, Downtown/Station area, as well as several other subarea plans. The Plan provides detailed recommendations for the Village and several of its key areas. The Downtown Plan further refined the district approach outlined in the original plan, including core, edge, and transitional districts. The Downtown Plan includes the historic downtown and Metra station area and extending out to include the edge of the surrounding traditional neighborhoods. Houseal Lavigne then created downtown zoning districts and standards to implement the plan's recommendations for new infill mixed-use development, pedestrian orientation, traditional historic core, and increased residential density near the heart of the community.



Key Focus Areas Ogden Avenue



Village of Downers Grove, Illinois Total Community Development 3 (TCD3)

TCD 3 (Total Community Development) was an extensive and comprehensive community outreach and resident participation process designed to maximize resident involvement and sustain a healthy and open dialogue about issues (both long-term and short-term) facing the Downers Grove community. The TCD3 process was built upon the Village's heritage of community involvement and is similar to Village efforts undertaken in the 60's (TCD1) and again in the 90's (TCD2).

As the consultant assisting the Village with the assignment, **Houseal Lavigne** conducted numerous outreach activities to solicit input from the community, including an interactive project website with community discussion boards; a resident survey; a business survey; an interactive community mapping tool (55 maps, 600 points of interest); a Project Initiation Workshop (90 participants); 4 Neighborhood Workshops (250+ participants); a Governing Body Workshop Boards and Commissions Workshop; a Business Workshop (55 participants); Student Workshops (elementary & middle school). The results from the TCD3 process were used to formulate community goals, visions, and objectives, and serve as a foundation for future Village initiatives, including those in the short-term, mid-term, and long-term.

ACTION PLAN RESIDENTIAL

The table below identifies a series of actions to be taken by the Village to address issues related to residential areas identified in the previous section as well as those items highlighted in the individual participant group summaries.

Each action is accompanied by a list of responsible parties, potential funding sources, and optimum timing of implementation.

*The actions listed here represent the thoughts, interests and priorities of those who participated in the many data gathering opportunities offered during TCD3. They are not commitments made by any agencies to address or implement the actions.

Priority	Implementation Task	Time Frame	Lead Agency	Next Steps
High	Develop a Residential Design Handbook to ensure that new residential construction (including infill redevelopment and teardown construction) and additions are of an appropriate scale and character.	Short	Village	Residential Design Handbook



Many of us consider the Village to be defined by its homes, its neighborhoods and its residents. They define our community and are often one of our greatest sources of pride. For many of us, our homes also represent one of our single largest investments. Our homes provide warmth and shelter for our families and provide a backdrop for our fondest memories. We expect our neighbor-

The majority of the community's comments regarding the residential areas of Downers Grove throughout the TCD3 process spoke to a desire to preserve the quality and character of existing neighborhoods and enhance the local community. More specifically, participants indicated that the creation and consistent use of design and development controls, zoning and land use controls, and code enforcement are needed to ensure that new development

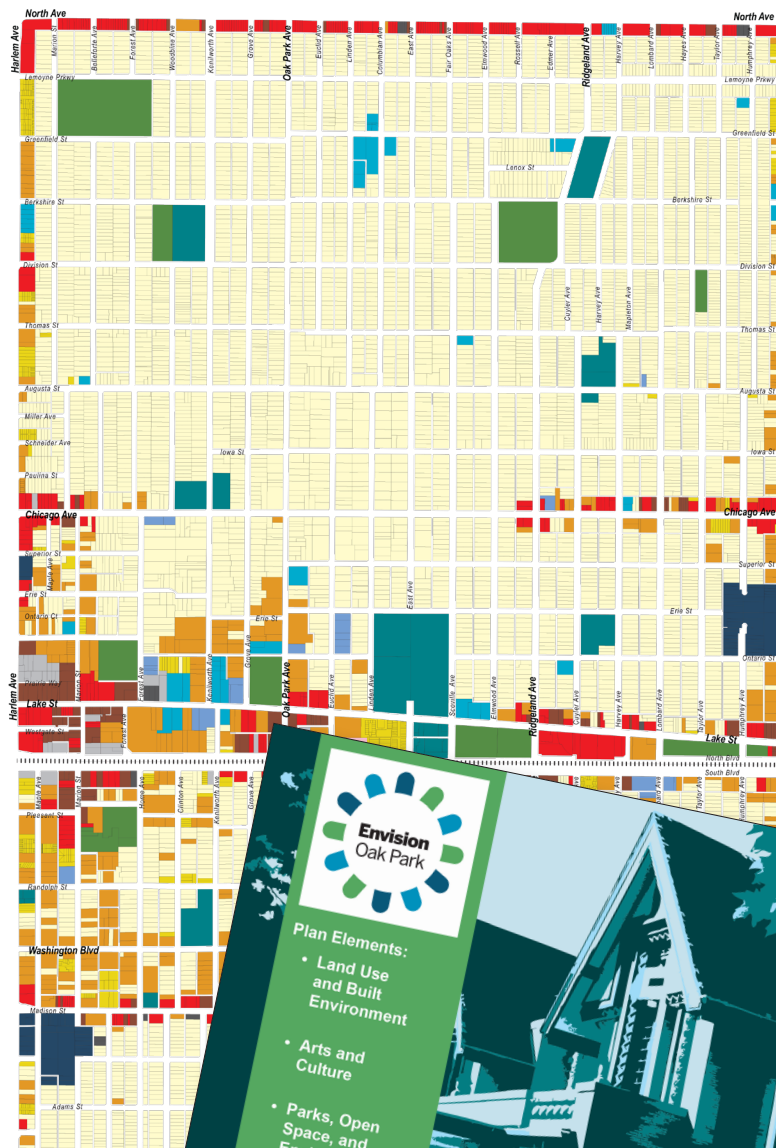
THE RESIDENTIAL CATEGORY INCORPORATES ISSUES AFFECTING THE QUALITY OF LIFE WITHIN THE VILLAGE'S NEIGHBORHOODS. THE MAJORITY OF COMMENTS MADE BY RESIDENTS IN THIS CATEGORY FOCUSED ON THE NEED TO PRESERVE CHARACTER TO RESIDENTIAL DEVELOPMENT, COMMUNITY CHARACTER, AND HOUSING DIVERSITY

Village of Oak Park, Illinois Envision Oak Park

Envision Oak Park is the Village's new Comprehensive Plan. Built upon a foundation of four core principals – 1) urban sustainability; 2) diversity, 3) cooperation and coordination, and 4) respecting Oak Park's Heritage, the Plan is directly evolving from intense public engagement and resident involvement. In addition to more common elements such as land use and transportation, the plan includes elements ranging from education and community life and engagement, to governmental excellence and arts and culture. Additional, benchmarks and community score cards are being developed to measure the Village's implementation success over time.



Village of Oak Park Land Use



- Single Family
- Single Family Attached
- Multi-family
- Commercial
- Mixed-use
- Community Facility
- School
- Medical
- Place of Worship
- Park
- Light Industrial
- Industrial



BE PART OF PLANNING OAK PARK'S FUTURE.

NEIGHBORHOOD WORKSHOP SERIES

Envision Oak Park is a community-based process and plan for the future of Oak Park. Get together with your neighbors. Let your voice be heard as we talk about issues important to you...neighborhoods, economy, environment, diversity, education, and so much more.

www.envisionoakpark.com

Plan Elements:

- Land Use and Built Environment
- Arts and Culture
- Parks, Open Space, and Environment

What is Envision Oak Park?
Envision Oak Park is the name of the process, and ultimate product, to create a Comprehensive Plan for the Village of Oak Park. The Plan will address a wide number of issues related to local quality of life.

How can I get involved?

- Village will be hosting a Work Group Series that will include three workshops
- The public is invited to participate in the workshops and offer input regarding any of the 11 plan elements
- All workshops will be held at Oak Park-River Forest High School, from 7:00-9:30 p.m., on the following dates:
 - **April 23:** Vision and "Importance and Understanding" Narrative
 - **May 14:** Goals and Objectives
 - **June 5:** Metrics and Benchmarks of Success

About the Planning Process
The 18-month process completed by the end of 2013

To date, process has included:

- **Community workshops** that engaged residents, business managers, students, elected and appointed officials, and others
- **One-on-one interviews** with local not-for-profits, agencies, village departments and other stakeholders
- **Interactive project website** (www.envisionoakpark.com)
- **Technical analysis** of existing conditions

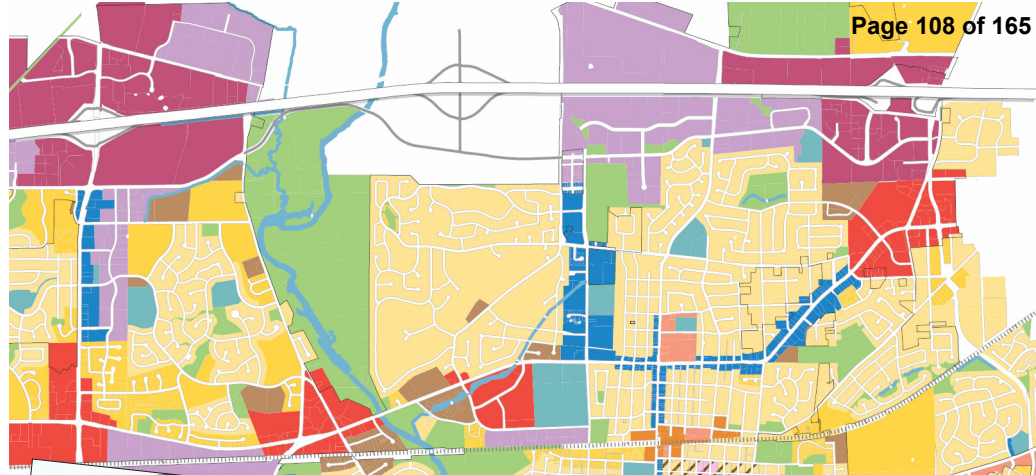
Over the next few months will include a series of **workshops** designed to gather input, goals and objectives, and develop an implementation plan for various elements.

How can I stay informed?

- Check out envisionoakpark.com for ways you can stay informed, provide input, and review documents.
- Other inquiries can be made to **Craig Falor, Village Planner**, at (708) 358-5418, or fallor@oak-park.us.

City of Naperville, Illinois Comprehensive Plan

The City of Naperville is a vibrant community in the Chicago Metropolitan Region. For nearly 35 years, planning and policy Naperville has been guided by a combination of sector and sub-sector plans. The City of Naperville brought in **Houseal Lavigne** to develop the 2021 Land Use Master Plan which builds in past planning efforts and provides a unified approach to planning in the community. The Master Plan accounts for current trends, issues, and opportunities to provide recommendations that will guide all components of life in Naperville. Ultimately, the Master Plan establishes a single, forward-thinking, and user-friendly plan for the Naperville community.



Vision

The current vision describes a picture of Naperville in 2041, reflecting the trend and desires of its residents, businesses, and principal.

Among its many accolades, the City of Naperville is nationally recognized for being a leading provider of services, and setting an example of high-quality care to the needs of residents of all ages, incomes, abilities, and cultures. Residents and visitors alike enjoy convenient access to cultural events and amenities.

From: Abaker to Wagner Family, Chicago Tribune

Guiding Principle #1

Ensuring housing is diverse, responsive to community needs, and accessible to everybody.

Naperville is a community that people want to call home. Its neighborhoods provide quality housing options situated in areas that are attractive, safe, and offer a variety of amenities. They offer convenient amenities which support the convenience of a city of Naperville. The development of the transportation system in Naperville, including the expansion of transit, is a central consideration of the City.

Naperville's diverse population is growing, and the population is increasing. The City's demographics are changing, reflecting a growing diversity in age, income, and ethnicity. The City's demographics are changing, reflecting a growing diversity in age, income, and ethnicity. The City's demographics are changing, reflecting a growing diversity in age, income, and ethnicity.

