

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JANUARY 9, 2023 AT 6:30 P.M. 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:

Dial-in Phone Number: 312-626-6799

Meeting ID: 854 2471 4353

Written Public Comments Can Be Submitted By 6:15 P.M. on January 9, 2023, to aarteaga@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. MOTION - Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely. (PASS)
4. PLEDGE OF ALLEGIANCE
5. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
6. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (Approve)
 - b. Minutes - Board of Trustees Special Meeting December 12, 2022 (APPROVE)
 - c. Warrants \$609,063.85

NEW BUSINESS

7. RESOLUTION NO. _____ - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING, APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR SERVICES IN CONNECTION WITH THE VILLAGE OF WILLOWBROOK COMPREHENSIVE PLAN UPDATE (ADOPT)

8. ORDINANCE NO. _____ - AN ORDINANCE AMENDING TITLE 6, CHAPTER 6, SECTION 6-6-3 (A) OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK (PASS)
9. MOTION - A MOTION TO APPROVE PAYMENT (PASS)

PRIOR BUSINESS

10. TRUSTEE REPORTS
11. ATTORNEY'S REPORT
12. CLERK'S REPORT
13. ADMINISTRATOR'S REPORT
14. MAYOR'S REPORT
15. EXECUTIVE SESSION
16. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR MONDAY, DECEMBER 12, 2022, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were, Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Greg Ruffolo, Village Attorney Melissa Wolf, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Robert Schaller, Deputy Clerk Christine Mardegan and Public Works Foreman AJ Passero.

Present via conference call were: None.

ABSENT: Chief Financial Officer Michael Rock, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Foreman Passero to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

The Mayor recognized resident Carol Lazarski on the zoom call for comments. Ms. Lazarski commented that she had attended the Light up the Night event at Borse Park on Saturday (December 10) and it was fabulous. She was glad that she and her cousin were able to attend and appreciated all the work that went into the event. The Mayor thanked her for her comments.

5. PRESENTATION – VILLAGE AUDIT PRESENTATION

Administrator Halloran introduced the speaker from Sikich to present the 2021/2022 fiscal year audit, which staff has been working on since June/July of 2022 with the help of Lauterbach, Amen and Sikich.

Brian LeFevre from Sikich began by thanking the Mayor and Board for the opportunity to present the audit data.

The annual comprehensive financial report is comprised of three sections: Introductory, Financial and Statistical. What is required by Illinois state audit standards is also contained in the Financial section.

In the Introductory section, he noted that the Village of Willowbrook received the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2020/2021 Annual Comprehensive Financial Report from the Government Finance Officers Association. This is the highest level of financial reporting within the government industry. This is the 33rd consecutive year the award had been received by the Village. With the acceptance of the 2021/2022 audit, it will be submitted once again for consideration of the award.

The financial section begins with a letter from Sikich in which their opinion is given on the financial statements and the conditions of the audit. Two sets of standards were followed, the auditing standards of the AICPA (American Institute of Certified Public Accountants) and the financial reporting standards from GASB (Governmental Accounting Standards Board) in accordance with the standards generally accepted in the United States (GAAS) to present an unmodified opinion of the Village's financial statement.

The next section contains the Management's Discussion and Analysis (MD&A), the executive summary of the report. This section of the audit is prepared by the Village and is the one area where an explanation of the financial statements can be provided. Mr. LeFevre recommends reading this section of the report. This document, along with the annual budget, can be a resource for the constituency and residents who may have questions regarding the finances of the Village.

After the MD&A, is the Village's Basic Financial Statement. The first couple of statements are global statements only prepared for the annual audit to receive the unmodified opinion. Of more pertinence to the Board may be the fund statements. The General Fund finished the year with an \$11.2 million balance which is an increase of just over \$2.7 million from the prior fiscal year. This indicates the general operating fund is structurally in balance and you can afford to provide the required services to the Village.

The other main operating fund is the Water Fund which had a slight loss when depreciation is taken into consideration. There is nothing alarming in this from a cash flow standpoint. Cash flow was down slightly in the Water Fund, but all managed in accordance with the budget.

The Police Pension Fund was also down slightly due to the reporting of the investments at market value. The Village did contribute exactly what was required for funding of the pension fund recommended by the actuary.

Mr. LeFevre also pointed out the updates to the other pension plans, besides the Police Pension fund. The audit contains mandatory reports filed by the actuary. These are in a section on Required Supplementary Information. The budgetary impact of the IMRF (Illinois Municipal Retirement Fund) was \$308,000 in contributions matching the recommendation of the actuary. The contribution to the Police Pension Fund was just over \$1.19 million, again on par with the recommendations of the actuary.

In terms of percent funded, in the pension funds, for the IMRF, the percentage rose from 91% funded to 103% funded. The Village also maintains a liability in the Sheriff's Law Enforcement Personnel Fund, although with no active employees, which is 147% funded. In the Police Pension Plan, actuarially assumed return for this fund was lowered which increased the liability of the fund. That combined with lower results of the market through April 30th (2022) resulted in a decreased funding level on a market value basis from 83% to 68%. Mr. LeFevre indicated that although it sounds like a large decrease, 68% is still a well-funded plan and well ahead of the average of all plans of this type in Illinois.

Mr. LeFevre concluded his presentation by indicating that, although 2022 was a year of transition in the Finance department, the staff worked diligently to provide the auditors with the information needed. He then opened the floor to questions.

The Mayor thanked him for providing a great report. Trustee Mistele commented that he got the impression that the Village was financially quite strong. Mr. LeFevre indicated it was a tough question to answer given that accountants are not required to make the tough financial decisions made by the Mayor and Board and that they are unable to foresee 3 to 5 years into the future. He did note though that based on April 30, 2022, the Village did appear to be in a good financial position.

6. OMNIBUS VOTE AGENDA

Mayor Trilla read over each item of the Omnibus Vote Agenda for the record.

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Board of Trustees Regular Meeting November 28, 2022 (APPROVE)
- c. Minutes - Board of Trustees Committee of the Whole Meeting November 28, 2022 (APPROVE)

- d. Minutes - Board of Trustees & Plan Commission Joint Meeting - Zoning Code Update - November 21, 2022 (APPROVE)
- e. Warrants \$968,840.92
- f. RESOLUTION NO. 22-R-67 - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK SETTING THE 2023 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES AND THE SCHEDULE OF REGULAR MEETINGS OF COMMISSIONS AND COMMITTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)
- g. ORDINANCE NO. 22-O-45 - AN ORDINANCE OF THE VILLAGE OF WILLOWBROOK DECLARING AND AUTHORIZING THE SALE, DISPOSAL OR TRADE-IN OF SURPLUS PERSONAL PROPERTY OWNED BY THE VILLAGE OF WILLOWBROOK (PASS)
- h. ORDINANCE NO. 22-O-46 - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2022 AND ENDING APRIL 30, 2023, OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (PASS)

Mayor asked the Board if there were any items to be removed from Omnibus Vote Agenda.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

NEW BUSINESS

7. FINANCIAL FUNDING ITEMS

- a. MOTION - MOTION to approve a change in the fund balance reserve policy for the General Fund. (PASS)

Village Administrator Halloran added a few comments to the audit presentation. He feels it is important to show where staff may have missed the mark and how they've improved.

In the fiscal year 2020/2021, the surplus was \$1.8 million on a fund balance of \$8.4 million which accounted for 86% of the General Fund operating expenditures. In the 2021/2022 fiscal year, General Fund balance grew to \$11.2 million which equates to a 104% funding balance.

In February and March of 2022, during the Budget workshops, the issue of a large funding balance was discussed and indicated that only Willowbrook and Oak Brook operate with this large a surplus.

Administrator Halloran referred to an article in the *Daily Herald* which discussed Oak Brook's reserve fund of around \$31 million. Obviously, Oak Brook is in a league of their own, but it's important to look at Willowbrook's projected 2021/2022 surplus compared to the actual figures. Our goal is to be within a 5% variance between estimates and actual revenues.

Administrator Halloran reviewed the estimates versus actual figures for the revenue sources in 2021/2022:

Revenue Category	2021-2022 Estimate	2021-2022 Actual	% Difference
Hotel/Motel Tax	\$239,633	\$326,539	36%
Self Storage Tax	\$184,191	\$219,910	19%
Home Rule Sales Tax	\$2,750,000	\$2,820,612	3%
Sales Tax	\$5,071,000	\$5,119,363	1%
Income Tax	\$1,237,434	\$1,285,866	4%
Utility Tax	\$794,453	\$870,877	10%
Places of Eating Tax	\$641,362	\$619,882	-3%
Local Gas Tax	\$302,376	\$274,413	-9%

The biggest variance in the estimate versus actual, was in the revenue category Federal/State Grants. Although we received the additional grants monies, it does not count in the calculations of an audit until the monies are expensed.

Revenue Category	2021-2022 Estimate	2021-2022 Actual	% Difference
Federal/State Grants	\$645,408	\$140,053	-78%
Red Light Fines	\$915,000	\$879,985	-4%

For expenditures, these were the differences in estimates and actuals:

Expenditure	2021-2022 Estimate	2021-2022 Actual	% Difference
Village Administrator's Office	\$3,150,639	\$2,585,170	-18%
Community Development	\$656,945	\$460,346	-30%
Police	\$6,296,023	\$6,211,413	-1%
Public Works	\$1,615,968	\$1,962,358	21%
TOTAL	\$11,719,576	\$11,219,287	-4%

The largest variance was felt in Public Works expenditures. Public Works Foreman Passero and Mr. Arteaga have been working diligently to address this issue over the past several months. The issues experienced by Public Works are not central to Willowbrook; they happen everywhere. Catastrophic events like microbursts, tornadoes or flooding rains can't be controlled. With those issues, costs will go over budget; it is expected. What can be controlled is the contracts we negotiate and controlling costs, by increasing the number of RFPs (Request for Proposals) to attract new and/or additional suppliers.

As an added benefit of soliciting proposals, some of the Village's current providers have also adjusted their rates in our favor. For example, the recent snow plowing proposal, adopted by the Board, has the current supplier offering a rate of \$95.00 per hour in the first year. Although the rate increases annually over the life of the three-year contract, it never reaches the previous \$135.00 per hour rate.

Although the actual cost calculations are not yet finalized for the 2021/2022 budget year, Administrator Halloran expects the actual expenditures for Public Works to improve to \$1.1 to \$1.2 million for next year with the current contract revision negotiations. The goal is to use different strategies and opportunities to streamline those services without actually reducing services to the residents.

The first recommendation is to approve a change in the fund balance reserve policy for the General Fund as discussed in the March (2022) budget workshop. At that time, it was agreed to set the fund balance goal at 33%, or 120 days of reserves. The new recommendation is to raise that reserve level to a range between 40% and 50%.