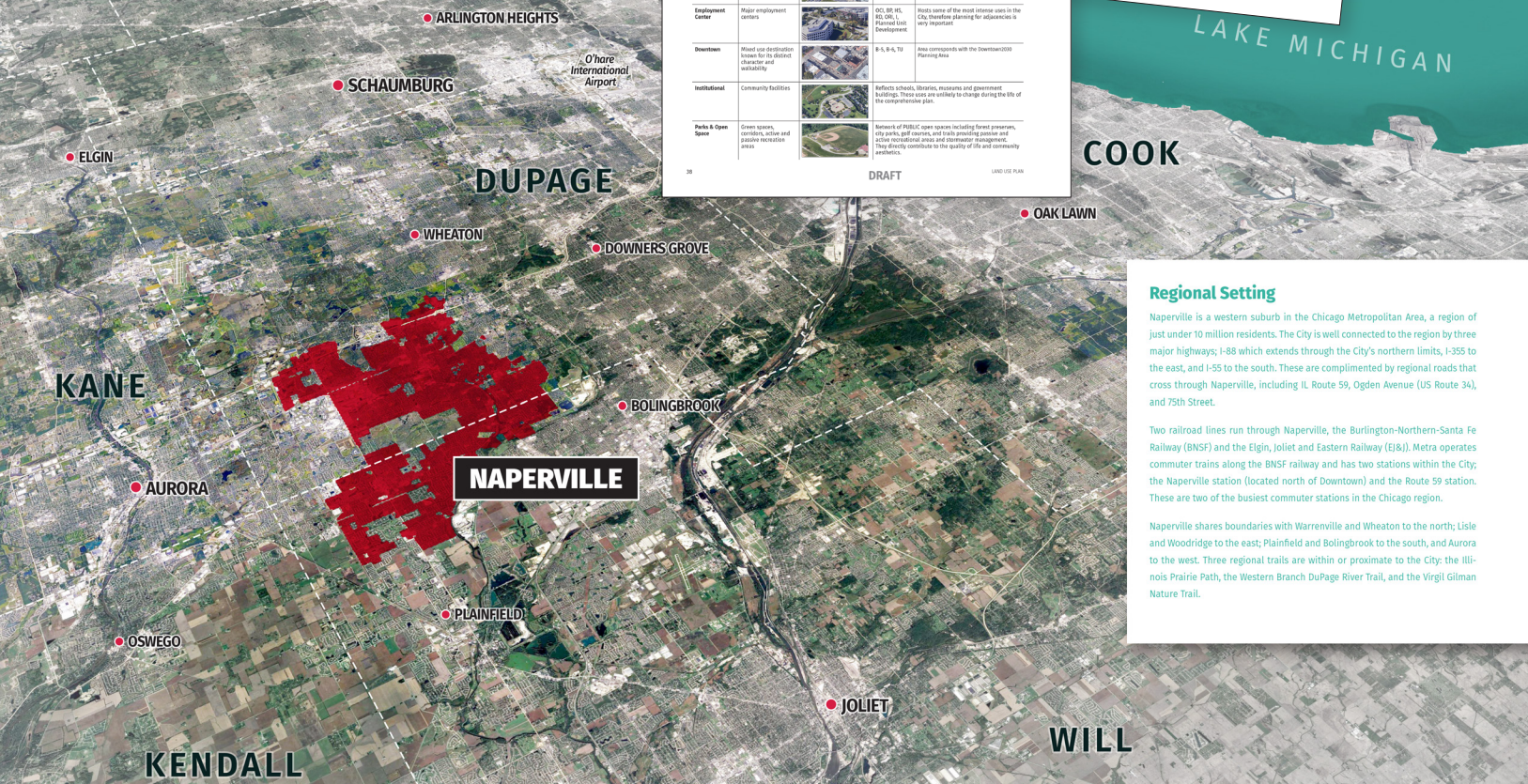
Place Types

Guiding Principle #1 is most applicable to the Single-Family, Medium-Density Residential, and High-Density Residential Place Types, as defined in Chapter 4.

Implementation Measures

- Review existing and/or consider establishing new zoning and building codes and policies to accommodate:
 - Accessory dwelling units and tiny homes in residential zoning districts
 - Small to single-family development, including possible conversions to commercial zoning districts
 - Postage-investment modifications for multi-family and mixed-use development
- Recommendations endorsed by City Council from the Housing Needs Assessment (HNA) prepared by the Housing Advisory Commission
- Zone incentives for affordable and senior housing (e.g. density bonuses for affordable units, reduced parking requirements, reduced setbacks)
- Promotion of neighborhood character and individual area using established standards to be maximum coverage and similar application aimed at achieving vision. In particular, Naperville should be compatible with national best practices for historic preservation, walkability, habitat protection, water landscaping.

Place Type & Other Designations	Description	Example	Applicable Zoning Districts	Other Notes
Single-Family Residential	Living areas		R-1, R-1.5, R-2, R-3, R-4, R-5, R-6	Respect the character of existing neighborhoods while supporting the City's changing demographics and market.
Medium-Density Residential	Living areas		R2, R3	
High-Density Residential	Living areas		R4, R5	
Neighborhood Center	Shopping areas primarily serving residents to revitalize activity		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Small pockets of retail or services integrated within, or adjacent to, residential subdivisions
City Center	Linear shopping areas oriented to the highway		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Often characterized by shallow lot depths and proximity to residential subdivisions
Urban Center	Large-scale auto-oriented shopping areas		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Exist along major roadways and at key intersections with abundant parking
Regional Center	Large multi-purpose activity centers		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Feature a diverse mix of uses, drawing customers and visitors from throughout the City and surrounding region
Employment Center	Major employment centers		EO, E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, E11, E12, E13, E14, E15, E16, E17, E18, E19, E20, E21, E22, E23, E24, E25, E26, E27, E28, E29, E30, E31, E32, E33, E34, E35, E36, E37, E38, E39, E40, E41, E42, E43, E44, E45, E46, E47, E48, E49, E50, E51, E52, E53, E54, E55, E56, E57, E58, E59, E60, E61, E62, E63, E64, E65, E66, E67, E68, E69, E70, E71, E72, E73, E74, E75, E76, E77, E78, E79, E80, E81, E82, E83, E84, E85, E86, E87, E88, E89, E90, E91, E92, E93, E94, E95, E96, E97, E98, E99, E100	House some of the most intense uses in the City, therefore planning for adjacent uses is very important
Downtown	Mixed-use destination areas for 24-hour activity and walkability		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Axis corresponds with the Downtown/COO Planning Area
Institutional	Community facilities		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Reflects schools, libraries, museums and government buildings. These uses are unlikely to change during the life of the comprehensive plan
Parks & Open Space	Green spaces, corridors, active and passive recreation areas		B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100	Because of PUBLIC open spaces including forest preserves, city parks, golf courses, and trails providing passive and active recreational areas and companion management. This directly contributes to the quality of life and community aesthetics.



Regional Setting

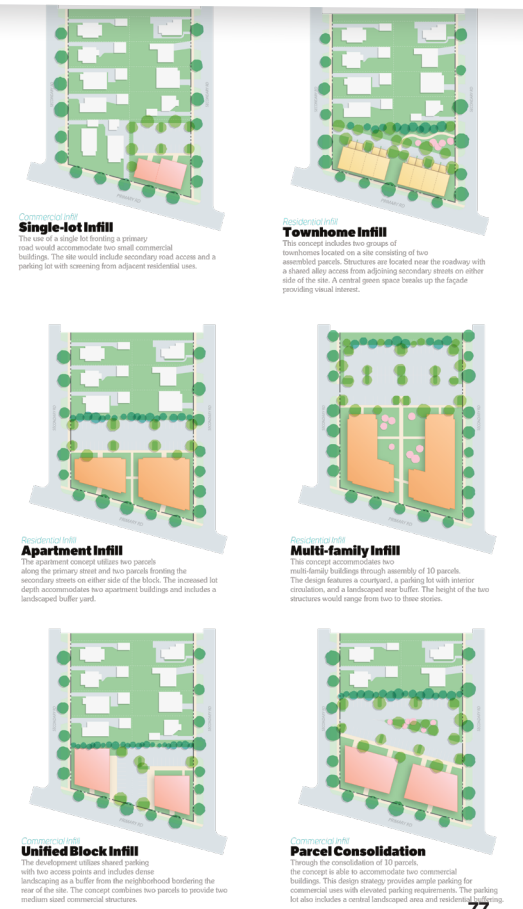
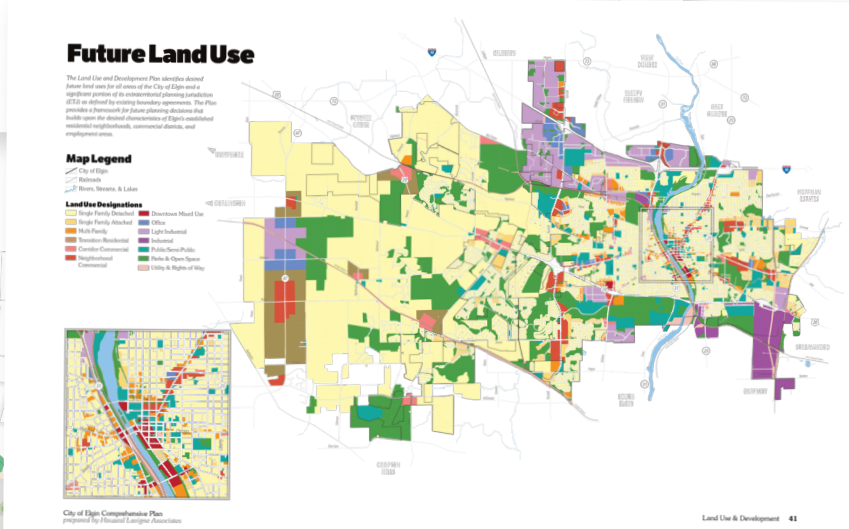
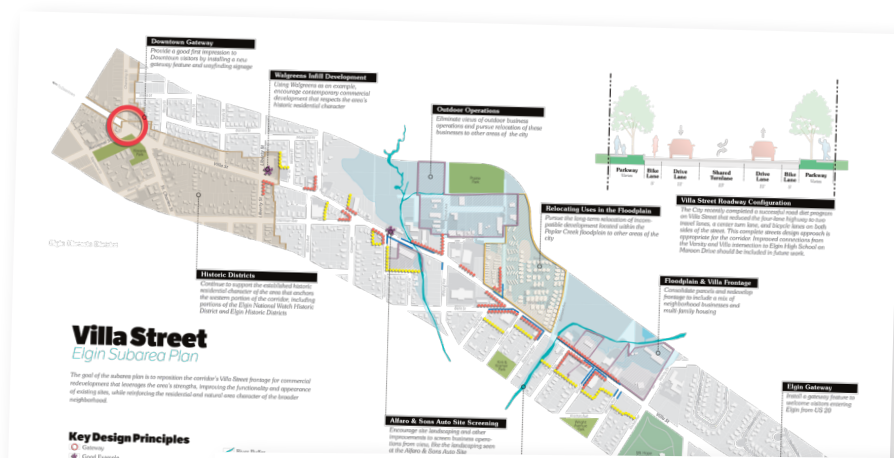
Naperville is a western suburb in the Chicago Metropolitan Area, a region of just under 10 million residents. The City is well connected to the region by three major highways; I-88 which extends through the City's northern limits, I-355 to the east, and I-55 to the south. These are complemented by regional roads that cross through Naperville, including IL Route 59, Ogden Avenue (US Route 34), and 75th Street.

Two railroad lines run through Naperville, the Burlington-Northern-Santa Fe Railway (BNSF) and the Elgin, Joliet and Eastern Railway (EJ&E). Metra operates commuter trains along the BNSF railway and has two stations within the City; the Naperville station (located north of Downtown) and the Route 59 station. These are two of the busiest commuter stations in the Chicago region.

Naperville shares boundaries with Warrenville and Wheaton to the north; Lisle and Woodridge to the east; Plainfield and Bolingbrook to the south, and Aurora to the west. Three regional trails are within or proximate to the City: the Illinois Prairie Path, the Western Branch DuPage River Trail, and the Virgil Gilman Nature Trail.

City of Elgin, Illinois Comprehensive Plan

Beginning in 2013, **Houseal Lavigne** worked in the City of Elgin, Illinois to develop an updated comprehensive plan for the City and surrounding area. In 2018, Envision Elgin, the new comprehensive plan was adopted. The plan sets forth long-range recommendations for the maintenance and enhancement of existing neighborhoods, commercial and employment areas, and advances strategies for the sustainable development and economic growth of the community. The plan also highlights targeted subareas and specific locations for infill redevelopment and new public investment.



Village of Schaumburg, Illinois
Comprehensive Plan

Houseal Lavigne Associates developed a Comprehensive Plan with the Village of Schaumburg to serve as the official policy guide to achieve the community's vision for the next 10 to 20 years. This high-level planning project updated the Village's 1996 Comprehensive Plan; building on the principles of extensive public outreach, input from community organizations and local government agencies, and technical analysis to determine realistic opportunities for long-term growth and development.

The Comprehensive Plan defines a collective vision for both current residents and business owners. This includes policies and directives to guide land use and development, improve transportation and mobility of vehicles, cyclists, and pedestrians; support public facilities and amenities, promote tourism and recreation, and enrich community character. In addition, the Plan features detailed framework concepts for specific areas of the Village intended to address key issues and support implementation of the community's vision. This includes the Woodfield Hub, a potential location for high density, mixed-use development in response to the Village's desire for a walkable, urban district within the community.

**FRAMEWORK PLAN
ROSELLE ROAD
CORRIDOR NORTH**

The Roselle Road Corridor North stretches just under one mile from the Jane Addams Memorial Tollway (I-90) to Golf Road. This stretch of the corridor contains a mix of uses including commercial, hospitality, office, and multi-family residences. On average, the corridor accommodates 35,800 cars per day, making it one of the most heavily trafficked arterials in Schaumburg. The vision for the corridor consists of balancing its use as a major thoroughfare through the Village with local automobile and pedestrian access for residents and visitors.

OVERHEAD UTILITIES
Overhead utility lines along the east side of the corridor contribute to visual clutter. Burying overhead utilities can be an expensive undertaking; therefore, it may be more feasible when coupled with ongoing roadway improvements. Relocating overhead utility runs of the corridor and behind development serves as an acceptable alternative to improve the pedestrian environment and appearance of the corridor.

REMINGTON PLACE
The siting of the Remington Place development as well as its buildings are dated, which make it a potential candidate for future redevelopment. Given the large lot depth, there are opportunities for increased intensity of use.