Currently the existing General Fund balance is \$11.2 million equating to a surplus of 104%. We can take that \$11.2 million and increase it to a range between 40% and 50%. This level of reserves would be the second highest in DuPage county. Only Oak Brook would be higher at approximately a 50% reserve funding level.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to pass the motion as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele and Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

b. MOTION - MOTION to create an Opportunity Reserve Fund with surplus from the General Fund. (PASS)

The second item open for a motion is something which was very briefly discussed in last year's budget workshops, to create a separate fund, an Opportunity Reserve Fund.

This fund would be similar to the LAFER and totally separate from the General Fund, Water Fund, Business District Fund and TIF. This fund could be used for catastrophic events, e.g., financial depression or natural disaster, to pay down debt or buy property, all at the Board's discretion. Staff cannot use any funds from this account, for any reason, unless approved by the Board.

As all are aware, we do not receive any revenue from property taxes which could be used for operating expenditures. Staff's recommendation is to lower the General Fund balance of a 104% reserve to a 45% reserve, equaling an operating reserve of \$5 million. This would provide a \$6.1 million transfer to the Opportunity Reserve Fund.

Trustee Mistele expressed his desire to consider eliminating any kind of property tax, for any reason, for as long as feasible. The Mayor indicated there are a couple issues why that can't be done. Trustee Mistele said he understood but wanted it brought up during budgeting discussions. Mayor Trilla indicated that the current property tax levy is about \$80.00 per home.

Administrator Halloran added that, after speaking with the TIF attorneys, because of the TIF, the property tax levy cannot be reduced to zero. It is clear in TIF law, if the Village does not levy a tax, the Village must pay 10% of what the other taxing districts are putting into the TIF fund.

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to pass the motion as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele and Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

c. MOTION - MOTION to transfer surplus funds from the General Fund to the Opportunity Reserve Fund. (PASS)

Staff is recommending the transfer of \$6.1 million from the \$11.2 million General Fund to the Opportunity Reserve Fund. The remaining balance in the General Fund would be lowered to 45% reserves of \$5,064,289.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to pass the motion as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele and Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

8. RESOLUTION NO. 22-R-68- A RESOLUTION OF THE VILLAGE OF WILLOWBROOK AUTHORIZING THE EXECUTION OF REQUEST TO BECOME A MEMBER OF THE SOUTHEAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION FOR THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS (ADOPT)

Director Kleefisch recapped the information from the last meeting extolling the virtues of SEASPAR (Southeast Association for Special Parks and Recreation). This resolution will allow the Village to approach the SEASPAR board for a vote on Willowbrook's membership. With this application, this will also allow the Village to withdraw from Gateway SRA membership.

The Mayor asked if there is an advance notice requirement for withdrawal from Gateway. Director Kleefisch indicated it was a 15-month period.

Trustee Neal asked if we have the necessary steps prepared to begin the Gateway withdrawal procedures. Director Kleefisch explained that the process for withdrawal cannot begin until approval from the SEASPAR board is received, an overall 18-month process. Trustee Neal asked if there would be a time when we would not be a member of either association. Director Kleefisch explained that, no, we would continue to be a member of one or the other program. This is the reason behind the lengthy process, to maintain a connection with a special recreation association.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adopt Resolution 22-R-68 as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele and Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report but wished all a Merry Christmas and Happy New Year.

Trustee Berglund had no report.

Trustee Davi had an opportunity to meet with numerous residents over the last few days. In more than one household, an unsolicited comment was made that they were very happy with the things the Village is doing.

Trustee Astrella had no report.

10. ATTORNEY'S REPORT

Attorney Wolf had no report.

11. CLERK'S REPORT

Clerk Hahn mentioned that today (Monday, December 12, 2022) had been the opening day to receive nominating petitions for elected official vacancies.

12. ADMINISTRATOR'S REPORT

Administrator Halloran wanted to thank Chief Schaller, Director Kleefisch, Foreman Passero and others for their work on the Light up the Night event; it was awesome with about 300-400 people attending. These individuals have been working on the project since July. There were a couple of hiccups that were smoothed out. He gave them a lot of credit for their hard work.

He also congratulated the Board for their hard work since July 2021 in encouraging the staff to initiate an HMO and PPO health insurance program. He also offered his thanks to Mr. Arteaga for carrying the program over the goal line during open enrollment. He let the Board know it is a big accomplishment.

Administrator Halloran turned the floor over to Chief Schaller for his comments. Chief Schaller stated, as the Board knows, the police department is very active and pushing social media in finding other ways to reach residents. With this in mind, Willowbrook Police has started a Twitter page. Most recently it has been used to inform the public on recent burglaries and for road closure information for the Light up the Night event. He indicated that if any of the Board members are interested in joining Twitter and following the police department, you can scan the QR code on the Facebook page linked to the Twitter page.

13. MAYOR'S REPORT

The Mayor wanted to congratulate Administrator Halloran and departmental staff for the excitement being generated in the Village. The sky's the limit. If you can dream it, we can build it. He's excited and proud of the staff. It's a great team that's been put together.

The events last weekend (Elf Tryouts and Light up the Night) were great. We have to get the word out about the first elf graduates. Every elf who tried out succeeded.

There's also an upcoming event for parents of young children; New Year's Eve at noon. That's a great idea. And Santa's Sleigh (Visit) - call the Village and have Santa come visit.

14. EXECUTIVE SESSION

The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees Authorized by 5ILCS 120/2(c)(1)

MOTION: Made by Trustee Ruffolo and seconded by Trustee Astrella to adjourn the Regular Meeting and recess to closed session at the hour of 7:06 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele and Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

15. ADJOURNMENT

Regular meeting adjourned and the Board moved into Closed Session.

PRESENTED, READ, and APPROVED.

_____, 2022.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

W A R R A N T S

January 9, 2023

GENERAL CORPORATE FUND	-----	\$ 214,217.10
WATER FUND	-----	\$ 124,252.88
MOTOR FUEL TAX FUND	-----	\$ 26,533.28
CAPITAL PROJECT FUND	-----	\$ 244,060.59
 TOTAL WARRANTS	-----	\$ 609,063.85

Michael Rock, Director of Finance

APPROVED:

Frank A. Trilla, Mayor

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/09/2023		APCH	99607	1ST AYD CORPORATION	BUILDING MAINTENANCE SUPPLIES	466-351	10	113.42
01/09/2023		APCH	99609	ACTIVE NETWORK, LLC	EDP EQUIPMENT/SOFTWARE	555-212	20	897.60
01/09/2023		APCH	99610	ADMINISTRATIVE CONSULTING SPECIA	CONTINGENCIES	490-799	10	2,083.33
					CONTINGENCIES	490-799	10	2,083.33
					CHECK APCHK 99610 TOTAL FOR FUND 01:			4,166.66
01/09/2023		APCH	99611	ADOBE SYSTEMS INC	FEES/DUES/SUBSCRIPTIONS	455-307	10	590.42
01/09/2023		APCH	99612	BANNERVILLE USA INC	COMMUNITY EVENTS	585-522	20	215.00
01/09/2023		APCH	99613	BARB VANDERVORT	ACTIVE ADULT PROGRAM	590-517	20	65.00
01/09/2023		APCH	99614	CASE LOTS, INC	BUILDING MAINTENANCE SUPPLIES	466-351	10	77.80
					BUILDING MAINTENANCE SUPPLIES	466-351	10	199.95
					CHECK APCHK 99614 TOTAL FOR FUND 01:			277.75
01/09/2023		APCH	99615#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	1,822.00
					ENGINEERING SERVICES	820-262	40	358.00
					ENGINEERING SERVICES	820-262	40	576.25
					CHECK APCHK 99615 TOTAL FOR FUND 01:			2,756.25
01/09/2023		APCH	99616	CINTAS CORPORATION NO 2	MAINTENANCE	725-410	35	132.65
01/09/2023		APCH	99617	CLARKE AQUATIC SERVICES INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	375.00
01/09/2023		APCH	99618	COMCAST CABLE	FEES/DUES/SUBSCRIPTIONS	630-307	30	689.35
01/09/2023		APCH	99619#	COMED	RED LIGHT - COM ED	630-248	30	77.41
					RED LIGHT - COM ED	630-248	30	62.74
					ENERGY - STREET LIGHTS	745-207	35	502.59
					ENERGY - STREET LIGHTS	745-207	35	293.03
					ENERGY - STREET LIGHTS	745-207	35	92.87
					CHECK APCHK 99619 TOTAL FOR FUND 01:			1,028.64
01/09/2023		APCH	99620	DU-COMM	RADIO DISPATCHING	675-235	30	3,699.01
					RADIO DISPATCHING	675-235	30	72,490.25
					CHECK APCHK 99620 TOTAL FOR FUND 01:			76,189.26
01/09/2023		APCH	99621	DUPAGE CNTY CHIEFS OF POL.ASSN.	FEES/DUES/SUBSCRIPTIONS	630-307	30	275.00
					FEES/DUES/SUBSCRIPTIONS	630-307	30	275.00

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
					FEES/DUES/SUBSCRIPTIONS	630-307	30	275.00
					CHECK APCHK 99621 TOTAL FOR FUND 01:			825.00
01/09/2023	APCH	99622	DUPAGE COUNTY RECORDER		FEES/DUES/SUBSCRIPTIONS	630-307	30	121.00
01/09/2023	APCH	99623	DUPAGE COUNTY TREASURER		EDP LICENSES	640-263	30	750.00
01/09/2023	APCH	99627	EVT TECH		MAINTENANCE - VEHICLES	630-409	30	4,240.15
					MAINTENANCE - VEHICLES	630-409	30	100.00
					CHECK APCHK 99627 TOTAL FOR FUND 01:			4,340.15
01/09/2023	APCH	99629	FLOCK SAFETY		FEES/DUES/SUBSCRIPTIONS	630-307	30	5,625.00
01/09/2023	APCH	99630#	FOX TOWN PLUMBING INC		MAINTENANCE - EQUIPMENT	570-411	20	332.00
					MAINTENANCE - BUILDING	630-228	30	140.00
					CHECK APCHK 99630 TOTAL FOR FUND 01:			472.00
01/09/2023	APCH	99631	HAYES MECHANICAL		MAINTENANCE - BUILDING	466-228	10	375.00
01/09/2023	APCH	99634*#	HOME DEPOT CREDIT SERVICES		MAINTENANCE - BUILDING	466-228	10	317.31
					COMMUNITY EVENTS	585-522	20	46.58
					COMMUNITY EVENTS	585-522	20	260.88
					COMMUNITY EVENTS	585-522	20	985.38
					COMMUNITY EVENTS	585-522	20	471.20
					COMMUNITY EVENTS	585-522	20	71.77
					CHECK APCHK 99634 TOTAL FOR FUND 01:			2,153.12
01/09/2023	APCH	99635	HOUSEAL LAVIGNE ASSOCIATES LLC		CONSULTING	455-306	10	19,358.38
					CONSULTING	455-306	10	25,131.07
					CHECK APCHK 99635 TOTAL FOR FUND 01:			44,489.45
01/09/2023	APCH	99636	ILLINOIS ASSSOCIATION OF PARK DI		FEES/DUES/SUBSCRIPTIONS	455-307	10	663.56
01/09/2023	APCH	99637	INT ASSOC OF CHIEFS OF POLICE IN		FEES/DUES/SUBSCRIPTIONS	630-307	30	190.00
01/09/2023	APCH	99638	JOSE CHAVEZ-JIMENEZ		UNIFORMS	630-345	30	900.00
01/09/2023	APCH	99639*#	KEVRON PRINTING & DESIGN INC		PRINTING & PUBLISHING	410-302	05	43.90
					PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	72.50
					PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	35.50
					PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	132.00
					PRINTING & PUBLISHING	550-302	20	72.50

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
					PRINTING & PUBLISHING	550-302	20	35.50
					PRINTING & PUBLISHING	550-302	20	43.90
					PRINTING & PUBLISHING	610-302	25	35.50
					PRINTING & PUBLISHING	710-302	35	35.50
					PRINTING & PUBLISHING	710-302	35	43.90
					PRINTING & PUBLISHING	810-302	40	87.80
					CHECK APCHK 99639 TOTAL FOR FUND 01:			638.50
01/09/2023	APCH	99640#	KEVRON PRINTING & DESIGN INC		PRINTING & PUBLISHING	410-302	05	170.50
					PRINTING & PUBLISHING	550-302	20	25.15
					PRINTING & PUBLISHING	610-302	25	25.15
					PRINTING & PUBLISHING	710-302	35	73.80
					PRINTING & PUBLISHING	710-302	35	50.40
					CHECK APCHK 99640 TOTAL FOR FUND 01:			345.00
01/09/2023	APCH	99641	KING CAR WASH		FUEL/MILEAGE/WASH	630-303	30	300.00
01/09/2023	APCH	99642#	KONICA MINOLTA BUSINESS SOLUTION		COPY SERVICE	455-315	10	150.00
					COPY SERVICE	455-315	10	150.00
					COPY SERVICE	630-315	30	67.29
					COPY SERVICE	630-315	30	65.12
					COPY SERVICE	630-315	30	150.00
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					COPY SERVICE	630-315	30	150.00
					COPY SERVICE	630-315	30	150.00
					COPY SERVICE	810-315	40	150.00
					COPY SERVICE	810-315	40	150.00
					CHECK APCHK 99642 TOTAL FOR FUND 01:			1,332.41
01/09/2023	APCH	99643	LAW ENFORCEMENT TRAINING LLC		FEES/DUES/SUBSCRIPTIONS	630-307	30	1,380.00
01/09/2023	APCH	99644	LAW OFFICES STORINO RAMELLO&DURK		FEES - VILLAGE ATTORNEY	470-239	10	803.00
					FEES - VILLAGE ATTORNEY	470-239	10	18,895.86
					FEES - VILLAGE ATTORNEY	470-239	10	0.50
					FEES - VILLAGE ATTORNEY	470-239	10	1,463.00
					FEES - LABOR COUNSEL	470-242	10	275.00
					FEES - LABOR COUNSEL	470-242	10	3,613.14
					CHECK APCHK 99644 TOTAL FOR FUND 01:			25,050.50
01/09/2023	APCH	99645	LEONARD B CANNATA		FEES - FIELD COURT ATTORNEY	630-241	30	1,408.00
01/09/2023	APCH	99646	METRO REPORTING SERVICE LTD.		FEES - COURT REPORTER	520-246	15	281.40

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
01/09/2023		APCH	99648	MIDWEST SALT	SALT	755-331	35	9,021.60
01/09/2023		APCH	99649#	MULTISYSTEM MANAGEMENT COMPANY	MAINTENANCE - BUILDING	466-228	10	1,222.50
					MAINTENANCE - BUILDING	630-228	30	1,222.50
					CHECK APCHK 99649 TOTAL FOR FUND 01:			2,445.00
01/09/2023		APCH	99650	ORBIS SOLUTIONS	CONSULTING SERVICES - IT	460-306	10	2,796.56
					CONSULTING SERVICES - IT	460-306	10	2,684.00
					CONTINGENCIES	490-799	10	937.50
					CHECK APCHK 99650 TOTAL FOR FUND 01:			6,418.06
01/09/2023		APCH	99651	PEEK A BOO FACE PAINTING LLC	COMMUNITY EVENTS	585-522	20	250.00
01/09/2023		APCH	99652	PIOTR OPACIAN	UNIFORMS	630-345	30	251.86
01/09/2023		APCH	99654	RATHS, RATHS & JOHNSON, INC.	ENGINEERING SERVICES	820-262	40	446.25
01/09/2023		APCH	99655	RAY O'HERRON CO., INC.	AMMUNITION	630-346	30	7,280.00
01/09/2023		APCH	99656	SAFE BUILT, LLC	BUILDING, PLAN REVIEW & INSP. SERVICE	820-260	40	343.40
					BUILDING, PLAN REVIEW & INSP. SERVICE	820-260	40	2,369.00
					CHECK APCHK 99656 TOTAL FOR FUND 01:			2,712.40
01/09/2023		APCH	99657	SERVICE SANITATION INC	COMMUNITY EVENTS	585-522	20	925.00
01/09/2023		APCH	99659	TAMELING INDUSTRIES	STREET IMPROVEMENTS	765-685	35	70.20
01/09/2023		APCH	99660	TARGET SOLUTIONS-VECTOR SOLUTION	EDP LICENSES	640-263	30	1,874.88
01/09/2023		APCH	99661	THOMAS J BRESCIA	FEES - FIELD COURT ATTORNEY	630-241	30	2,637.50
01/09/2023		APCH	99663#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	15.03
					OFFICE SUPPLIES	455-301	10	237.01
					OFFICE SUPPLIES	810-301	40	46.55
					OFFICE SUPPLIES	810-301	40	117.91
					CHECK APCHK 99663 TOTAL FOR FUND 01:			416.50
01/09/2023		APCH	99664	WESTERN FIRST AID & SAFETY	OPERATING EQUIPMENT	630-401	30	190.76
01/09/2023		APCH	99665#	WLBK BURR RIDGE CHAMBER OF COM	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	105.00
					SCHOOLS/CONFERENCES/TRAVEL	455-304	10	35.00
					CHECK APCHK 99665 TOTAL FOR FUND 01:			140.00

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Page 5/8

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Fund: 01 GENERAL FUND								
					Total for fund 01 GENERAL FUND			214,217.10

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND								
01/09/2023		APCH	293(E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	118,632.36
01/09/2023		APCH	99608	ACI PAYMENTS, INC	FEES DUES SUBSCRIPTIONS	401-307	50	199.63
01/09/2023		APCH	99626	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	150.00
01/09/2023		APCH	99628	FLEETPRIDE TRUCK & TRAILER PARTS	VEHICLE MAINTENANCE	401-350	50	78.99
01/09/2023		APCH	99632	HBK WATER METER SERVICE	NEW METERING EQUIPMENT	435-461	50	3,174.30
01/09/2023		APCH	99634*#	HOME DEPOT CREDIT SERVICES	VEHICLE MAINTENANCE	401-350	50	172.64
					VEHICLE MAINTENANCE	401-350	50	104.37
					OPERATING EQUIPMENT	430-401	50	278.98
					OPERATING EQUIPMENT	430-401	50	352.23
					OPERATING EQUIPMENT	430-401	50	99.00
					OPERATING EQUIPMENT	430-401	50	14.97
					OPERATING EQUIPMENT	430-401	50	110.41
					CHECK APCHK 99634 TOTAL FOR FUND 02:			1,132.60
01/09/2023		APCH	99639*#	KEVRON PRINTING & DESIGN INC	PRINTING & PUBLISHING	401-302	50	126.00
					PRINTING & PUBLISHING	401-302	50	375.00
					CHECK APCHK 99639 TOTAL FOR FUND 02:			501.00
01/09/2023		APCH	99647	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	138.00
01/09/2023		APCH	99653	RAGS ELECTRIC, INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	246.00
					Total for fund 02 WATER FUND			124,252.88

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Page 7/8

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 04 MOTOR FUEL TAX FUND								
01/09/2023		APCH	99662	TREASURER STATE OF ILLINOIS	STREET MAINTENANCE CONTRACT	430-684	56	26,533.28
					Total for fund 04 MOTOR FUEL TAX FUND			26,533.28

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 10 CAPITAL PROJECT FUND								
01/09/2023		APCH	99624	E.P. DOYLE & SON, LLC	COMMUNITY CENTER CONSTRUCTION	600-326	55	229,691.64
01/09/2023		APCH	99625	ENGINEERING SOLUTIONS TEAM	COMMUNITY CENTER CONSTRUCTION	600-326	55	6,580.00
					COMMUNITY CENTER CONSTRUCTION	600-326	55	1,120.00
					CHECK APCHK 99625 TOTAL FOR FUND 10:			7,700.00
01/09/2023		APCH	99633	HIGH SPEED WELDING, INC	COMMUNITY CENTER CONSTRUCTION	600-326	55	1,400.00
					RIDGEMOOR PARK PROJECT	600-328	55	4,425.00
					CHECK APCHK 99633 TOTAL FOR FUND 10:			5,825.00
01/09/2023		APCH	99658	SIGNS NOW	COMMUNITY CENTER CONSTRUCTION	600-326	55	156.05
					COMMUNITY CENTER CONSTRUCTION	600-326	55	611.90
					COMMUNITY CENTER CONSTRUCTION	600-326	55	76.00
					CHECK APCHK 99658 TOTAL FOR FUND 10:			843.95
					Total for fund 10 CAPITAL PROJECT FUND			244,060.59
					TOTAL - ALL FUNDS			609,063.85

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

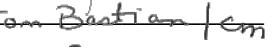
ITEM TITLE:

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING, APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN AGREEMENT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR SERVICES IN CONNECTION WITH THE VILLAGE OF WILLOWBROOK COMPREHENSIVE PLAN UPDATE

AGENDA NO. 7
AGENDA DATE: 01/09/2023

STAFF REVIEW: Alex Arteaga, Asst. to the Village Administrator SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Sean Halloran, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE:

YES NO N/A

BACKGROUND/DISCUSSION

During the FY 21-22 budget workshop, the Board of Trustees identified an update to the Village's Comprehensive Plan as a priority for this fiscal year and next. The Comprehensive Plan update will consist of several facets, including an examination of existing conditions within the Village, public engagement sessions to ensure community member participation throughout the entire plan updating process, and a thorough process to draft and present a final Comprehensive Plan update to the Village Board and members of the public. The project will result in a final draft of the Comprehensive Plan, including implementation strategies and recommendations for the Board to consider.