NORTHWEST CORNER OF GOLF & ROSELLE
The northwest corner of Roselle Road and Golf Road includes commercial and residential uses.



GATEWAY SIGNAGE
The Roselle Road - North corridor serves as one of the primary entrances into the Village. As such, a prominent gateway sign should be located near the I-90 interchange to welcome residents and visitors to Schaumburg.

PEDESTRIAN-FRIENDLY TURNING RADIUS
The turning radius at intersections needs to accommodate both vehicles and people crossing the roadway. A wide turning radius facilitates fast turns, while a narrow turning radius promotes a slower and safer turn by vehicles. Intersections should be designed with the minimum compliant turning radius to be as compact as possible, shortening the crossing distance for pedestrians and creating a more walkable neighborhood.

LANDSCAPING
Roselle Road includes landscaped medians from I-90 to State Parkway which serve to improve the overall character of the corridor. The median landscaping should be extended to Golf Road.

OUTLOT DEVELOPMENT
The blocks 100 commercial center includes a vast amount of underutilized surface parking. An outlot development within the surface parking lot would help to increase the intensity of the center and better utilize parking. However, future outlot development will require further study of parking demand.

- LEGEND**
- Pedestrian-friendly Turning Radius
 - Potential Redevelopment Site
 - Potential Outlot Development
 - Landscape Improvements

- FUTURE LAND USE CLASSIFICATIONS**
All land uses in the Village have been assigned one of seven land use classifications. These land use classifications are assigned to large lots and types of buildings as the basis for development review and approval. Uses are assigned in a pattern that defines. Uses are assigned in a pattern that defines. Uses are assigned in a pattern that defines. Uses are assigned in a pattern that defines.
- Single Family
 - Multi-Family
 - Neighborhood Commercial
 - Community Commercial
 - General Commercial
 - Regional Center
 - Office & Industrial
 - Event & Entertainment
 - Parks & Open Space
 - Public Services

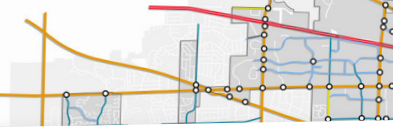
SINGLE-FAMILY
This category covers primarily of single-family detached houses, the majority of which are included within a general subdivision. Single-family detached housing is the predominant housing type with regard to land coverage.

MULTI-FAMILY
Multi-family housing units that are not attached to a dwelling unit in a vertical arrangement and are not attached to a building that provides housing for residents or for employees in the building. This category includes hotels, motels, and other transient lodging facilities. This category also includes residential care facilities, nursing homes, and other long-term care facilities.

MIXED-USE TRANSITION
This is a transition land use classification that is applicable to a variety of commercial and residential uses. Uses are often mixed in a vertical arrangement, with commercial and retail uses occupying the ground floor and office or residential uses occupying upper floors of a single building.

COMMUNITY COMMERCIAL
Commercial uses that provide for the everyday needs of local residents. Community commercial land uses classification. These uses are typically located within a neighborhood center and may include restaurants, gas stations, medium- or high-rise grocery stores, retail stores, and daycare centers.

ROADWAY CLASSIFICATIONS



**FRAMEWORK PLAN
GOLF ROAD CORRIDOR**

Golf Road is a commercial corridor that is defined by a mix of commercial retail and service uses. It functions as the Village's primary and most heavily used east-west arterial. For the 3.5 mile stretch of the corridor from the western boundary of the Village at Stoneridge Drive to its eastern extent at US 53 (I-90), the corridor carries between 36,000 to 38,000 cars each day. Since Golf Road is under the jurisdiction of the State of Illinois, the Village will need to work closely with DOT to accomplish the recommendations presented in the Golf Road Corridor Framework Plan.

AUTO DEALER CLUSTER
With more than a dozen automobile dealerships, the Golf Road Corridor serves as the Village's "auto row." This cluster of businesses helps to define the corridor. The Village should work with DOT to improve existing median and enhance the corridor through the length of the corridor. The design should include medians through the corridor, as well as other improvements such as surface parking to close inventory spaces, which may be opportunities for additional surface parking as they become available.

CORRIDOR BEAUTIFICATION
The corridor's concrete medians do little to complement the adjacent landscaped medians. The Village should work with DOT to improve existing median and enhance the corridor through the length of the corridor. The design should include medians through the corridor, as well as other improvements such as surface parking to close inventory spaces, which may be opportunities for additional surface parking as they become available.

PEDESTRIAN ACCESS & CIRCULATION
While the Golf Road corridor is a commercial corridor, the Village should continue to improve pedestrian access to the corridor. Pedestrian access should be improved along the corridor. Pedestrian access should be improved along the corridor. Pedestrian access should be improved along the corridor.

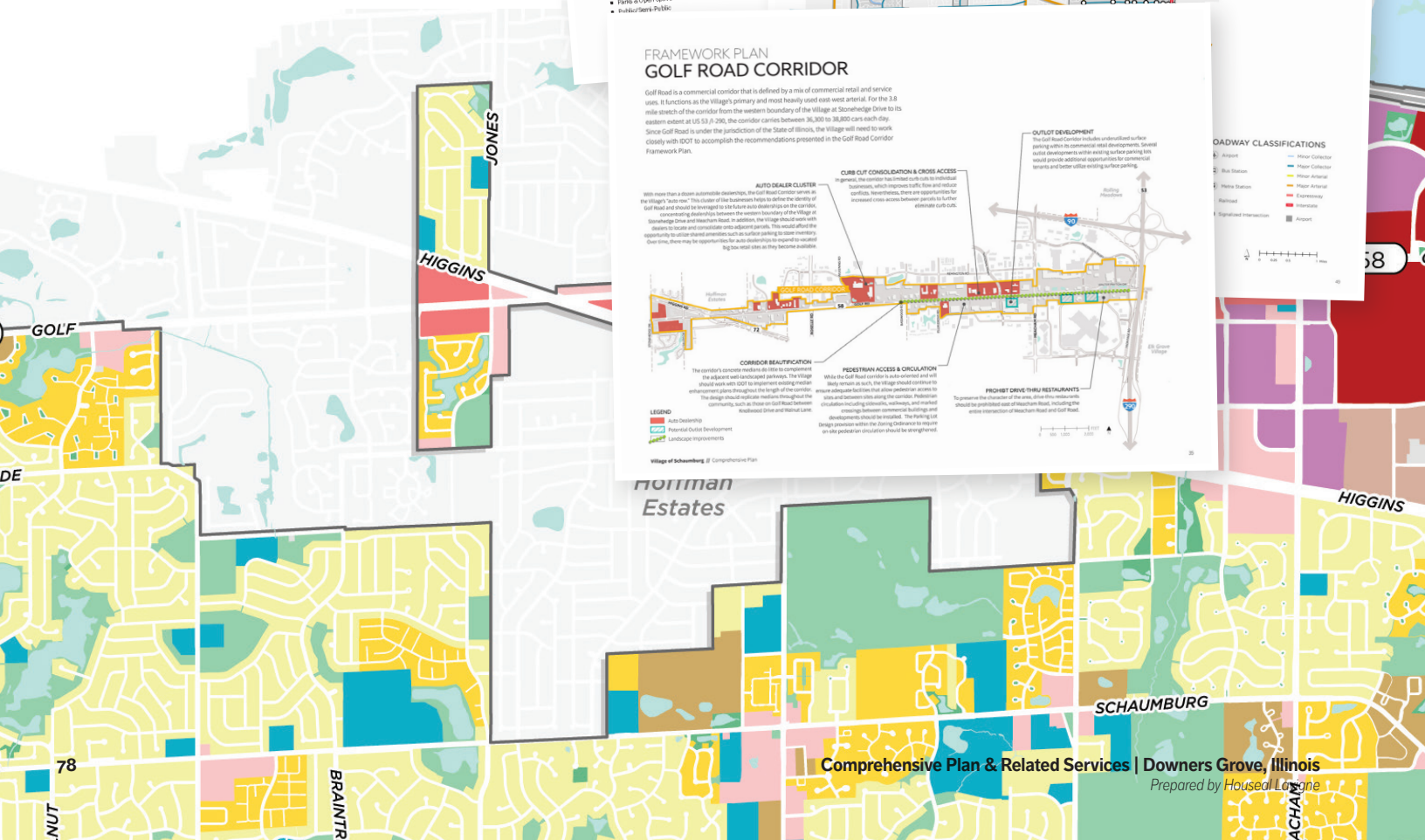
CURB CUT CONSOLIDATION & CROSS ACCESS
The corridor's concrete medians do little to complement the adjacent landscaped medians. The Village should work with DOT to improve existing median and enhance the corridor through the length of the corridor. The design should include medians through the corridor, as well as other improvements such as surface parking to close inventory spaces, which may be opportunities for additional surface parking as they become available.

PROHIBIT DRIVE-THRU RESTAURANTS
To preserve the character of the area, drive-thru restaurants should be prohibited east of Roselle Road and Golf Road. To preserve the character of the area, drive-thru restaurants should be prohibited east of Roselle Road and Golf Road.

OUTLOT DEVELOPMENT
The blocks 100 commercial center includes a vast amount of underutilized surface parking. An outlot development within the surface parking lot would help to increase the intensity of the center and better utilize parking. However, future outlot development will require further study of parking demand.



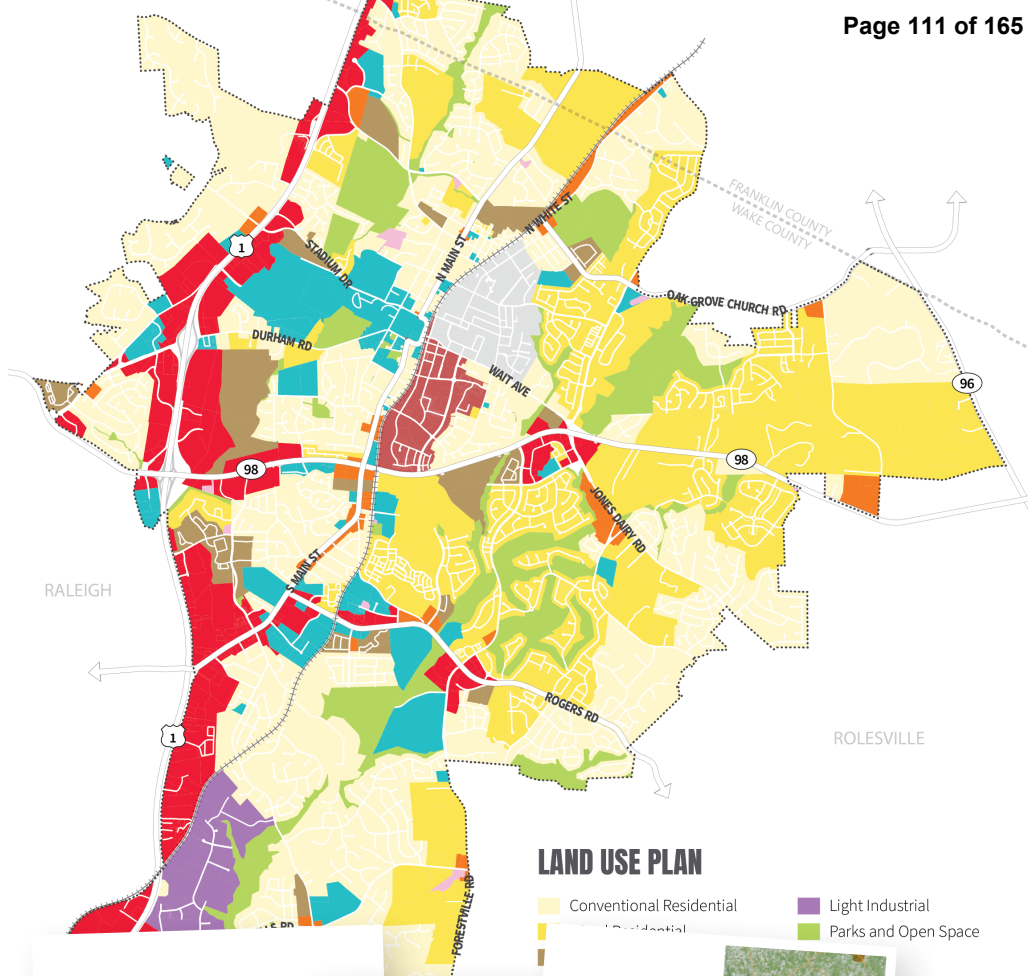
- ROADWAY CLASSIFICATIONS**
- Major Collector
 - Minor Collector
 - Major Arterial
 - Minor Arterial
 - Expressway
 - Interstate
 - Airport



Wake Forest, North Carolina Wake Forest Community Plan

Part of North Carolina's Research Triangle, the Town of Wake Forest is located on the periphery of one of the fastest-growing research and development hubs in the United States. The Town was experiencing an exponential population increase over the last three decades as new residents flocked to the community from the Raleigh-Durham-Chapel Hill metro area and across the country. The community was in need of clear direction for addressing regional growth pressures and housing demand while preserving its cherished community character and assets.

In 2020, the Town and Houseal Lavigne initiated the Wake Forest Community Plan project to address Wake Forest's continual growth and ensure future development supports a thriving community with a high quality of life. Founded on extensive analysis of existing conditions and robust community engagement, the Plan identifies where and how future development should occur to guide attractive, strategic, and sustainable growth over the long term. One of the key elements was a new Land Use Plan Map, which identifies where each type of future land use should be accommodated and ensures compatibility with the existing context.