A qualified consultant is recommended to help facilitate the completion of these projects and provide subject-matter expertise. The process will include several meetings with Village staff, elected officials, and the public. Before any final Comprehensive Plan draft, the selected consultant will provide monthly updates and recommendations to the Board of Trustees.

This will be the first time the Village's Comprehensive Plan has been updated since October 1993. Considering the vision that Trustees have for the future development of Willowbrook, the Comprehensive Plan Update will serve as a critical tool to help guide actions pursued by Willowbrook staff and elected officials and will present a vision for the future with long-range goals and objectives for all Village initiatives and projects.

Staff released a Comprehensive Planning Services RFP on September 12, 2022 with bids being due by October 11, 2022. Staff received bids from two firms: Onyx Group and Houseal Lavigne.

Firm	Proposed Timeframe	Proposed Cost
Houseal Lavigne	12 Months	\$178,325
Onyx Group	12 Months	\$394,914

During the week of October 24, 2022, representatives from the Community Development department and Village Administrator's Office interviewed all firms that submitted proposals. After a thorough review of each firm's qualifications, experience, and costs, staff recommends the project be awarded to Houseal Lavigne.

Note: Houseal Lavigne's original bid amount of \$178,325 encompassed the Village's initial intention to pursue the development of five separate subarea plans. Following further discussions with Houseal Lavigne representatives, Village staff indicated that they don't intend on pursuing all 5 subarea plans as initially planned, therefore the total cost and budgeted amount within the final contract was lowered from \$178,325 to \$163,325.

If the Board of Trustees approves this contract, Houseal Lavigne staff will begin to meet with Village staff and elected officials following the completion of budget preparation for the 23-24 fiscal year.

STAFF RECOMMENDATION

Staff recommends adopting the resolution to approve the execution of a contract with Houseal Lavigne for Comprehensive Planning Services to begin in FY 22-23 and end in FY 23-24. Staff have been impressed with Houseal Lavigne's efforts in leading the Village's Zoning Code Update and are confident that Houseal Lavigne staff will effectively lead Village staff and elected officials through the Comprehensive Plan update process.

ACTION PROPOSED: Adopt the Resolution.

Project Deliverables	Houseal Lavigne Proposed Costs	Onyx Group Proposed Costs
Develop Comprehensive Plan	\$ 103,325.00	\$ 336,649.00
Sub Area Plans:		
Plainfield Rd & Kingery Hwy	\$ 15,000.00	\$ 7,490.00
M-1 District	\$ 15,000.00	\$ 6,195.00
TIF - Quincy/Executive/Madison	\$ 15,000.00	\$ 8,960.00
Stratford Green Unincorporated	\$ 15,000.00	\$ 7,280.00
Timberlake Unincorporated	\$ 15,000.00	\$ 7,280.00
Travel	N/A	\$ 21,060.00
Grand Total	\$ 178,325.00	\$ 394,914.00

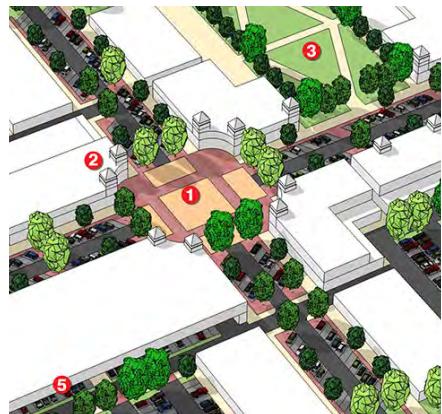
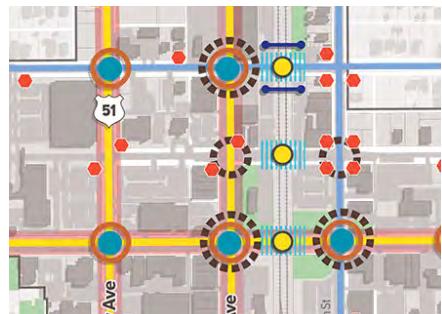
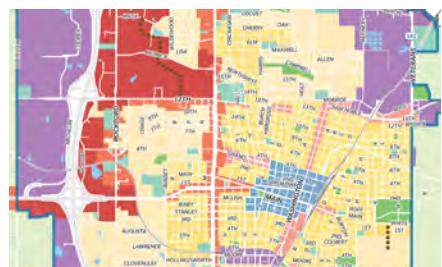
Village of Willowbrook, Illinois

Comprehensive Plan

Proposal

October 11, 2022

**HOUSEAL
LAVIGNE** 





188 West Randolph Street
Suite 200
Chicago, Illinois 60601
312.372.1008

hlplanning.com
info@hlplanning.com

October 11, 2022

Village Administrator's Office
Village of Willowbrook
835 Midway Dr.
Willowbrook, IL 60527

Dear Assistant Village Administrator Arteaga,

Houseal Lavigne is pleased to submit this proposal for the Village of Willowbrook Comprehensive Plan assignment. We are uniquely qualified to undertake this assignment, bringing insight, expertise, and understanding from working with the Village of Willowbrook on the ongoing UDO Update and from working with throughout Illinois and across the United States on Comprehensive Plan updates and rewrites. Our team of professionals provides the skills necessary to create a responsive and visionary Comprehensive Plan that meets the needs of the Willowbrook community. We are excited about the prospect of working with you and the Village again on this important project.

Houseal Lavigne has been an industry leader for nearly 20 years and is recognized nationally for planning, zoning, outreach, geospatial solutions, and graphics. Since our inception, Houseal Lavigne has worked with more than 450 communities in 28 states and developed over 200 comprehensive plans, including planning studies in the nearby communities of Clarendon Hills, Downers Grove, Elmhurst, Glen Ellyn, Hinsdale, Lisle, Maywood, Naperville, Oak Brook, and Westmont. We are nearing the adoption of the updated UDO and our robust engagement with the Village's staff, Plan Commissioners, and Village Board provide our team the experience and insight needed to facilitate productive work sessions and reach consensus on a wide variety of policy topics.

Houseal Lavigne was awarded the National Planning Excellence Award for an Emerging Planning and Design Firm from the American Planning Association (APA). The award specifically noted our innovation, implementation success, creative and effective outreach, integration of technology, industry-leading graphic communication, and our overall influence on the profession of planning in the United States. We have won several APA state awards for our comprehensive plans, community outreach, innovation, corridor plans, technology applications, and implementation. Recently, our innovation in planning was recognized when awarded the APA Technology Division's 2020 Smart Cities Award; and Esri's 2018, 2019, and 2020 Special Achievement in GIS Award.

We appreciate the opportunity to be considered for this important project and look forward to the prospect of continuing our successful partnership with the Village and collaborating with you and the entire Willowbrook community on the development of the new Comprehensive Plan. We are available to undertake the assignment immediately upon selection. If you have any questions regarding this submittal, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Nikas Davis". Below the signature, the name "Nik Davis, AICP" is printed in a smaller, sans-serif font.

Principal

Houseal Lavigne
(312) 372-1008 ext. 119
ndavis@hlplanning.com

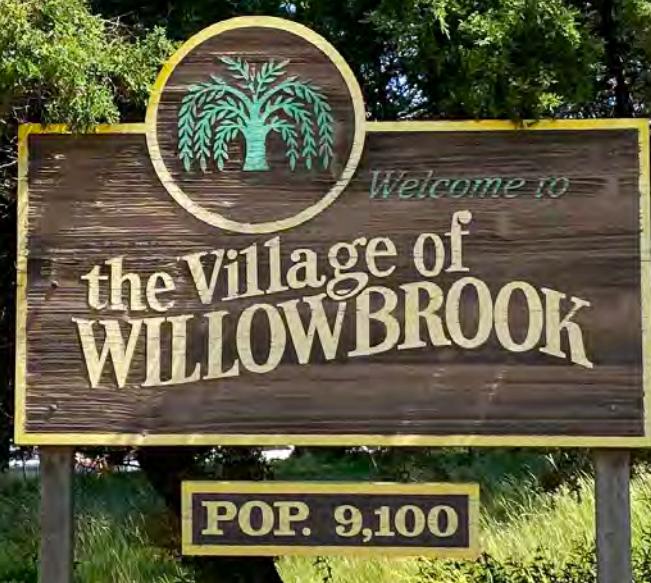
PLANNING

DESIGN

DEVELOPMENT

Contents

1	Services Provided	1
2	Qualifications and Experience	15
3	Project Experience	29
4	Proposal Pricing	49
5	Project Timeline	53
6	Appendix	57



SECTION 1

SERVICES PROVIDED

Scope of Services

Houseal Lavigne recognizes the importance of using the planning process to establish community consensus and foster a sense of stewardship for the new Willowbrook Comprehensive Plan that will shape the community's future over the next 15-years. Our Scope of Services ensures that Village staff, residents, business owners, key stakeholders, community leaders, and elected officials are engaged throughout the planning process, helping establish a visionary, purposeful, and implementable plan to guide Willowbrook's future. Our process includes the development of plan recommendations and implementation strategies that are actionable, fiscally grounded, and rooted in citizen engagement.

Our proposed Scope of Services is carefully tailored to address all required chapters, identified issues, and Village goals as addressed in the RFP, in addition to other elements necessary to ensure a robust, responsive, and effective comprehensive plan for Willowbrook. Our proposed process for meetings, work sessions, and draft document refinement is informed by our experience working with the Village on the UDO update. We found that reviewing and refining initial draft documents with Village staff and the Steering Committee then delivering the updated draft documents to the Plan Commission and Village Board ahead of in-person work sessions allowed for robust discussion leading to general consensus on key topics. We propose to carry forward this successful model to the Comprehensive Plan process.

The final RFP deliverable will meet or exceed all state requirements and guidelines. Should the selection committee favor our proposed approach, we will work closely with Village staff and officials to further refine our proposed Scope of Services and community engagement process, ensuring that all local needs and requirements are met. Each step of our proposed Scope of Services is presented in detail on the following pages.





Step 1: Kick-off & Existing Conditions

To “kick-off” the planning process on the right foot, meetings will be conducted with key Village staff, department heads, and elected officials prior to undertaking other community outreach activities. This step will include an assessment of existing conditions and the preparation of an Existing Conditions Memo.

1a. Staff Coordination Call & Data Collection

We will host an initial coordination call with Village staff to review the Scope of Services, project timeline, and upcoming deliverables; and discuss kick-off meeting logistics. We will discuss the preferred rhythm of semi-regular check-in meetings with Village staff to ensure a fluid communication process throughout the planning process. Our intent is to function as a unified and integrated team alongside Village staff.