LAND USE PLAN

- Conventional Residential
- Light Industrial
- Parks and Open Space



City of Wyoming, Michigan Master Plan & Housing Needs Assessment

In December 2019, **Houseal Lavigne** conducted an Analysis to Impediments of Fair Housing Choice (AI) and a Housing Needs Assessment as a component of the Wyoming [re] Imagined Master Plan for Wyoming, MI. The AI and Housing Needs Assessment summarizes housing challenges and opportunities over the next 20 years within the City and identifies methods of corrections to address identified impediments. This includes identifying demands for housing based on the composition of the existing housing stock, the characteristics of the current household population, and the local share of regional household growth projected to occur within Wyoming. Potential opportunities to accommodate projected future growth are assessed based on observed housing trends within Wyoming and broader shifts in housing demand occurring at the national level by housing tenure and type. The report utilizes housing data collected at the census tract level that was aggregated to summarize housing needs within established subareas of the City. Findings of the AI and Housing Needs Assessment were used to guide housing-related recommendations within the Master Plan.

Housing Needs Assessment
Housing is a critical need for Wyoming residents. The City of Wyoming is a diverse community with a mix of housing types and tenures. The City's Housing Needs Assessment is a critical tool for understanding the current housing stock and identifying opportunities for growth. The report includes a map of Wyoming census tracts, a table of projected housing needs, and various charts showing demographic trends like race and age distribution.

Wyoming Housing Needs
The Housing Needs Assessment identifies the current housing stock and identifies opportunities for growth. The report includes a map of Wyoming census tracts, a table of projected housing needs, and various charts showing demographic trends like race and age distribution.

Projected Housing Needs

Year	Total	Single-Family	Multi-Family
2019	1,000	800	200
2020	1,050	850	200
2021	1,100	900	200
2022	1,150	950	200
2023	1,200	1,000	200
2024	1,250	1,050	200
2025	1,300	1,100	200
2026	1,350	1,150	200
2027	1,400	1,200	200
2028	1,450	1,250	200
2029	1,500	1,300	200
2030	1,550	1,350	200

Future Households by Tenure

Year	Total	Single-Family	Multi-Family
2019	1,000	800	200
2020	1,050	850	200
2021	1,100	900	200
2022	1,150	950	200
2023	1,200	1,000	200
2024	1,250	1,050	200
2025	1,300	1,100	200
2026	1,350	1,150	200
2027	1,400	1,200	200
2028	1,450	1,250	200
2029	1,500	1,300	200
2030	1,550	1,350	200

Case Study: Tiny Homes Detroit, Michigan
The City of Detroit is a leader in the tiny home movement. The City has established a tiny home community in the East Riverfront area. The tiny homes are small, affordable, and sustainable. They provide a great alternative to traditional housing. The City of Detroit is a leader in the tiny home movement. The City has established a tiny home community in the East Riverfront area. The tiny homes are small, affordable, and sustainable. They provide a great alternative to traditional housing.

Industrial Growth. Continue to concentrate and infill industrial uses within designated industrial areas to minimize noise, light, and other environmental nuisances to adjacent commercial and residential areas.

Business Park. Give attention to design quality, landscaping, freight access, traffic impacts, and parking supply with new development within business parks.

Traditional Residential. Encourage infill development and reinvestment in Wyoming's older residential neighborhoods, integrating higher density residential options.

Suburban Residential. Continue to direct suburban residential growth primarily as planned unit developments (PUDs) that include higher density options, greenspace, and pedestrian infrastructure.

City Center. Create a mixed use, walkable city center at the core of the 28th Street corridor that offers a variety of shopping, dining, entertainment, and service options, as well as community gathering spaces.

Mixed Use. Leverage the Silver Line BRT along Division Avenue S to support transit-oriented development concentrated around bus stops, creating walkable, unique mixed-use areas with a variety of retail, housing, and entertainment options.

Corridor Commercial. Continue to concentrate and revitalize commercial corridors with high quality businesses, filling in any existing vacancies and repositioning underutilized properties where needed.

Land Use Plan 21

Land Use Plan

- Traditional Residential
- Suburban Residential
- Mixed Use
- Corridor Commercial
- Neighborhood Commercial Center
- Business Park
- Industrial
- Public-/Semi-Public
- Open Space and Recreation Facilities
- Utility and Railroad

Cañon City, Colorado Picture Cañon City 2040

Cañon City is the county seat for Fremont County and is known as the center of Colorado's Royal Gorge Region. As the City approached its 150th birthday, it selected Houseal Lavigne to create a new Comprehensive Plan and Unified Development Code (UDC).

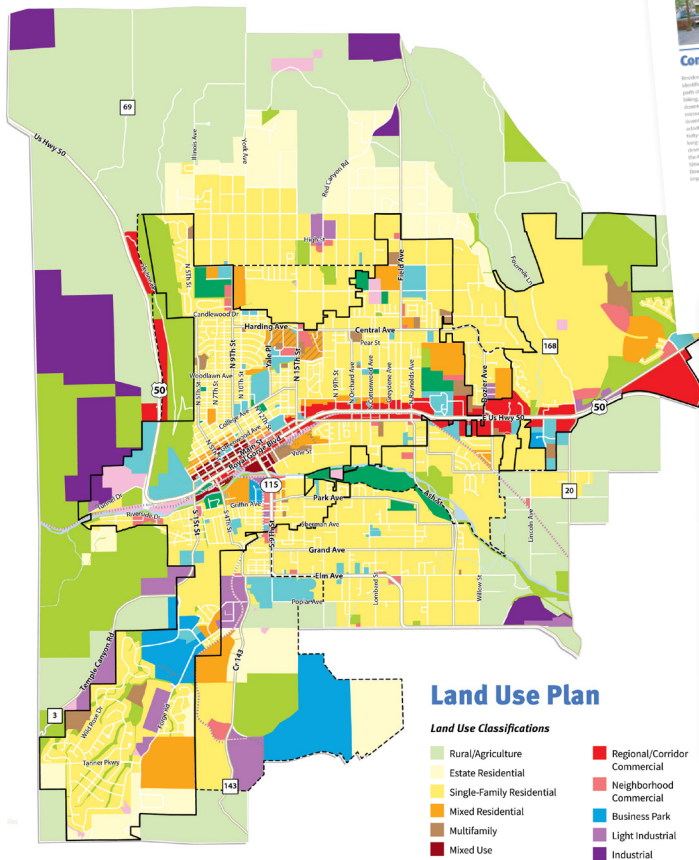
Picture Cañon City 2040 provides a vision for the community that embraces the City's historic Main Street and emphasizes its abundance of natural assets, including the Arkansas River that flows through the City center and the Hogback Open Space Recreation Area.

Actionable recommendations throughout the plan are anchored by guiding principles, including prioritizing compact and contiguous development, building a livable community, celebrating unique identity, ensuring a stable economy, and becoming the nexus of recreational opportunities.

Picture Cañon City 2040 sets the stage for cohesive implementation of the plan in alignment with clear regulations in the UDC. The City's tandem of new planning and development regulation is up to the challenge of helping Cañon City prepare as it kicks off the next 150 years.



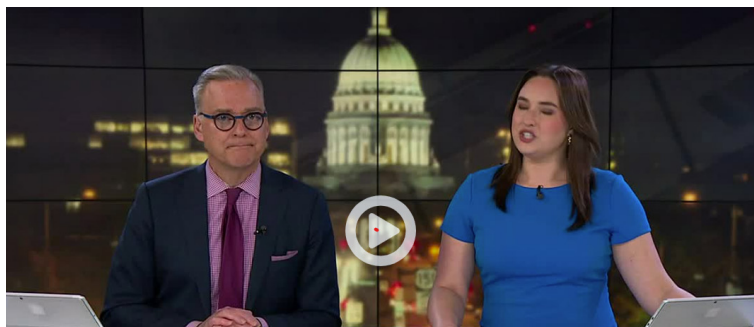
Framework Area Policies and Recommendations





15 First Alert Weather NBC15 Investigates Latest News Newscasts Connected

Weigh in on housing affordability in Dane County



DANE COUNTY REGIONAL HOUSING STRATEGY

DANE COUNTY, WISCONSIN

Coming together to tackle a crisis.

Dane County is home to Madison and a number of other cities, towns, and villages ranging in size and character. All Together and partners were engaged to help the County lead communities through a strategic planning process to address the affordable housing crisis. The Dane County Regional Housing Strategy (RHS) has brought together over 80 partners from across the region, including elected officials; municipal staff; and housing, transportation, and social service organizations for a year of visioning and implementation planning to take the next steps to expedite the development and preservation of affordable and workforce housing.

From creating a custom playing card game to an interactive voting paddle exercise, All Together is fostering an engaging environment for community leaders to build on local and regional efforts, strengthen collaboration, and create a vision for the future of housing in Dane County for the next 10-20 years. We are also leading project communications, designing education campaigns around the housing crisis and why this initiative is so important.

The result? Thousands of voices coming together to address what is one of the most critical issues of our time.

Details:

Start Date: August 2022

Completed: Ongoing

Reference:

Olivia Parry

Senior Planner

Dane County Planning & Development Department

Parry@countyofdane.com

608.266.4270





WE WILL CHICAGO + DOWNTOWN PLAN ENGAGEMENT

CHICAGO, ILLINOIS

Launching a downtown plan for the third largest city in the nation requires collaboration.

First came the citywide plan. All Together has led and been a part of engagement and policy development for Chicago's first citywide planning process completed since the 1960s. In coordination with our clients, we designed the planning phase workshops to engage a cross-sector group of 80 stakeholders from Chicago, including community-based organizations, civic institutions, private and philanthropic sectors, and government. These participants heard from cities around the nation who recently completed citywide plans, and then participated in discussions and interactive exercises to co-create shared principles and recommendations on what the process should include.

All Together remained involved in the process, as part of the engagement and facilitation consultant team for Phase 2. We led the process organization and facilitated 90 "pillar" conversations that include over 250 participants, including City departments, sister agencies, organizations, and stakeholders. The result? A vision for the Windy City rooted in equity, resiliency, and community input. Click here to review [the Plan](#).

And now we are leading engagement for the City's Downtown Plan, which came out of the We Will process. Activities such as focus groups featuring transportation, housing, economic development, and environmental focus groups; community workshops; and pop-up events are underway to help define the Vision for our beloved Downtown Chicago.

Details:

Start Date: September 2020

Completed: We Will (December 2022); Downtown Plan (ongoing)

Reference:

Kathy Dickhut

Deputy Commissioner, City of Chicago

Kathleen.Dickhut@cityofchicago.org

312.744.1074

**All
Together.**



MOLINE CENTRE FORM FOR THE FUTURE

DOWNTOWN MOLINE, ILLINOIS

Designing a more resilient Moline Centre.

The construction of the new I-74 bridge in Moline's downtown, home to an Amtrak station and John Deere Headquarters, has created redevelopment opportunities for new public and private space. The City and Renew Moline engaged a planning team to design a form-based code, ensuring downtown will be dynamic, no matter what the future holds.

All Together led **project communications** and engagement for the project. Hundreds of community members participated in the visual preference survey to shared thoughts on residential and commercial structures, as well as streetscape design which helped inform the transportation inventory. From pop-up events with balloon animals, to parklet engagement, to a visual preference survey, we engaged thousands of residents, business owners, visitors, and organizations in creative ways to help us define the future of the heart of their community.

Details:

Start Date: April 2022

Completed: March 2023

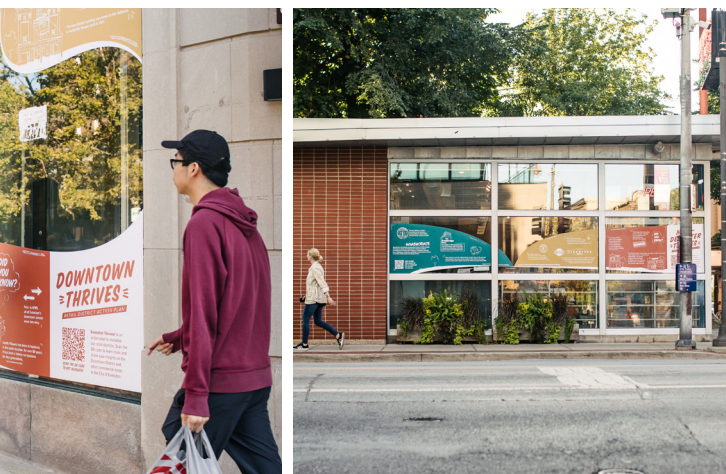
Reference:

Alexandra Elias
CEO/President
Renew Moline
aelias@renewmoline.com
309.762.9194

**All
Together.**

EVANSTON THRIVES

RETAIL DISTRICT ACTION PLAN



EVANSTON THRIVES RETAIL ACTION PLAN

EVANSTON, ILLINOIS

Reimagining business districts for the future of retail.

Creating an action strategy in a post-pandemic, Amazon era requires data and creativity. We're merging the two for this Retail District Action Plan to improve the quality and mix of retail, food, and entertainment offerings in Evanston's eight business districts. In partnership with the City of Evanston and the planning team, we're telling the stories of each district through custom hand-drawn illustrations to engage the public and begin to forge the identity of each place. Through digital and intercept campaigns, paired with pop-up events, focus groups, workshops, and surveys, we're mobilizing the entire Evanston community to plan for the future of these districts.