During the coordination call we will determine the boundaries of the 5 subareas, discuss data needs including, but not limited to, GIS data regarding parcels, building footprints, existing land use, zoning districts and overlays, community facilities (including Village owned properties, schools, parks, etc.), traffic volumes, traffic signals, transit, bike routes and trails, etc.; Village branding guidelines and photos; past plans and studies; and a list of service providers with contact information.

1b. Staff & Steering Committee Kick-Off Meeting & Study Area Tour

A kick-off meeting will be held with Village staff assigned to the Comprehensive Plan project and the project Steering Committee. This first face-to-face meeting will allow us to discuss upcoming meetings and field reconnaissance. We will address any data collection issues and confirm next steps.

1c. Department Heads Meeting

Immediately following the kick-off meeting with Village staff and the Steering Committee, we will host a meeting with representatives from other Village departments. The Comprehensive Plan 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.

1d. Plan Commission & Village Board Meeting (Mtg #1)

Before planning work begins, a project initiation meeting will be held with the Plan Commission and Village Board 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 the Village's elected and appointed officials 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 Plan Commission's and Village Board's role for the project; (b) review overall project objectives; and (c) solicit the views of the Plan Commission and Village Board regarding their concerns and aspirations for Willowbrook.

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.

1e. Existing Conditions Memo

This task will include the preparation of an Existing Conditions Memo that will serve as the foundational understanding of the issues and opportunities to be addressed in the Comprehensive Plan. The Existing Conditions Memo will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the Village and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this task efficiently, reserving project budget and resources for visioning, planning, and action. Assessments provided in this task will include both the local and regional context where appropriate.

Relevant Past Plans, Studies & Reports

We will review relevant existing and past plans and policies, including but not limited to the Village's 1993 Comprehensive Plan and plans and studies related to the Village's recently created TIF district. This review process will help determine 1) recently adopted Village projects and policies that need to be reflected in the Comprehensive Plan, 2) status of implementation alongside change within the community that has occurred since the adoption of previous plans, 3) conflicts between or deficiencies within existing plans, and 4) the validity of previously collected data.

The Project Team will work with Village staff to identify any additional current studies and reports that should be reviewed as part of this task.

Demographic & Market Profile

The Project Team will prepare a demographic analysis of the Willowbrook community that will include an analysis of trends in population, households, income, age, labor force, and employment. The Project Team will collaborate with staff to identify up to three comparison geographies to serve as benchmarks for the Village, often including neighboring or similar communities and the county in which the community is located. This analysis will be summarized and presented with an economic profile of market conditions that will provide an overview of supply and demand trends for residential and commercial land uses. This step will be undertaken in conjunction with available information provided by Village staff.

Existing Land Use & Development

Field reconnaissance, aerial imagery assessment, and a review of the Village's GIS data will be used to inventory land use in Willowbrook. An Existing Land Use Map that identifies all existing land uses within the Village will be prepared. Land use and development issues and opportunities will be presented and assessed in this section.

Current Zoning Ordinance & Development Regulations

Through the UDO Update process several topics have been discussed that require additional policy direction through the Comprehensive Plan process. This section of the Existing Conditions Memo will identify those topics as key areas of consideration.

Transportation

The Project Team will prepare an overview of existing transportation conditions in the Village and its planning area. Analysis of existing transportation conditions will include vehicular, transit, bicycle, and pedestrian facilities, including roadway jurisdictions, roadway classification, signalization, sidewalks and multi-use trails, and transit.

Community Facilities & Services (includes parks and open space)

Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, future needs, and an online Facilities and Services Questionnaire will be developed and sent to all facility and service providers in Willowbrook including but not limited to police, fire, public works, school districts, and parks and recreation providers.

Natural Environment

An inventory and assessment of the natural areas and environmental features will be undertaken as part of this step, identifying components such as wooded areas, valuable habitat, water features and riparian areas, and essential ecological systems.

1f. Staff & Steering Committee Discussion

We will meet with Village staff and the Steering Committee to review feedback gathered during this step along with the Existing Conditions Memo. We will work to ensure that substantive comments provided are addressed before moving into the plan-making phase.

Step 2: Public Engagement

Our approach to Comprehensive Plan processes places a significant emphasis on community participation. We recognize the importance of using the planning process to establish community consensus and foster a sense of stewardship for the Plan. Our creative outreach techniques ensure that residents, business owners, elected officials, and stakeholders have the opportunity to get involved throughout the planning process to help define issues, establish a vision, formulate ideas, and shape solutions.

As a stable community with a high quality of life, it can be difficult to engage Willowbrook residents as they are highly satisfied with the Village. Our experience in the public outreach step of the UDO update has informed our proposed approach to engagement for the Comprehensive Plan. The variety of traditional (face-to-face) and innovative web-based activities we propose will allow us to obtain the broadest levels of participation possible. This approach casts a wide net and fosters an environment for idea-sharing to generate excitement among residents, businesses, and visitors.

2a. Project Website

At the beginning of the project, we will design and host an interactive project website linked to the Village's existing website. We are committed to using the internet to maximize the participation and communication between the Village and its residents. A project website provides a home base for Comprehensive Plan information and will promote and popularize the planning process. The website will be used to post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community survey.

2b. Online Community Survey

We will prepare an online community survey for the residents and business owners of Willowbrook to offer a community-wide opinion on a range of topics and issues. The business component of the survey will include the opportunity to provide specific input on those issues and concerns most important to the Willowbrook's business community. The online community survey will be easily accessible on the project website. At the close of the survey response period, we will review and summarize results in the Existing Conditions Memo as a gauge of community issues and key themes.

2c. map.social (Online Map-Based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool on the interactive 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.

2d. Key Stakeholder Interviews & Focus Groups (up to 12)

Key stakeholder interviews and focus group discussions allow us to gain insight into the community that we might not otherwise be able to obtain. Confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and opportunities. The Project Team will work with Village staff and elected/appointed officials to identify those individuals or 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 or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/web meeting during a specific scheduled day for such activities.

2e. Business Community Workshop

This workshop will be targeted specifically to business owners and managers, developers, and Willowbrook'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.

2f. Community Visioning Workshop

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. The Community Visioning Workshop will involve the Project Team, community staff, elected and appointed officials, community stakeholders and residents.

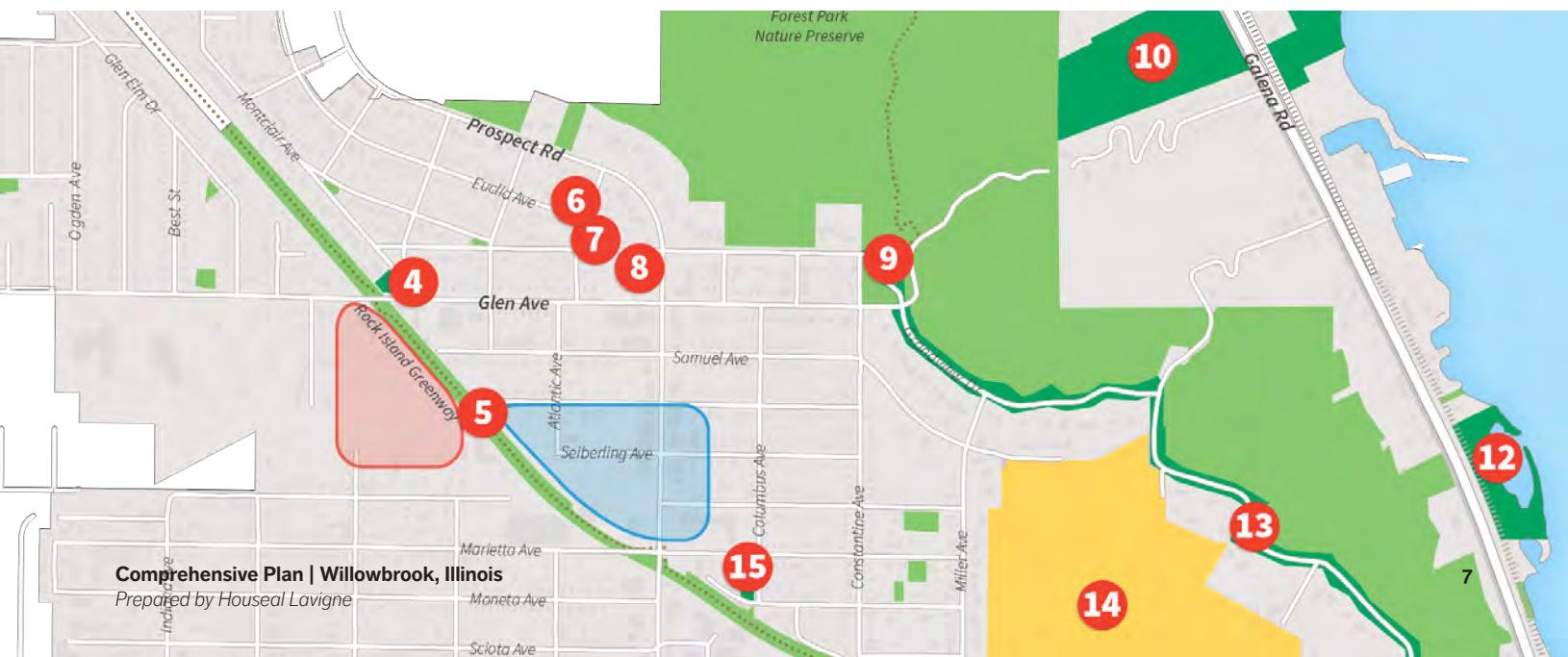
The workshop will begin with a group exercise where participants will work together to identify planning priorities, issues, and opportunities. Participants will then break out into small groups for a mapping exercise where they will put pen to paper and work to develop their "vision" for the future of the community. The workshop will conclude with a general agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term image and identity of Willowbrook, and the projects and improvements that will be desirable in the future.

2g. "Pop-Up" Engagement & Immersive Outreach

Willowbrook hosts several community events, festivals, and activities, such as the Mug Run, Pumpkin Flotilla, Light up the Night, and New Year's Eve Baby Bash. On these occasions, Willowbrook residents gather to interact and enjoy their community. The Project Team will work with Village staff to identify select community events to engage the public. In coordination with the Village staff, the Project Team will provide a presence at select events and engage the public with questionnaires, on-the-spot interviews, idea boards, and other means to engage residents to inform and gather feedback and opinions regarding various planning and community related issues. We would anticipate participation at up to three community events, ideally timed with key engagement efforts throughout the planning process.

2h. Public Engagement Key Themes & Takeaways Summary

This step will conclude with a summary of key themes and takeaways from initial public engagement efforts. This will provide focus and direction for subsequent Comprehensive Plan recommendations and serve as the cornerstone of the consensus building process. The summary will be incorporated into the Existing Conditions Memo delivered as part of Step 1.



Step 3: Plan Visioning & Key Recommendations

The Comprehensive Plan needs to establish an overall "vision statement" for the future of Willowbrook that can provide focus and direction with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Recommendations Memo to direct place-based recommendations for future growth and change, will serve as the "cornerstone" of the consensus-building process and provide focus and direction for subsequent planning activities. Based on previous steps in the planning process, we will prepare the vision statement, goals, and key recommendations memo.

3a. Vision Statement & Goals

We will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement for the Willowbrook Comprehensive Plan. 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 Memo.

Based on previous steps in the planning process, we will develop visionary community goals to provide more specific focus and direction for planning recommendations such as growth and development, economic development, land use, housing, community facilities, transportation, and community character.

3b. Key Recommendations Memo

Before the preparation of the draft Plan begins in earnest, we will prepare the Key Recommendations Memo outlining the expected recommendations for the Comprehensive Plan. Based on the outcome of the previous steps, the Key Recommendations Memo, including the Draft Future Land Use Map, will provide policies and recommendations for all land use areas in the Village, including residential areas and neighborhoods, commercial/retail, mixed use, professional office and business, industrial/logistics areas, parks and recreation areas, open space, and public and semi-public uses.

The purpose of this Memo is to provide the Village with a summary of key recommendations before significant resources are spent drafting the Comprehensive Plan. This task will also be used to identify any significant problems with elements of the proposed Plan. This deliverable, along with the vision and goals, will form the basis for the development of more detailed recommendations in the draft Comprehensive Plan.

3c. Staff & Steering Committee Review Calls (up to 3)

We will conduct up to three review calls with Village staff and the Steering Committee to review and refine the vision, goals, and the key recommendations memo. Comments provided by Village staff and the Steering Committee will be integrated into the revised document and distributed to the Plan Commission and Village Board for their review.

3d. Regional Coordination/Partner Organizations

We will host a working session with neighboring municipalities, DuPage County, IDOT, and other regional partners to discuss the vision, goals, and key recommendations memo.

3e. Plan Commission & Village Board Meeting (Mtg #2)

We will meet with and present the vision, goals, and key recommendations memo to the Plan Commission & Village Board to gather feedback and input.

Step 4: Draft Code Sections and Review Meetings

This task will entail the preparation of Subarea Plans for the five areas identified in the RFP including:

- Plainfield Rd & Kingery Highway Corridor,
- M-1 District,
- TIF - Quincy St/Executive Dr/Madison,
- Stratford Green Unincorporated Area, and
- Timberlake Unincorporated Area

4a. Subarea Framing – Village Staff & Steering Committee Working Session

The Project Team will conduct a working session with Village staff to review the five subareas 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 the five areas. 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 subarea planning process.

4b. Preliminary Subarea Plans

The Subarea Plans will address important planning considerations and principles for the five subareas identified in RFP. While the nature of recommendations will vary by subarea, they could include appropriate land uses, infrastructure improvements, development characteristics, catalyst development sites, project priorities or phasing, protected areas or environmental features, urban design recommendations, or others. The subarea plans will identify the needs and desires of the neighborhoods the subareas serve, assess the market reality of meeting those needs and desires, and establish strategies to encourage the needed and desired outcomes to provide the Village with a plan that can be relied upon by the Village's staff and elected/appointed officials when making future land use decisions.

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. Each Subarea Plan will utilize graphics, illustrative plans, and images as needed to demonstrate important local planning concepts.

4c. Staff Review & Steering Committee Review Calls (up to 3)

We will conduct up to three review calls with Village staff and the Steering Committee to review and refine the preliminary subarea plans. During these calls, three to five priority sites will be identified for catalyst site development concepts. Appropriate revisions will be made and the updated documents will be delivered to the Plan Commission and Village Board for consideration.

4d. Plan Commission & Village Board Meeting (Mtg #3)

The Project Team will present the preliminary Subarea Plans to the Plan Commission and Village Board to review and discuss preliminary policies, plan recommendations, and initial maps and graphics and to vet the three to five priority sites for catalyst site development concepts. Appropriate modifications will be made based on feedback prior to integration into the overall draft Comprehensive Plan document in later steps.

4e. Catalyst Site Development Concepts

Based on the feedback received during steps 4c and 4d, sketch plans and illustrative development concepts will be prepared for three to five identified priority sites. Together with the Subarea Plans, 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 Willowbrook community. The catalyst site development concepts will be reviewed and refined with Village staff, the Steering Committee, and the Plan Commission and Village Board during step 5b and 5d.

Step 5: Draft Comprehensive Plan Elements

This step will entail the preparation of preliminary Village-wide policies and recommendations for the core Comprehensive Plan elements. The Comprehensive Plan elements prepared in this step will reflect the vision, goals, and preliminary recommendations memo developed in previous steps of the planning process.

5a. Comprehensive Plan Elements

We will prepare the Comprehensive Plan elements using all input obtained in the data gathering, public engagement and review of key recommendations. The Plan will be well-organized and user-friendly, highly illustrative, and visually compelling rather than being too heavy on narrative. Concise text will be combined with attractive and easy-to-understand maps, diagrams, illustrations, and photos to effectively communicate the Plan's policies and recommendations. The following elements will be developed as part of draft Comprehensive Plan:

Land Use & Development

The Land Use & Development element will include recommendations and policies for all land use areas in the Village and its planning area, including residential neighborhoods, commercial areas, industrial areas, open space, natural environment, and public and semi-public uses. This element will identify and address a range of land use topics such as desired development patterns, new growth areas, land use compatibility issues and mitigation strategies, commercial and mixed-use development, industrial development, and conservation areas. This element will also address issues of community wellbeing and safety; culture & educational activities and programs; and community character.

Housing and Neighborhoods

The Housing and Neighborhoods element will focus on neighborhood livability and will prioritize maintaining and improving the Village's established and mature neighborhoods, guiding infill development and reinvestment with a desirable mix of diverse residential unit types, including single-family detached, missing middle housing, mixed-use, and multifamily developments to meet the current and future needs of Willowbrook's residents.

Business and Commerce

The Business and Commerce element will provide detail and guidance regarding Willowbrook's commercial and industrial areas, with policies designed to strengthen employment, job creation, business attraction and retention, and to provide and grow a diverse and thriving sales tax base for the Village. Place-based recommendations will focus on the Village's older existing commercial areas, planned new commercial areas, professional office areas, and industrial and logistics areas.

Transportation

The Transportation element will focus on the alignment of land use and transportation and the need to accommodate safe and efficient transportation for walking, biking, vehicles, freight, and transit. This will include a review and analysis of transportation studies and proposed projects for the state, county, and local transportation jurisdictions that pertain to Willowbrook.

Community Facilities

The Community Facilities element will identify and provide policies and recommendations for municipal facilities, services, and intergovernmental coordination and cooperation with other service providers. The Project Team will work with Village staff to identify and inventory all community facilities in the Village, including schools, places of worship, governmental institutions, and parks and recreation facilities, and include recommendations and policies for municipal facilities and services, parks and open space (passive and active), trail quality and connectivity, and natural areas (waterways, floodplains, wetlands, and environmentally-sensitive areas). The Project Team will coordinate with the Public Works and Water Division and utility providers to help plan for anticipated capital needs and include strategies that focus on infrastructure improvements to ensure future demands on infrastructure do not outpace the Village's ability to extend services or expand capacity based on land use plan recommendations.



5b. Staff & Steering Committee Review Calls (up to 6)

The Comprehensive Plan elements will be submitted to Village staff and the Steering Committee for consideration. Up to six review calls will be conducted to review and refine the elements. Appropriate revisions will be made prior to sending it to the Steering Committee.

5c. Regional Coordination/Partner Organizations

We will host a working session with neighboring municipalities, DuPage County, IDOT, and other regional partners to review and discuss the Comprehensive Plan elements. We will evaluate how these neighboring jurisdictions' goals and plans impact and/or contribute to Willowbrook's success.

5d. Plan Commission & Village Board Meeting (Mtg #3)

The Project Team will conduct a meeting with the Plan Commission and Village Board to review and discuss the Preliminary Comprehensive Plan elements, including preliminary policies, plan recommendations, initial draft maps and graphics, as well as the catalyst site development concepts prepared during step 4e. Appropriate revisions will be made as part of the draft Comprehensive Plan development in the next step.

Step 6: Draft and Final Comprehensive Plan

Based on the previous steps in the planning process, the draft and final version of the Comprehensive Plan will be prepared for review, consideration, and adoption.

6a. Implementation Strategy

The Comprehensive Plan will include a practical and actionable implementation strategy describing the actions required to bring the Plan's goals, policies, and strategies to fruition. Implementation tools and a detailed Action Matrix will include short-, medium-, and long-range strategies and actions, priority improvement projects, zoning and regulatory actions, funding sources and implementation methods, timing and prioritization, and general administration of the Comprehensive Plan. The Action Matrix will serve as a checklist to track implementation progress necessary to realize the vision and goals outlined in the Comprehensive Plan.

6b. UDO Audit

We will review and assess the Village's UDO to provide consistency, support, and compatibility with policies and recommendations as part of the new Comprehensive Plan. The UDO audit can be incorporated into the Implementation Strategy chapter or be a standalone Memo.

6c. Draft Comprehensive Plan Document

Based on feedback received in previous steps the Project Team will prepare the draft Comprehensive Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. The new Village of Willowbrook Comprehensive Plan will meet or exceed all state requirements for comprehensive planning, including all required elements as identified in the Village's RFP.

6d. Staff & Steering Committee Review Calls (up to 3)

The Project Team will submit the draft Comprehensive Plan to Village staff and the Steering Committee in electronic format for final review. Up to three review calls will be conducted to review and refine the document. Appropriate revisions will be made prior to presenting to the Plan Commission and Village Board and the Community Open House.

6e. Plan Commission & Village Board Meeting (Mtg #4)

The final draft Comprehensive Plan will be presented to the Plan Commission and Village Board. Based on review and discussion a revised final draft Comprehensive Plan will be prepared before the Community Open House.

6f. Community Open House – Discuss Draft Comprehensive Plan

A community open house will be held to allow residents to drop in, review the draft Comprehensive Plan, and ask questions of the Project Team and Village staff. The open house format will provide an opportunity to see and learn about the Village's new Comprehensive Plan before the adoption process begins. Open house presentation materials and collateral will be provided so that Village staff can facilitate additional informational meetings as needed. Following the community open house, the final draft Comprehensive Plan will be prepared for the public hearing presentation and the adoption process.

6g. Final Draft Comprehensive Plan to Plan Commission – Public Hearing

In accordance with State statutory requirements, the final draft 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 draft Comprehensive Plan will be prepared for recommendation to the Village Board.