Details:

Start Date: July 2022

Completed: Ongoing

Reference:

Paul Zalmezak

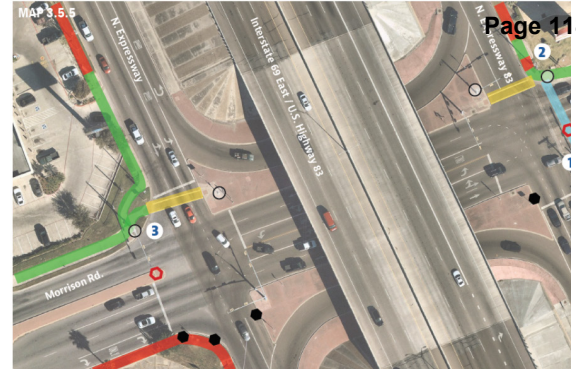
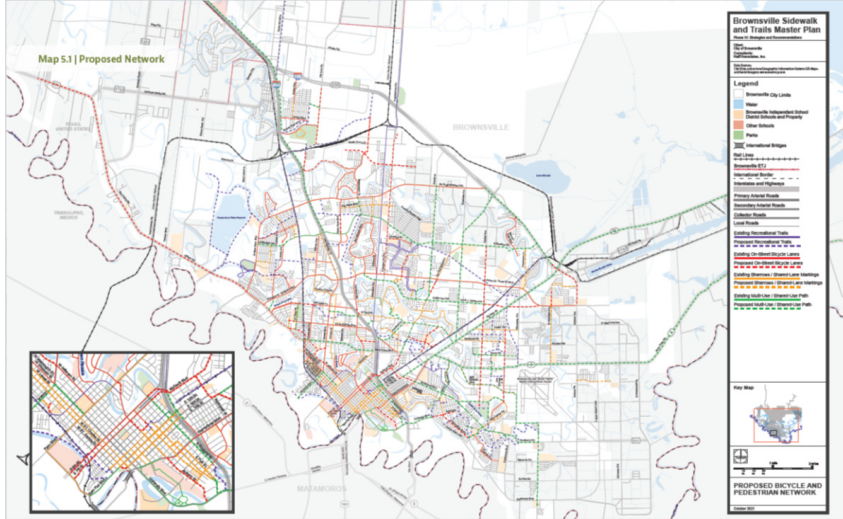
Economic Development Manager

City of Evanston

pzalmezak@cityofevanston.org

847.448.8013

**All
Together.**



Sidewalk & Trails Master Plan

City of Brownsville, TX



Services:

- Safe Routes to School Recommendations
- Complete Streets Applications
- Highway Crossings Analysis
- Trail Furnishings Plan

Adopted:

October 12, 2021

Key Staff:

Aaron Tuley, AICP

Reference:

Joel Garza, Jr., CPM
 Director of Multimodal Transportation
 City of Brownsville Multi-Modal Transportation Department
 755 International Boulevard
 Brownsville, TX 78520
 joel.garza@brownsvilletx.gov
 956-541-4881 ext. 6680

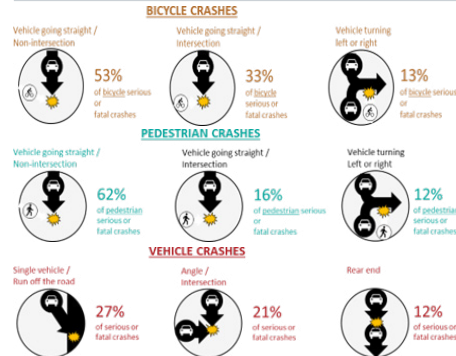
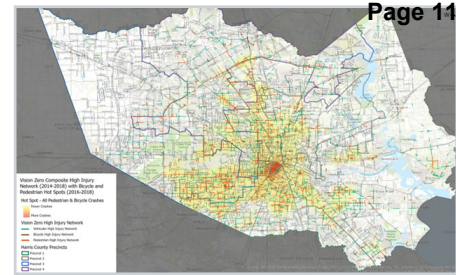
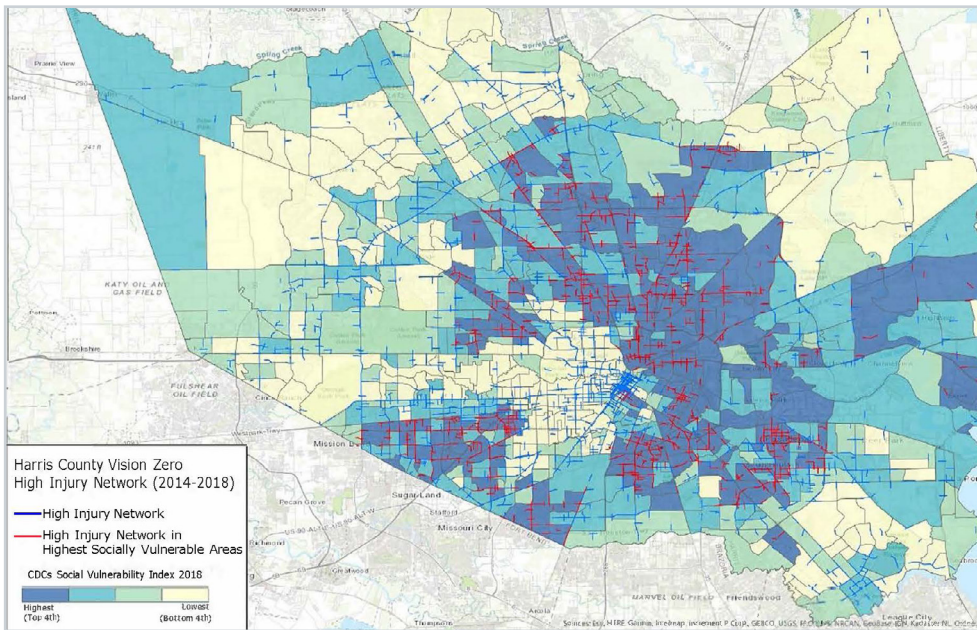
Managed by Aaron Tuley, AICP, the Brownsville Sidewalk & Trails Master Plan provides the City with a roadmap for developing a network of safe, convenient, and efficient sidewalks, off-street multi-use trails, and on-street bike lanes which provide access and connections from residential areas to commercial centers, schools, parks, places of employment, and other destinations throughout the City and Cameron County. The active transportation infrastructure provides recreational opportunities while fostering and promoting trail-oriented development. Utilizing the U.S. Dept. of Transportation's Safe Routes to School (SRTS) planning methodology, the Master Plan inventoried and assessed the barriers which prevent children from safely walking to school. Detailed recommendations for remedial pedestrian improvements were provided for over 50 schools within the Brownsville Independent School District (ISD). The Master Plan also recommended multiple improvements to ensure safe pedestrian passage across the frontage roads and under Interstate 69, at multiple crossing points. Improvements included the completion of sidewalks and ramps, additional signage, enhanced crosswalks, additional lighting, and the use of multiple pedestrian refuges and push button signal changing devices. The intersections of trails with vehicular thoroughfares were also analyzed and safety enhancements recommended. Additional trail furnishings were proposed for the Belden Trail, Southmost Trail, Paseo de la Resaca Trail, and Historic Battlefield Trail, including street trees and shelters (to provide additional shade); benches; ornamental trail lighting; wayfinding, directional, and interpretive signage, textured paving. In total, proposed additional active transportation facilities included 57.8 linear miles of off-street recreational trails; 44.4 miles of protected on-street bicycle lanes; 93.5 miles of multi-use paths; 18 major and minor trailheads; and 106 miles of new sidewalks.

This project was completed by a Baxter & Woodman employee while at a previous firm



Award:

2022 American Planning Association, Texas Chapter, Planning Achievement Award, Transportation Planning – GOLD



Countywide Harris County Vision Zero

Harris County, TX



Services:

- Transportation Planning
- Public Outreach
- Facilitation with Community Groups
- Facilitation with Steering Committees

Completed:

August 2021

Key Staff:

Cristin Emshoff, MUP, ENV SP

Reference:

Suzanna Set, PE, PTOE
 Former Traffic Engineer for Harris County
 Currently at Texas Department of Transportation - Houston District
 7600 Washington, Avenue
 Houston, TX 77007
 Suzanna.Set@txdot.gov
 713-802-5163

Cristin Emshoff served as the Project Planner and led the initiative to create a transportation system with zero fatalities or serious injuries by 2030 with a Vision Zero Action and Implementation Plan targeting the prevention of tragedies through a proactive approach that prioritized traffic safety as a public health issue. She created the safety strategy to develop design polices and procedures, performed the GIS analysis, and data collection to mitigate vehicular, bicycle and pedestrian crashes countywide for a safe, healthy, and equitable mobility system for all within Harris County. The initiative was to develop a Vision Zero Action & Implementation Plan to prevent fatalities by taking a proactive, preventative approach that prioritized traffic safety as a public health issue.

The formation and execution of the Community Engagement Plan began with four Steering Committee meetings and developed into a joint effort with the City of Houston as they were developing their Vision Zero Plan. Cristin worked with the data Steering Committee and the City of Houston Staff to produce the high-injury network for the region. The virtual and on-site meetings during the COVID-19 pandemic used the Bang the Table social media platform to gather survey comments from the public. They provided prerecorded presentations and multiple virtual engagement activities throughout the project.

This project pushed the envelope for an equitable transportation system throughout the Harris County region with a social vulnerability assessment and using the high injury network across multiple agencies for future infrastructure investment. This project was successful as it received two awards in 2021 from WTS Texas Innovation & Transportation Solutions, and ACEC Texas for Engineering Excellence.



Award:

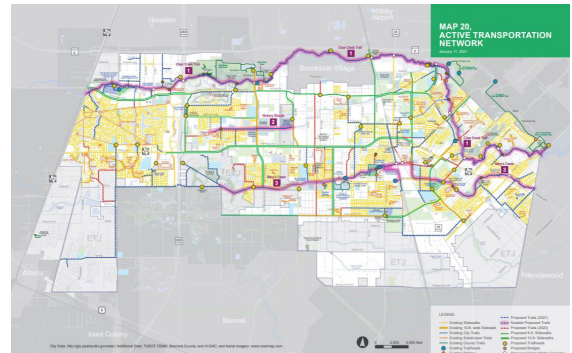
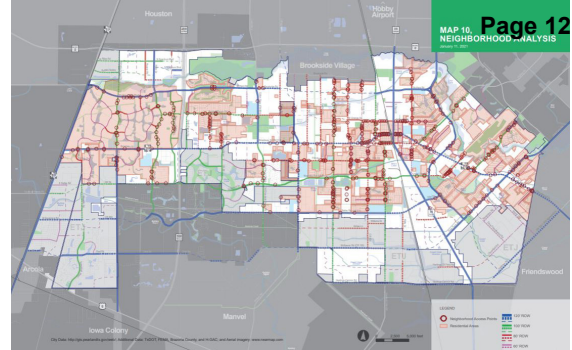
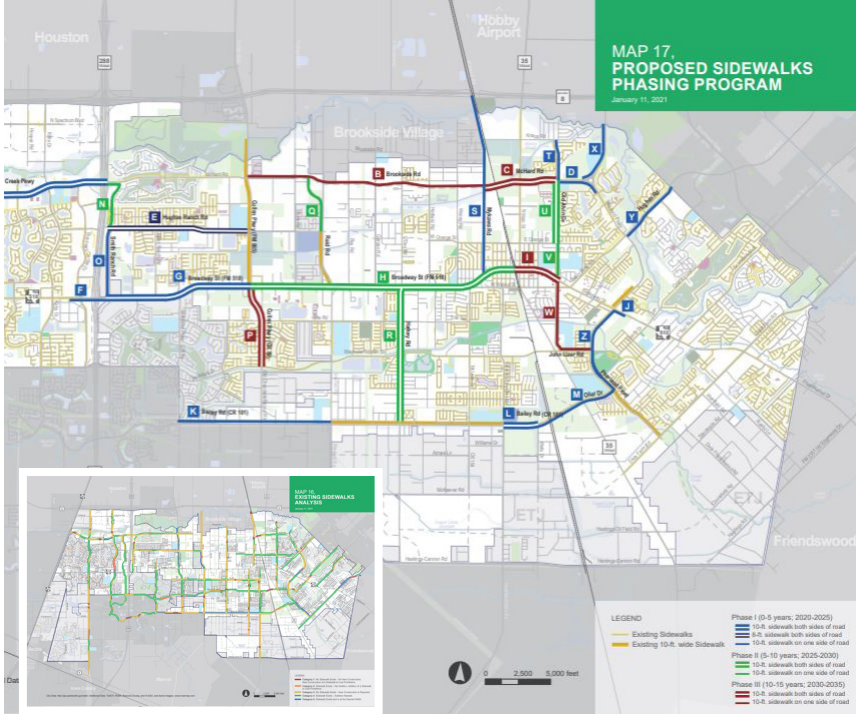
WTS Texas Innovation & Transportation Solutions 2021

ACEC Texas Engineering Excellence 2021

This project was completed by a Baxter & Woodman employee while at a previous firm



BAXTERWOODMAN.COM



Multi-Modal Master Plan

City of Pearland, TX



Services:

- Origin - Destination Analysis
- Multi-attribute Thoroughfare Analysis
- Pedestrian Level of Service Analysis (PLOS)

Adopted:

January 11, 2021

Key Staff:

Aaron Tuley, AICP

Reference:

Jameson Appel
Asst. Director of Capital Projects
City of Pearland Engineering and
Public Works Department
2016 Old Alvin Road
Pearland, TX 77581
jappel@pearlandtx.com
281-652-1757

The purpose and goal of this first phase of Pearland's Multi-Modal Master Plan is to develop an efficient, safe, and connected network of active transportation routes throughout the City of Pearland; linking points of origin (neighborhoods, subdivisions, municipal utility districts – MUDs, and planned residential developments – PDs) to destinations (other residential areas, parks, schools, libraries, commercial areas, and places of employment); by way of existing and proposed pedestrian facilities, including sidewalks and off-street recreational trails. Proposed active transportation facilities are located within thoroughfare rights-of-way, and utility corridor (drainage and transmission) easements and rights-of-way. Several principal thoroughfares were identified, and their corresponding rights-of-way were evaluated, based on multiple criteria, to determine the feasibility of retrofitting active transportation facilities within each thoroughfare's right-of-way. Criteria for the selection of corridors include:

1. Thoroughfares which connected the greatest number of subdivision entrances (points of origin) to the most popular destinations.
2. Rights-of-way widths of no less than 80 feet (Minor Collector) for inclusion of eight and 10-foot wide sidewalks without impeding standard vehicular drive lanes.
3. Thoroughfares which span the length (east to west) and width (north to south) of the city, which would provide for a continuous pedestrian pathway.
4. Thoroughfares that do not have high speed limits or large volumes of vehicular traffic that presents a safety hazard for pedestrians.