6h. Final Draft Comprehensive Plan to Village Board – For Adoption

We will present final draft Comprehensive Plan to the Village Board for consideration and adoption. Presentation materials that incorporate any plan revisions will also be provided to Village staff to conduct any additional adoption meetings required at the municipal level.

6i. Final Comprehensive Plan Document

Following the community open house and presentations, the Project Team will work with Village staff to revise the Comprehensive Plan in response to direction given by the Plan Commission and Village Board. The Project Team will provide text and summary files (in editable PDF formats); data, spreadsheets, and survey results; and maps and associated data in ArcGIS format.

Optional Tasks

Based on the previous steps in the planning process, the draft and final version of the Comprehensive Plan will be prepared for review, consideration, and adoption.

Interactive Web-based Plan

The planning process for the Willowbrook Comprehensive Plan will yield a traditional “long form,” PDF that will allow for printing and on-screen viewing and easy distribution, searching, and navigation. In addition, we can use Esri’s ArcGIS StoryMap to create an “webapp”, providing a fully interactive, web-based version of the Comprehensive Plan. Combined with brief text, photos, web links, and other media, ArcGIS Online will power interactive maps that can be explored, providing an engaging, “digital” Comprehensive Plan. Plan content can be interwoven with attractive maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the Plan. The development of the StoryMap will take place after the Willowbrook Comprehensive Plan is adopted.

ArcGIS Urban

Houseal Lavigne has worked with Esri to develop GIS technology that focuses on the Community Development workflow over the past 8 years and has been instrumental in their continued development of tools to support community engagement and scenario planning. Through this relationship Houseal Lavigne has had the opportunity to work closely with Esri to implement their newest tools and technologies to support urban planning workflows. If desired by the Village, we can use ArcGIS Urban tool to undertake a new scenario modeling process as part of the land use plan update.

ArcGIS Urban, one of Esri’s newest urban planning tools, is a web-based software application developed to visualize future building projects citywide and increase productivity when creating special area plans by seamlessly incorporating local building typologies and zoning regulations. ArcGIS Urban can interactively demonstrate how changes in policy will impact the resulting design and urban form; visualize potential build out scenarios, and depict planning trade-offs that are often invisible and difficult to explain.

Houseal Lavigne is one of a select few Urban Planning Firms that has been awarded Esri’s ArcGIS Urban Specialty designation. The ArcGIS Urban Specialty designation is given to Esri Partners who have demonstrated proficiency with the ArcGIS Urban Platform and have successfully applied it to planning and community development projects.



SECTION 2

QUALIFICATIONS AND EXPERIENCE

Lead Consultant

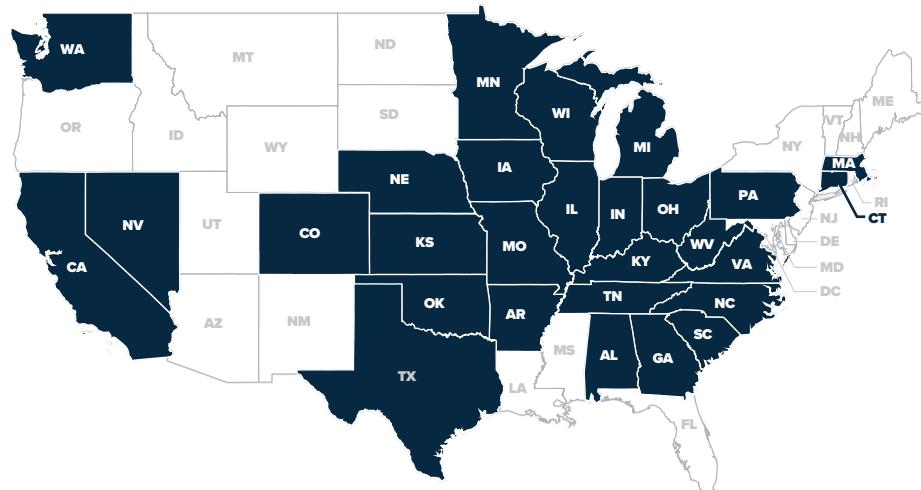


Houseal Lavigne is an innovation-based urban planning and design firm. We pride ourselves on creativity, collaboration, and delivery of quality. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Our priorities are to do good, have fun, work hard, and provide responsive, visionary, and viable solutions to our clients and partners.

**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...**



Services

Comprehensive Planning
Neighborhood & Subarea Planning
Zoning/Regulatory Controls
Downtown Planning
Transit-Oriented Development
Corridor Planning
Design Guidelines
Land Planning & Site Design
Park, Recreation &
Trail Master Planning
Market & Demographic Analysis
Fiscal/Economic Impact Analysis
Development Services
Retainer Services

Office Location

188 W. Randolph Street, Suite 200
Chicago, Illinois 60616
(312) 372-1008
360 E 2nd Street, Suite 800
Los Angeles, CA 90012



GIS & Geospatial Technology

GIS and Geospatial technologies are an integral part of all our services areas, including Comprehensive Planning, Land Planning & Site Design, Visualization, and Community Engagement efforts. Houseal Lavigne Associates (HLA) is an Esri Gold Business Partner and has been designated with the ArcGIS Online Specialty and Release Ready Certifications that recognizes our expertise in the implementation and utilization of the ArcGIS Platform.

HLA is one of a select few Urban Planning firms in the United States that have been awarded the ArcGIS Urban Specialty Designation further exemplifying our commitment to being on the forefront of GIS technology for urban planning.





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 Innovative Planning

As a testament to our firm's overall approach and project methodologies, Houseal Lavigne is frequently recognized across the country 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. Houseal Lavigne has also been 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 emerging technologies, industry-leading graphic communication, and noted our firm's overall influence on the planning profession across the United States.

We are increasingly recognized for our innovative approach to planning and the strategic use of technology. For example, in 2020 we received the American Planning Association - Technology Division's Smart Cities Award and Esri's Special Achievement in GIS SAG Award for the Land Use Plan and Town Center 3D Scenarios Visualization for the Town of Morrisville, SC. Both awards recognized the innovative use of tools and software including CityEngine and Unreal Engine to visualize and analyze different land use scenarios. In 2021, we were again awarded the Esri SAG Award for our work in developing a 3D immersive model for the Village of Glen Ellyn, IL to review development proposals with its historic downtown.

Recent Awards

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

2021

CO APA General Planning Award (Honors)
Gunnison Comprehensive Plan

Special Achievement in GIS Award
Glen Ellyn 3D Immersive Model

2020

Smart Cities Award
American Planning Association
Technology Division
Land Use Plan/Town Center
Morrisville, North Carolina

Special Achievement in GIS Award (Esri)
Land Use Plan/Town Center
Morrisville, North Carolina

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

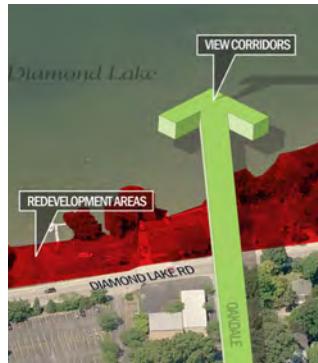
MN APA - Innovation Award
St. Cloud Comprehensive Plan

2015

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

Approach to Planning

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, and foster community consensus. Our approach to this assignment will include and be guided by the following core principles, which will allow us to successfully engage the community, develop viable and visionary solutions, and comprehensively respond to local issues and needs.



Focus on Urban Planning and Community Development

Houseal Lavigne specializes in community planning, urban design, and economic development. It is our focus, it is our passion, and it is our area of expertise. We are a specialized urban planning firm whose efforts are not diluted or compromised by bureaucracy or competing interests. Our focus and size allow us to provide the creativity, flexibility, and responsiveness needed to meet our clients' needs without wasting precious resources.

Foundation of Experience

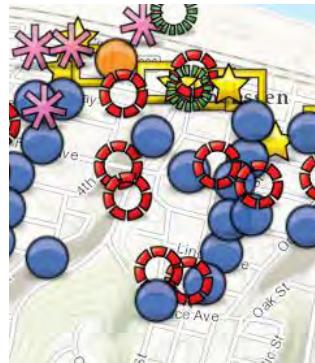
Houseal Lavigne has extensive experience in community planning, visioning and goal setting, implementation strategies, comprehensive planning, economic development studies, urban design, and more. We have directed, managed, and assisted with similar planning assignments for communities across the country.

Engaging Community Outreach

One of our greatest strengths is our ability to design and conduct engaging and effective community outreach. It is a vital part of all of our planning projects, and we believe it is a necessary component of any successful planning process. It is important that all interested persons have the ability to participate in the planning process, and to know they have been heard and their opinion taken into consideration. We believe strongly in fostering a stewardship for the community and achieving a high level of community consensus for planning initiatives.

Illustrative Format and Quality Graphics

All our projects incorporate a highly illustrative and graphic approach to communicating planning and development policies and recommendations. We have developed a distinct design approach to urban planning and community development projects which we incorporate into all our projects. The results of this approach are reports and plans that are attractive, distinctive, and easy to use and understand.



Technology Integration

Integrating appropriate technologies can greatly improve the planning process and product. We specialize in the use of GIS and geospatial analysis, designing and hosting project websites, on-line surveys, interactive real-time polling, and utilizing 3-D rendering to improve planning and development concepts. Our maps and graphics are attractive and compatible with existing and developing information systems. When designed and managed appropriately, these technologies greatly improve communication and involvement with the public.

Vision, Creativity, and Innovation

We believe vision and creativity are among the most important components of good planning and design. Too often, vision and creativity are lacking in the planning process and final planning product. With the help of the community, we will establish a "Vision" that captures the local spirit and character, while presenting new ideas and concepts for consideration. Our fresh approach to planning and development will broaden the range of available options and maximize the potential of community resources.

Targeted Implementation

Identifying the "next steps" to be taken is an important part of any good plan. Plans are not meant to sit on a shelf gathering dust but should be used on a regular and on-going basis as a foundation for decision-making. Our plans identify key implementation steps that should be taken to "jump start" the ultimate realization of the Plan's vision and recommendations. Implementation steps outline the projects and actions to be taken and identify responsibilities, timing, and funding options.

Commitment to Client Satisfaction

Our Firm's primary focus is on client satisfaction. We pride ourselves on our professional relationships, reputation, and client references. We develop strong relationships with our clients and are often considered "an extension of staff." We are responsive to clients' concerns, available at any time to assist with unforeseen events and issues and are committed to doing whatever it takes to serve the client. Many of our "one-time" projects result in long-term on-going professional relationships with client communities.



Community Engagement

Houseal Lavigne has always had a strong commitment to community outreach and 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 15 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. Creating and embracing innovative methods to engage communities has become a hallmark of our firm and we can pivot as needed between face-to-face and online engagement platforms at any point in a planning process without impacting the project timeline, budget or quality of deliverable.