The proposed network of sidewalks provides pedestrians with a connected active transportation system to be constructed in conjunction with the principal thoroughfares to be reconstructed. The proposed sidewalks phasing program is divided into yearly increments (0-5 years, 5-10 years, and 10-15 years) to construct the sidewalks in stages due to planned budgets and to limit the disruption in traffic.

This project was completed by a Baxter & Woodman employee while at a previous firm

BAXTERWOODMAN.COM



Downers Grove, Illinois | Comprehensive Plan & Related Projects
Prepared by Houseal Lavigne



Transportation Master Plan Update



Village of Plainfield, IL



Services:

- CIP Planning
- Agency Coordination
- Public Outreach



Adopted:

February 23, 2023



Reference:

Scott R. Threewitt, PE
 Director of Public Works
 Village of Plainfield
 24401 W. Lockport St.
 Plainfield, Illinois 60544
 815-230-2037
 sthreewitt@goplainfield.com

By partnering with Teska & Associates (the Village Planner), Baxter & Woodman provided a team familiar with the Village's history, current conditions, and future goals. We created a plan that focused on the needs of the Village to serve as a roadmap for future improvements and help take advantage of available funding opportunities.

An **extensive community outreach program** was created and tailored specifically to help the Village get valuable feedback from stakeholders. A project website was established so residents can share their feedback on what improvements they feel are important, along with concerns and questions, at www.plainfieldtransportation.com. Over 100 comments were posted on the site, which also allowed residents to share photos and pinpoint the sites they feel should take priority. Several articles were written in the Plainfield Patch and project information was posted in the Village's E-News updates, Twitter account, and Village Voice newsletter.

The project team also met and/or coordinated with many local agencies, including Kendall County Highway Department, Plainfield Park District, Plainfield Police Department, Plainfield Fire Protection District, Plainfield School District, and Will County Forest Preserve. The project expands on the transportation section of the existing 2002 Plainfield Comprehensive Plan to address a **master thoroughfare plan, transit planning, pedestrian access, bicycle path network, future land use and traffic generation, pavement maintenance, and truck routing**. The Project will develop a Coordinated Roadway Improvement Plan, which will include prioritized capital improvements with cost estimates. The Plan supports and implements the recommendations of several prior Village plans and serves as a basis for planning and programming funding of future Village improvements.



Forest Preserve District Of DuPage County – Developing A Clean Energy, Resiliency, And Sustainability Plan, 2022-2023

<https://delta-institute.org/project/forest-preserve-district-of-dupage-county-developing-a-clean-energy-resiliency-and-sustainability-plan/>

From 2022-2023, the Forest Preserve District of DuPage County partnered with Delta Institute and ECT to develop a plan promoting clean energy, resiliency, and sustainability. The project team focused on creating a comprehensive, equitable, partnership-driven, actionable, fundable, and measurable plan to advance the District's position as a regional leader in environmental sustainability.

Our team began by exploring multiple sustainability issues to propose a comprehensive, focused, and actionable plan. The Plan has three overarching areas:

- **Clean Energy:** We focused on assessing the feasibility of a number of energy efficiency, renewable energy, and alternative fuel vehicle strategies to help the District reduce its carbon footprint and greenhouse gas emissions.
- **Resiliency:** Using Green Infrastructure, our team began exploring plans to help improve and preserve the District's stormwater management and water quality.
- **Sustainability:** The project team began reviewing opportunities to help the District advance its other environmental sustainability goals, including identifying new opportunities for addressing waste, recycling, and transportation.

In May 2023, our project team presented a Gaps, Barrier, and Opportunities report summarizing our findings. One noteworthy finding was that the District's activities have created significant reductions in greenhouse gas emissions, sequestering emissions through conservation land management. Ecosystem services eliminate the operations emissions of the District and reduce greenhouse gas emissions by an additional 900 metric tonnes – this is enough to offset approximately 50 DuPage County households' annual carbon footprints.

Overall, the project team's findings demonstrate several new opportunities for the District to reduce its carbon footprint even further, increase its resiliency against climate change, and ultimately, continue to invest in long-term restoration, preservation, and stewardship of DuPage County's Forest Preserves. Our assessment shows that the District is ahead of its peers in minimizing greenhouse gas emissions from the built environment by using efficient equipment and installing renewable energy from solar photovoltaic and solar thermal operations. We highlighted opportunities to continue to improve and considered electrification costs and benefits as part of our report.

Additionally, our partnership found opportunities for the District to reduce an additional 50,607 metric tons of carbon dioxide-equivalent greenhouse gas emissions from the atmosphere annually. According to the U.S. Environmental Protection Agency's Greenhouse Gas Equivalencies Calculator, this amount is comparable to removing 10,904 gasoline-powered vehicles from the road for one year – or the same amount of emissions that would be produced by burning 56 million pounds of coal.



City of Chicago Waste Strategy, 2020-2021

<https://delta-institute.org/project/chicagowastestrategy/>

Delta Institute was hired by the City of Chicago Office of the Mayor to conduct a comprehensive assessment of the entire municipal waste system and its directly related impacts on the community. As a core part of our efforts, Delta developed a holistic, pragmatic roadmap with short-term recommendations for 2021-2022 to re-envision what materials management in Chicago could look like, while ultimately turning waste into resource. Delta has worked with a diverse roster of stakeholders, including City of Chicago municipal departments, fellow nonprofits, universities, community groups, and individuals. Strategies were developed through:

- Review of current waste and recycling data, programs, policies, and infrastructure;
- Analysis of best practices and programs in peer cities; and,
- Engagement with stakeholders in the City, the private sector, and Chicago communities.

Effectively managing materials and waste requires a highly efficient system of interconnected infrastructure and personnel across the public and private sectors. There is an opportunity to improve this system using innovative technology, research, and design, but ultimately this challenge requires a coordinated effort by the City of Chicago, commercial and industrial businesses, institutions, and citizens. Delta Institute has partnered with the City of Chicago to identify and analyze existing data, policies, stakeholders, and impacts of Chicago's waste, recycling, composting, and reuse systems to develop strategies for improvement. The goal of the City of Chicago Waste Strategy is to identify concrete actions to:

- Decrease waste disposal and associated negative environmental impacts;
- Reduce costs and increase efficiency;
- Maximize economic investment and workforce development opportunities; and,
- Address social and environmental justice inequities.

The complete City of Chicago Waste Strategy is comprised of:

- **Executive Summary:** An overview of the full strategy, emphasizing key take-aways, recommendations, and a brief snapshot of each component of the complete Waste Strategy.
- **Existing Conditions Report:** The Existing Conditions Report sets the stage for current and historical waste and recycling programs and services, plans and policies, stakeholders, and related climate, economic, and equity impacts and challenges for the City of Chicago.
- **Waste Characterization and Generation Update Report:** The University of Illinois at Chicago (UIC) supported the Chicago Waste Strategy by conducting data analysis and modeling to project waste generation and characterization for Chicago in 2020. Material-specific trends, innovations, and consumer expenditures were identified and summarized as well.
- **Materials Management Strategies:** Delta identified 63 strategies to address waste and materials management, with 12 identified as achievable in the short-term. Implementation opportunities are spotlighted, from municipal management and policy to the many waste streams flowing throughout the City.



South Bend, Indiana Climate Action Plan, 2019-2020

<https://delta-institute.org/project/city-of-south-bend-carbon-neutral-2050-planning/>

In 2019 Delta Institute worked with the City of South Bend, Indiana to develop a plan for the City to become carbon neutral by 2050. Our work encompassed Greenhouse Gas (GHG) inventories, community canvassing and feedback, and achievable recommendations and road-mapping for all municipal departments, with an emphasis on reductions in transportation and energy. Delta provided the City of South Bend and then-Mayor Pete Buttigieg's Administration with an actionable municipal plan to reduce emissions, called Carbon Neutral 2050. The plan targets transportation and energy use in buildings, which were found to be the largest sources of GHGs in South Bend. Strategies were prioritized for their ability to provide the most substantial emissions cuts while maximizing benefits to residents and businesses.

Carbon Neutral 2050, a climate action plan, is intended to 1) contextualize the need for greenhouse gas emission mitigation in South Bend, 2) provide an overview of the City's current emissions inventory, and 3) identify high-priority strategies and actions for short, medium, and long-term reductions across each sector of the community. Recommended actions in this climate action plan are targeted to help the City of South Bend achieve high impact GHG emission reductions over three-time horizons, each relative to their 2005 baseline.

As with all Delta-led climate mitigation and resilience planning, we focused on co-created Guiding Principles that provided overarching intent, approach, and "North Star" of our efforts. For the City of South Bend, these Guiding Principles were:

- **Equity-Centered:** The impacts of climate change are often disproportionately burdensome on low income and minority populations. Additionally, strategies for mitigating the impacts of climate change can sometimes be unaffordable, regressive, or not beneficial to these more vulnerable communities. This Plan has focused on producing equity-centered mitigation outcomes.
- **Quantifiable:** A plan that can be measured is a plan that can be managed. For South Bend to meaningfully benchmark its progress towards mitigation between now and 2050, clear targets and metrics have been developed as key components of the plan.
- **Context-Sensitive:** Each community and region present their own assets, challenges, opportunities, and weaknesses. The existing organizations, structures, processes, and systems in each location are drivers of or barriers to implementation of any mitigation strategy. While useful climate strategies can be pulled from around the globe, this plan prioritizes solutions that most clearly fit South Bend's institutions, demographics, natural environment, regional economy, and infrastructure.
- **Practical, Achievable, and Affordable:** Oftentimes, the highest-impact strategies are not the most feasible. Considering the importance that this plan be actionable for the city, strategies were prioritized based on how achievable they were for the community, municipality, and other agencies, and whether they proved to be too expensive or at the cost of other priorities, like quality of life, access, and economic opportunity.
- **Partnership-Driven:** As with any plan, successful implementation will require numerous points of collaboration between municipal government, area-wide agencies, institutions, private enterprise, and non-profits. This plan treats such partnerships as fundamental.



Downers Grove Civic Center

LOCATION

Downers Grove, Illinois

CLIENT

Village of Downers Grove & FGM Architects

CONTACT

David Yandel,
Principal (FGM)
312.948.8461

STATUS

In Progress

SIZE

4.50 acres

DESIGN TEAM

Eriksson Engineering;
Selbert Perkins Design



The Village of Downers Grove is constructing a new Civic Center including a new Village Hall and Police Department. The new Civic Center is adjacent to the Metra Station and the downtown area and is envisioned as a community gathering place. The project includes a community walk that commuters will use to connect to nearby neighborhoods and a civic plaza to honor civil rights and Isrel Blackburn, one of the founders of Downers Grove. As part of our services, we worked with the architect and the Village's Public Relations department to create an animation of the site to present to the community.

The Village of Downers Grove challenged our team to design the landscape using only native plantings, without using turf or non-native ornamental plants. Through detailed conversations about aesthetic and maintenance expectations, we were able to balance their desire to create a showcase of sustainability with the practical realities of the function of an active public space.



La Grange Downtown Streetscape

LOCATION

La Grange, Illinois

CLIENT

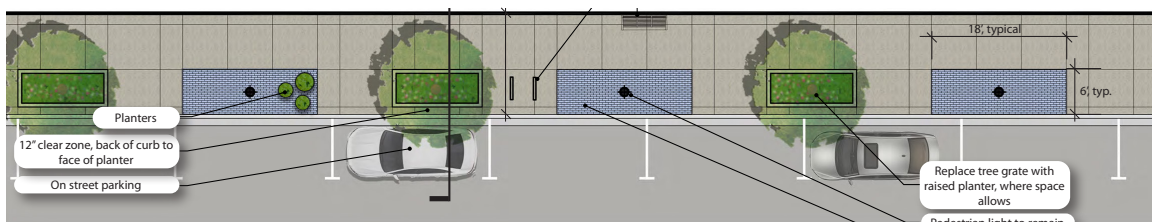
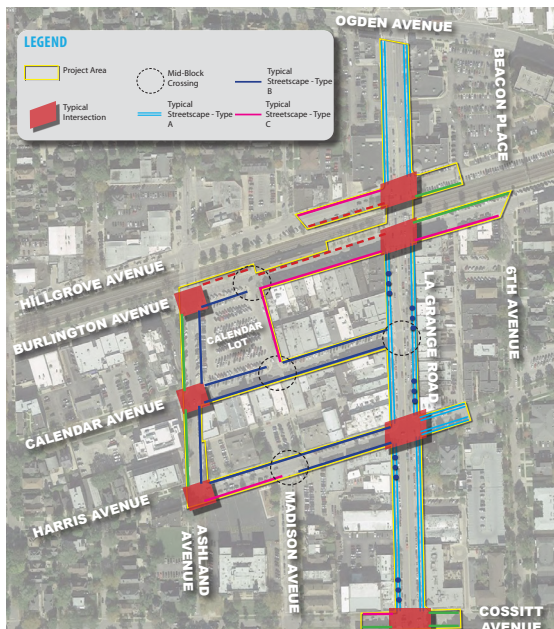
Village of La Grange

CONTACT

Charity Jones,
Acting Village
Manager
708.579.2313

STATUS

Complete



In the 1990s, HDG designed the downtown La Grange Streetscape, which has become one of the most successful suburban downtowns in the Chicago area. Village leaders realize the importance of keeping the streetscape well-maintained and current and asked HDG to develop a master plan to incorporate upgrades to the downtown streetscape environment. Improvement recommendations include contemporary materials and furnishings, updated signage incorporating the new Village brand image, and strategies to improve the health and longevity of street trees and landscape materials. The improvement recommendations take into consideration long-term maintenance requirements and the ability to phase the work over time as budget becomes available.



Main Street Promenade

LOCATION

Naperville, Illinois

CLIENT

BBM Incorporated

CONTACT

Dwight Yackley,
President
630.305.7171

STATUS

Complete

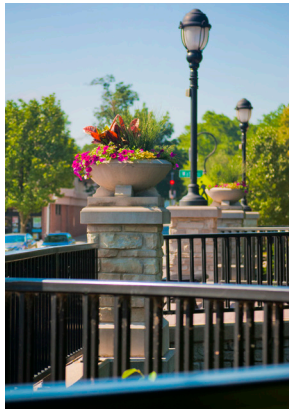
SIZE

1,100 linear feet

CONSTRUCTION

BUDGET

\$500,000



Main Street Promenade is one of the latest mixed-use developments to be built in bustling Downtown Naperville. BBM Incorporated commissioned the Hitchcock Design Group Urban Design Studio to design the adjacent streetscape to conform with the City of Naperville Streetscape Design Guidelines. Hitchcock Design Group collaborated with the building architect and fountain sculptor in designing the space and mechanical system for the courtyard fountain. The team was also responsible for the facilitation of design approval through the City of Naperville. Hitchcock Design Group's understanding of streetscape design in an urban environment contributed to the success of the project.

References

Below is a list of client communities we have delivered similar projects to the Village of Downers Grove Comprehensive Plan assignment

Firm	Client	Project	Contact Name	Contact Information
HL	Downers Grove, IL	Comprehensive Plan, Update, Total Community Development	Stan Popovich, Community Development Director	630-434-6893 spopovich@downers.us
HL	Cañon City, CO	Comprehensive Plan	Patrick Mulready, City Planner	719-269-9011 psmulready@canoncity.org
HL	Oak Park, IL	Comprehensive Plan	Craig Failor, Village Planner	708-358-5418 failor@oak-park.us
HL	Elgin, IL	Comprehensive Plan	Marc Mylott, Community Development Director	847-474-8073 mylott_m@cityof_elgin.org
HL	Naperville, IL	Comprehensive Plan	Sara Kopinski, Planner II	630-420-6075 kopinskis@naperville.il.us
HL	Schaumburg, IL	Comprehensive Plan	Ryan Franklin, Planning Manager	847-923-3857 rfranklin@villageofschaumburg.com
HL	Wake Forest, NC	Community Plan	Jennifer Currin, Assistant Planning Director	919-435-9517 jcurrin@wakeforestnc.gov
HL	Wyoming, MI	Master Plan & Housing Needs	Nicole Hofert, Director of Planning and Economic Development	616-530-3170 hofertn@wyomingmi.gov
All Together	Dane County, WI	County Regional Housing Strategy	Olivia Parry, Senior Planner	608-266-4270 Parry@countyofdane.com
All Together	Chicago, IL	Downtown Plan Engagement	Kathy Dickhut, Deputy Commissioner, City of Chicago	312-744-1074 Kathleen.Dickhut@cityofchicago.org
All together	Downtown Moline, IL	Moline Centre Form for the Future	Alexandra Elias, CEO/President	309-762-9194 aelias@renewmoline.com
All Together	Evanston, IL	Retail Action Plan	Paul Zalmezak, Economic Development Manager, City of Evanston	847-448-8013 pzalmezak@cityofevanston.org
Baxter & Woodman	Brownsville, TX	Sidewalk & Trails Master Plan	Joel Garza, Jr., Director of Multimodal Transportation	956-541-4881 joel.garza@brownsvilletx.gov
Baxter & Woodman	Harris County, TX	Transportation System Plan	Suzanna Set, PE, PTOE, Former Traffic Engineer at Harris County	713-802-5163 suzanna.set@txdot.gov
Baxter & Woodman	Michigan City, MI	Comprehensive Plan	Craig Phillips, AICP, Former Director	219-362-8260 cphillips@cityoflaportein.gov
Baxter & Woodman	Pearland, TX	Multi-Modal Master Plan	Jameson Appel, Asst. Director of Capital Projects	281-652-1757 jappel@pearlandtx.com
Baxter & Woodman	Plainfield, IL	Transportation Master Plan Update	Scott R. Threewitt, PE, Director of Public Works	815-230-2037 sthreewitt@goplainfield.com
Hitchcock Design Group	Downers Grove, IL	Downers Grove Civic Center	David Yandel, Principal, FGM Architects	312-948-8461 davidy@fgmarchitects.com
Hitchcock Design Group	La Grange, IL	La Grange Downtown Streetscape	Charity Jones, Acting Village Manager	708-579-2313 cjones@villageoflagrange.com
Hitchcock Design Group	Naperville, IL	Main Street Promenade	Dwight Yackley, President of BBM Inc.	630-305-7171

SECTION 3

BUDGET

Detailed Cost

	Houseal Lavigne						B&W	DELTA	HDG	ALL TOGETHER	TOTAL BUDGET
	Partner	Principal	Practice Lead	Senior Planner	Planner II	Planner I					
COMPREHENSIVE PLAN											
Task 1: Project Initiation & Project Management	8	20	80	0	76	36	0			62	
Task 2: Public Engagement and Communication	16	8	60	36	70	102	0			264	
Task 3: Existing Conditions Analysis	16	0	62	12	76	119	30			20	
Task 4: Vision and Land Use Framework	28	14	64	12	98	32	12			124	
Task 5: Focus Area Framework Plans (2-3 Focus Areas)	16	38	54	0	118	108	16			20	
Task 6: Preliminary Village-Wide Plans and Policies	16	24	50	0	92	128	28			24	
Task 7: Comprehensive Plan Document and Adoption	37	14	92	8	142	112	10			124	
Total Hours	137	118	462	68	672	637	96	0	0	638	2828
Direct Expenses						\$4,250.00				\$12,600.00	\$16,850.00
Professional Services Fee	\$39,045.00	\$32,450.00	\$103,950.00	\$12,240.00	\$100,800.00	\$76,440.00	\$14,880.00	\$-	\$-	\$79,750.00	\$459,555.00
BIKE AND PEDESTRIAN PLAN											
Task 1: Public Engagement			2	7	2		172				
Task 2: Existing Conditions Analysis			9	4	4		272				
Task 3: Community Assessment			4	8	4		110				
Task 4: Strategies and Recommendations			4	4			110				
Task 5: Implementation			12	30	12		178				
Total Hours	0	0	31	53	22	0	842	0	0	0	948
Direct Expenses							\$3,645.00				\$3,645.00
Professional Services Fee	\$-	\$-	\$6,975.00	\$9,540.00	\$3,300.00	\$-	\$130,510.00	\$-	\$-	\$-	\$150,325.00
DOWNTOWN STREETScape PLAN & FAIRVIEW FOCUS AREA IMPLEMENTATION PLAN											
Task 1: Streetscape Existing Conditions Analysis			4	10	2				106		
Task 2: Schematic Design			12	34	18				311		
Total Hours	0	0	16	44	20	0	0	0	417	0	497
Direct Expenses									\$1,150.00		\$1,150.00
Professional Services Fee	\$-	\$-	\$3,600.00	\$7,920.00	\$3,000.00	\$-	\$-	\$-	\$68,805.00	\$-	\$83,325.00
ENVIRONMENTAL SUSTAINABILITY PLAN											
Task 1: Project Initiation			4	4	4			84			
Task 2: Public Engagement			6	8	8			136			
Task 3: Environmental Sustainability Plan Outline				4	2			88			
Task 4: Environmental Sustainability Plan Drafting			6	10	4			180			
Task 5: Greenhouse Gas Inventory (OPTIONAL)			6	8	4			84			
Total Hours	0	0	22	34	22	0	0	572	0	0	650
Direct Expenses								\$1,500.00			\$1,500.00
Professional Services Fee	\$-	\$-	\$4,950.00	\$6,120.00	\$3,300.00	\$-	\$-	\$71,500.00			\$85,870.00
MEETINGS - ALL PROJECTS*											
Scoped Meetings - 56	\$84,000.00										
Per Meeting Fee - Out of Scope	\$1,500.00	per meeting									

DIRECT EXPENSES	\$23,145.00
PROFESSIONAL SERVICES FEES	\$863,075.00
TOTAL BUDGET - ALL PROJECTS	\$886,220.00

Hourly Rates by Staff

Houseal Lavigne	Hourly Rate
Partner	\$285
Principal	\$275
Practice Lead	\$225
Senior Planner	\$180
Planner II	\$150
Planner I	\$120

All Together	Blended Hourly Rate
	\$ 125
B&W	Blended Hourly Rate
	\$ 155
Delta	Blended Hourly Rate
	\$ 125
Hitchcock Design Group	Blended Hourly Rate
	\$ 165

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

Houseal Lavigne Associates, LLC

Company Name

Date: 10/23/2023

188 W. Randolph St., Suite 200

Street Address of Company

jhouseal@hlplanning.com

Email Address

Chicago, IL 60601

City, State, Zip

John Houseal

Contact Name (Print)

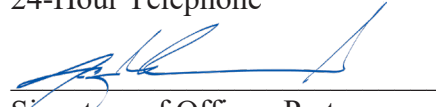
312-372-1008

Business Phone

312-372-1008

24-Hour Telephone

Fax


Signature of Officer, Partner or
Sole Proprietor

John Houseal, Partner/Co-Founder

Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Houseal Lavigne Associates, LLC

ADDRESS: 188 W Randolph St., Suite 200

CITY: Chicago

STATE: IL

ZIP: 60601

PHONE: (312)372-1008 **FAX:** _____

TAX ID #(TIN): 13-4287640

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

TYPE OF ENTITY (CIRCLE ONE):

Individual	Limited Liability Company – Member-Managed
Sole Proprietor	<u>Limited Liability Company- Manager-Managed</u>
Partnership	Medical
Corporation	
Charitable/Nonprofit	Government Agency

SIGNATURE: 

DATE: 10/23/2023

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Downers Grove Comprehensive Plan & Related Projects, Proposer Houseal Langr hereby certifies the following:
(Name of Project) (Name of Proposer)

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: [Signature]
Proposer's Authorized Agent Signature

13-4287640
FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 23 day of OCT, 2023
[Signature]
Notary Public



PROPOSER’S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of _____, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Limited Liability Company (LLC)

The Bidder is a LLC organized and existing under the laws of the State of Illinois _____, which operates under the legal name of Houseal Lavigne Associates, LLC _____, and the full names of its managers or members are as follows:

Manager or Member: John Houseal _____

Manager or Member: Devin Lavigne _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the State of _____.

PROPOSER’S CERTIFICATION (page 3 of 3)

(d) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the State of _____.

5. Are you willing to comply with the Village’s preceding insurance requirements within 10 days of the award of the contract? **YES** NO (circle one)

Insurer’s Name State Farm

Agent Margarita Cantu

Street Address 300 S County Farm RD Unit D
City, State, Zip Code Wheaton, IL 60187

Telephone Number 630-588-9590

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Houseal Lavigne Associates, LLC

Print Name and Title of Authorizing Signature: John Houseal, Partner | Co-Founder

Signature: 

Date: 10/23/2023

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Houseal Lavigne Associates, LLC

Address: 188 W Randolph St., Suite 200

City: Chicago Zip Code: 60601

Telephone: (312)372-1008 Fax Number: () _____

E-mail Address: jhouseal@hlplanning.com

Authorized Company Signature:  _____

(Print)Name: John Houseal Title of Official: Partner | Co-Founder

Date: 10/23/2023

Campaign Disclosure Certificate

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

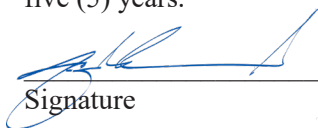
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare: _____

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.



Signature

John Houseal

Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

Comprehensive Plan & Related Action Items Consultant Engagement

December 12, 2023



2023-25 Priority Action Items

	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2	Beyond
Civic Center Project								
Replace ERP System								
Lead Service Line Replacement Plan								→
Building Codes Update								
Meadowbrook TIF and RDA								
Ogden TIF Extension								
Comprehensive Plan Update								
Environmental Sustainability Plan								
Downtown Hardscape/Landscape								
Enhance Downtown Outdoor Dining								
Enhanced Bike & Ped Plan								
Fairview Area Plan Implementation								→
Review DEI Practices								→
Public Safety Pension Stabilization								
Video Gaming								
Sign Ordinance Amendments								
Review Public Tree Planting Practices								
Consider Private Tree Regulations								



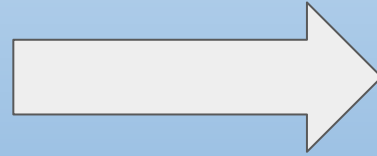
Goals & Objectives

- Substantially Complete or Advance All Six Items by May 2025
- Prepare a Modern, Best Practice Based Comp. Plan
- Prepare the Deliverables Noted in the PAI Descriptions
- Align the Work (Avoid Inconsistent Recommendations)



Traditional Approach

**Comprehensive
Plan**



**Supporting
Plans &
Implementation**



Innovation

- Work Concurrently
- Village Council as Comp. Plan Committee
- Engage Multiple Boards and Commissions
- Engage Multiple Consultants



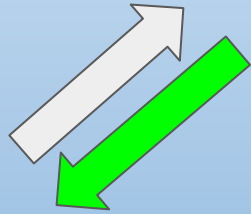
The Team

- Village Council
- ECC, TaP, HPDRB & PC
- Staff Liaisons
 - Community Dev.
 - Public Works
 - Managers Office
 - Legal Department
- Consultants
 - Planning
 - Urban Design
 - Environmental
 - Transportation



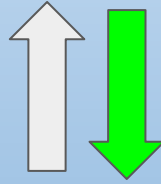
Village Council

Direct & Coordinate Work
Policy Direction Throughout
Meet Monthly or Every Other



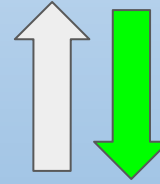
ECC

Sustainability Topics in CP
Env. Sustainability Plan
Meet Monthly



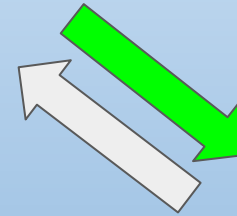
TaP

Transportation Topics in CP
Enh. Bike & Ped Plan
Meet Monthly



HPDRB

Downtown Streetscape
DT Outdoor Dining
Fairview Streetscape
Meet Monthly



Plan Commission

All Other CP Topics
Meet Monthly



'23-25 Comp Plan & Related Items

October 2023

May 2025

Comp Plan

Environmental Sustainability Plan

Enhanced Bicycle & Pedestrian Plan

Downtown Streetscape Plan

Downtown Outdoor Dining Plan

Fairview Focus Area Implementation



Challenges

- Advisory Boards Availability and Caseload
- Potentially Conflicting Recommendations
- Managing Public Engagement from Multiple Sources
- Complexity



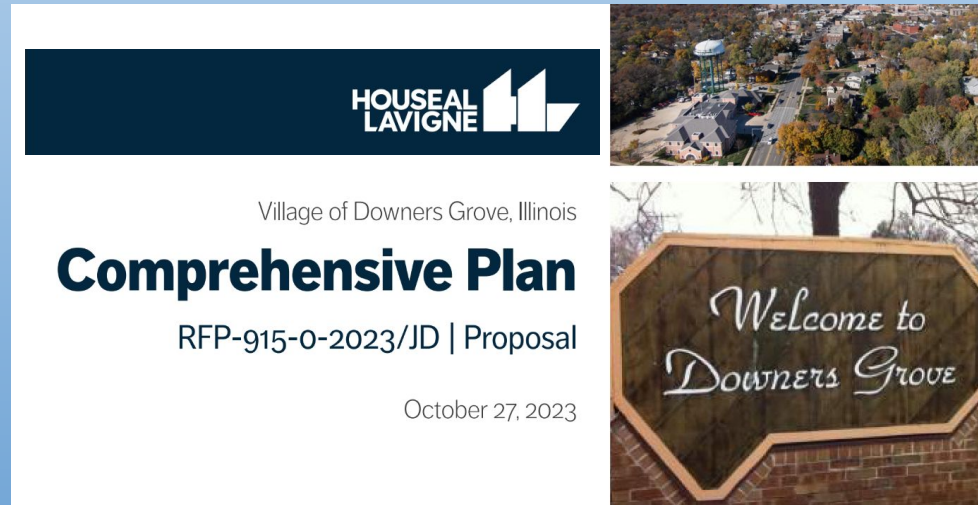
What It Will Take

- Perform Comp. Plan Level Work and Supporting Plan / Implementation Level Work Simultaneously
- Staff, Consultants, Boards/Commissions and Village Council to Move Work Forward Monthly
- Flexibility
 - Accept Uncertainties of Innovative Approach
 - Willingness to Adjust Completion Deadlines



Request for Proposals

- Three Proposals Received
- Staff Recommends Engaging Houseal Lavigne



The image shows the cover of a Request for Proposal (RFP) for the Village of Downers Grove, Illinois. The cover is white with a dark blue header bar containing the "HOUSEAL LAVIGNE" logo. Below the header, the text reads "Village of Downers Grove, Illinois" and "Comprehensive Plan" in large, bold, dark blue font. Underneath, it says "RFP-915-0-2023/JD | Proposal" and "October 27, 2023". To the right of the text are two images: an aerial view of a residential neighborhood with a water tower, and a wooden sign that says "Welcome to DOWNERS GROVE".

Proposal Summary

- Consistent with Innovative, Concurrent Approach
- Demonstrated Understanding of Projects & Deliverables
- Skilled Consultant Team
- Proven Success with VoDG and Other Municipalities
- Robust Communication & Community Engagement



Consultant Team



Consultant Team

- **Houseal Lavigne** - Lead & Comp Plan Update
- **Baxter & Woodman** - Enhanced Bike & Ped Plan
- **Hitchcock Design** - Downtown & Fairview Streetscape Designs
- **Delta Institute** - Environmental Sustainability Plan
- **All Together** - Communication & Public Engagement



Communication & Public Engagement

- Public Engagement Plan
- Project Aesthetic & Messaging
- Communication Pushes/Project Partner Packets
- Project Website
- Map.social Online Mapping Tool
- Online Community Questionnaire
- Stakeholder Interviews & Focus Groups
- Kick-off & Pop-up Events
- Event Gamification
- Youth Engagement/Civic Participation Day
- Business Community Workshop
- DIY Workshop Kits
- Community Presentations & Open Houses
- Executive Summary Story Map



Deliverables

- Updated **Comprehensive Plan**
 - Vision Statement & Goals
 - Existing Conditions Analysis
 - Market & Demographic Profile
 - Land Use, Development & Zoning Regs
 - Transportation & Mobility
 - Infrastructure
 - Environmental Sustainability



Deliverables

- Updated **Comprehensive Plan**
 - Vision & Land Use Framework
 - Focus Areas
 - Housing & Neighborhoods Including Housing Analysis
 - Housing Stock Profile
 - Cost Burden by Tenure Spatial Analysis
 - Assessment of Household Makeup vs Housing Unit Size
 - Identify Potential Gaps in Local Housing Market
 - Identify Issues Related to Housing Affordability



Deliverables

- Updated **Comprehensive Plan**
 - Economic Development
 - Transportation & Mobility
 - Community Facilities & Infrastructure
 - Environmental Sustainability (Throughout Plan)
 - DEI (Throughout Plan)



Deliverables

- **Environmental Sustainability Plan**
 - GRC Framework Based Sustainability Plan
 - Greenhouse Gas Inventory
- **Downtown Streetscape Design (Outdoor Dining) & Fairview Streetscape Design**
 - Existing Conditions Analysis
 - Streetscape Improvement Plan
 - Preliminary Design Plans
 - Cost Estimates

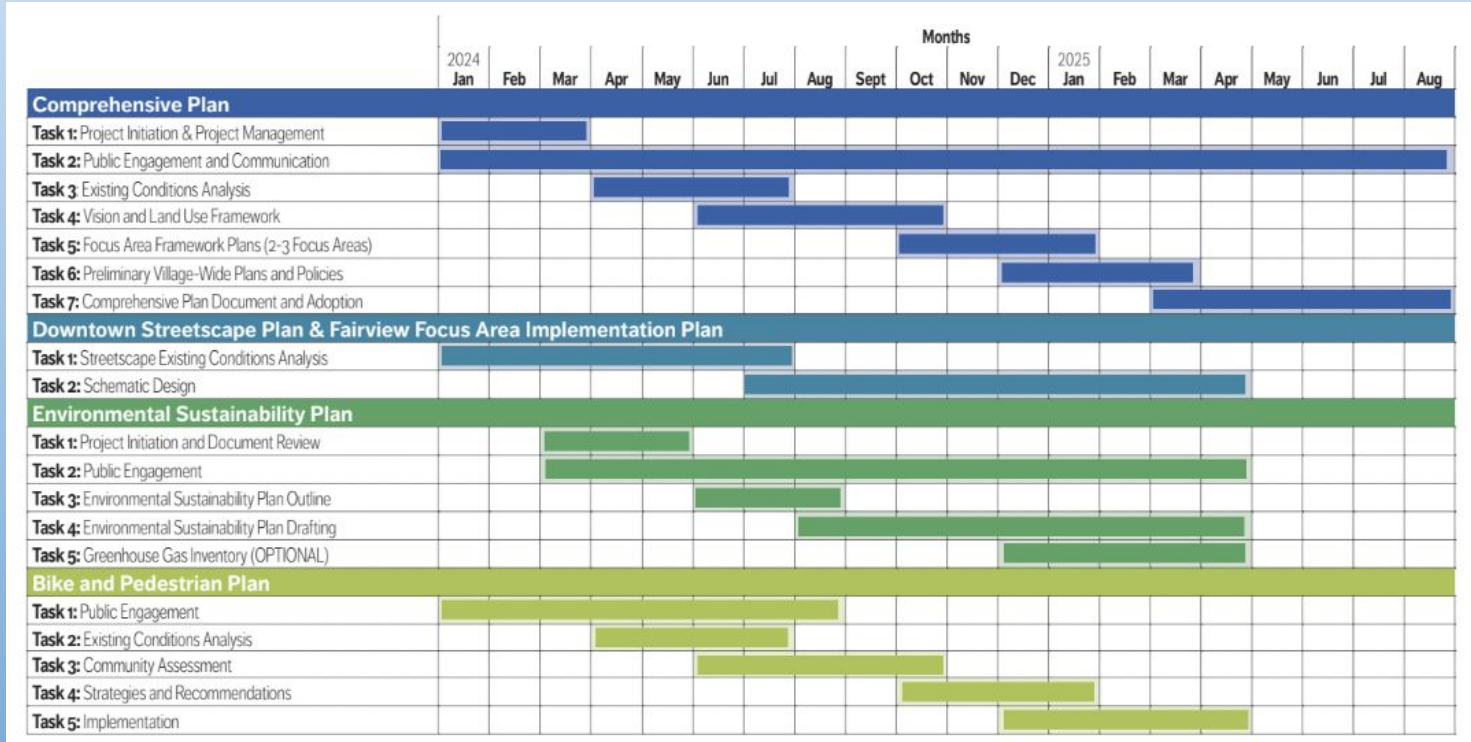


Deliverables

- **Enhanced Bicycle & Pedestrian Plan**
 - Vision & Guiding Principles
 - Existing Conditions Analysis
 - Origin-Destination Analysis
 - Equity Assessment
 - Resources Based Assessment
 - Action Plan: Strategies & Recommendations



Process and Schedule



Process and Schedule

- Project Start - January 2024
- Substantial Completion - May 2025

	Meetings
Village Council	25
Plan Commission	10
Environmental Concerns Commission	7
Transportation & Parking Commission	7
HPDRB	7



Project Cost

- FY24 Budget of \$1 Million
- Not to Exceed \$930,531
 - \$886,220 proposal cost
 - \$44,311 contingency (5%)
- 4,932 Consultant Hours



Proposal Summary

- Consistent with Innovative, Concurrent Approach
- Demonstrated Understanding of Projects & Deliverables
- Skilled Consultant Team
- Proven Success with VoDG and Other Municipalities
- Robust Communication & Community Engagement



Comprehensive Plan & Related Action Items Consultant Engagement

December 12, 2023