"Imagine Flint" the Master Plan for the City of Flint, MI, the extensive, multi-phased outreach and Plan branding efforts led to levels of community participation that exceeded expectations at every turn. Over 5,000 individuals participated in the planning process and the Plan was awarded the **MI APA - Planning Excellence Award for Public Outreach in 2014**.



Another example of our award-winning engagement strategy integrated into the comprehensive planning process was "Envision Oak Park" with the Village of Oak Park, IL. The Plan directly evolved from extensive public involvement across an array of mediums and activities and was selected for the **IL APA Community Outreach Award in 2017**.



During the Comprehensive Plan with the City of Aurora, CO, we engaged in conversations with the City's diverse and multi-lingual population to hear the community's under-represented perspectives. Outreach was performed in a total of six differing languages and engaged over 3,000 residents. The Plan would go on to win the **CO APA General Planning Award in 2019**.



The Comprehensive Plan developed for the Village of Downers Grove, Illinois was built on an extensive community outreach campaign. The Plan, due to its successful engagement was awarded the **IL APA Award for Best Plan**. The Plan was also an early example of our innovative web-based engagement tool *map.social*.



map.social is a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows website visitors to identify, map, and comment on geographic areas of concern and valued community assets in a manner that is exciting, interactive, and effective. *map.social* was awarded the **Best Practice Award from the IL APA**.

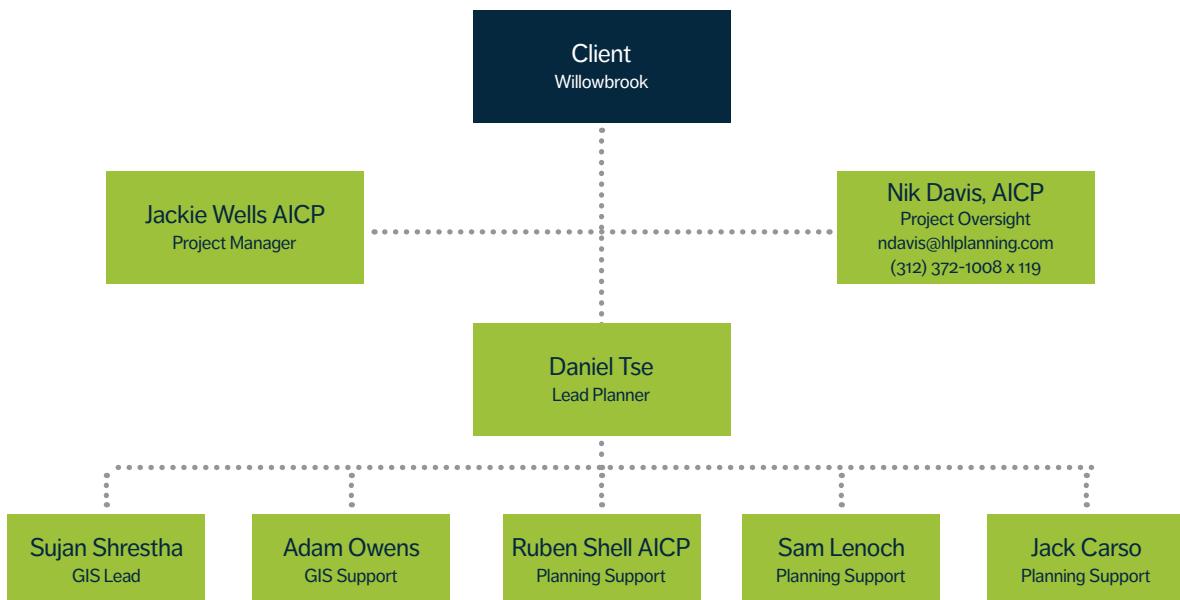
Key Personnel

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 Willowbrook to ensure that the final product reflects true collaboration.

Definition & Clarity of Roles

For the Willowbrook Comprehensive Plan assignment, Principal, **Nik Davis** will provide project oversight and Senior Planner, **Jackie Wells**, will serve as the project manager and provide QA/QC throughout the planning project. Senior Planner, **Daniel Tse**, will serve as the lead planner and oversee the development of all plan materials and project deliverables produced by the Project Team. Planner II, **Sujan Shrestha**, and Planner I, **Adam Owens**, will support the GIS data analysis and plan recommendations. Planner II, **Ruben Shell**, and Planner I, **Sam Lenoch**, will support the development of outreach materials, plan recommendations, and concept plans and 3D visualizations. Planner I, **Jack Carso**, will provide research and planning support. Please note resumes for all key personnel assigned to the project team are included in the following pages.

Team Organization Chart





Education

Master of Urban Planning,
University of Kansas

Bachelor of Arts in Architecture,
University of Kansas

Memberships

American Planning Association (APA)
Rotary International

Certifications

APA National Planning Conference: Leveraging
Technology to Combat the Housing Crisis

APA-IL State Conference: Tackling the Housing
Crisis: Is California's Approach a Model for
Illinois

Presentations

APA-IL State Conference:
A Tale of Two Neighborhoods - Community
Driven Recalibration of Urban Renewal Era
Policy

APA-IL CMS Finding the Middle:
Inclusive by Design

APA-IL State Conference:
Zoning to Balance Gentrification, Preservation,
and Investment

APA Quad State Conference:
Economic Argument for Flexible Parking
Requirements

Jackie Wells AICP

Senior Planner

Jackie is a Senior Planner at Houseal Lavigne where she is focused on working with municipalities to develop actionable plans that reflect the vision and goals of the community and to update their zoning, sign, and subdivision ordinances to ensure they are useful tools in plan implementation. Her experience with both planning and zoning grounds all her work in the realities of the market and effectively balances community aspirations with what it takes to get good development done.

Jackie received her Bachelor's degree in architectural studies and Master's degree in Urban Planning from the University of Kansas. While in school her passion for community engagement was ignited, leading to her award of a research grant to further study the geospatial impacts of public engagement preferences.

Prior to joining Houseal Lavigne, Jackie was the Housing and Development Planning Specialist for a community of approximately 45,000. There she developed, implemented, and monitored the City's five-year Consolidated Plan and Annual Plans; applied for, received, and administered local, state and federal grant funding; acted as a liaison between the City and local community groups; spearheaded the City's targeted efforts in two historically disadvantaged neighborhoods; and planned and facilitated community engagement campaigns and events. Through these responsibilities, she gained valuable experience in program and policy development, engaging community groups, and supporting the establishment of new neighborhood associations. Jackie uses her experience in local government to develop data-driven solutions that manage the needs of elected and appointed officials, department heads, non-profit partners, and residents of the community.

Project Experience

Land Development Regulations

- Ardmore, OK - UDC
- Bloomington, IL - Zoning Ordinance
- Bloomington, IL - R-3B Zoning District Analysis
- Bloomington, IL - Sign Ordinance
- Cañon City, CO - UDC
- Carol Stream, IL - UDO
- Cary, IL - UDO
- Hainesville, IL - Zoning Ordinance Update and Retainer Services
- Jackson, TN - UDO
- Jenks, OK - UDO
- Knightdale, NC - UDO
- Marion, IA - Zoning Code Update
- Oak Creek, WI - Zoning and Sign Ordinance
- River Forest, IL - Sign Ordinance
- Roscoe, IL - Zoning / Regulatory Controls
- Springfield, MO - Grant Avenue Parkway District
- Sunset Hills, MO - Zoning / Regulatory Controls
- Verona, WI - Zoning and Sign Ordinance
- Yorkville, IL - UDO
- Homewood, IL - Zoning Ordinance
- Willowbrook, IL - UDO
- Franklin, WI - UDO
- Fremont, NE - UDC
- Ferguson, MO - UDO
- Kenilworth, IL - Planning Services

Comprehensive & Master Planning

- Bensenville, IL - Parks & Recreation Master Plan
- Cañon City, CO - Comprehensive Plan
- Elk River, MN - Comprehensive Plan
- Jenks, OK - Comprehensive Plan
- Oak Creek, WI - Comprehensive Plan
- Northfield, IL - Comprehensive Plan
- Fairfield, CT - Strategic Plan
- Greenwich, CT - Comprehensive Plan
- Sioux City, IA - Comprehensive Plan
- Eden Prairie, MN - Comprehensive Plan
- Marion, IA - Comprehensive Plan Update
- Riverside, CA - Housing Element
- Hillsborough, CA - Housing Element
- Lenexa, KS - Comprehensive Plan
- South Barrington, IL - Comprehensive Plan
- Riverside, CA - Housing Element
- Hillsborough, CA - Housing Element
- Lenexa, KS - Comprehensive Plan
- South Barrington, IL - Comprehensive Plan

Corridor, Downtown & Small Area Planning

- Hasting, MN - Vermilion Street Corridor Plan
- Lawrence, KS - Downtown Master Plan
- Plainfield/Joliet, IL - Boulevard Place PUD Design Guidelines
- Springfield, MO - Grant Avenue Parkway Corridor Plan
- Holly Springs, NC - Interchange Master Plan
- Hancock County, IN - Buck Creek PUD Entitlement Process

Education

Master of Urban Planning,
University of Illinois at Urbana-Champaign

Bachelor of Arts in Urban Planning,
University of Illinois at Urbana-Champaign

Memberships

American Planning Association (APA)

Certifications

American Institute of Certified Planners (AICP)

Awards

Matteson Streetscape Improvement Plan
2020 APA-IL Award for Best Practice*

Master's Capstone Award
Hong Kong Institute of Planner's
Certificate of Merit

Edmund J. James Scholar Student
James Scholar Research Creativity Award

UIUC Department of Urban and Regional Planning
Outstanding Sophomore Award

Daniel Tse AICP

Senior Planner

Daniel is a Senior Planner with Houseal Lavigne and brings seven years of experience in urban planning and design. One of his specialty is developing illustrative graphics and innovative design work to further planning recommendations and concepts in a manner that is attractive and easy to understand. He is passionate about working with communities to identify issues and opportunities and design visually appealing graphics to create implementable plans. He adeptly incorporates development concept visualization and 3D renderings into planning documents and also concentrates on the mapping of the physical environment, creating and customizing GIS datasets, and using spatial analytic tools to inform policy recommendations in planning projects at all scales.

Daniel received a Bachelor's and Master's degrees in Urban Planning from the University of Illinois at Urbana-Champaign. His professional practice includes working with metropolitan planning organization to update a county's Long-Range Transportation Plan and drafting a bicycle and trails master plan for communities. He also have experience working in a planning and design firm in Asia-Pacific where he helped communities develop city-wide planning and bicycling plans. Prior to joining Houseal Lavigne, Daniel worked at a multi-disciplinary firm in the United States where he expanded his practice and skillset into landscape architecture and architecture through campus master planning, site concept design, golf course facility redevelopment, and railroad underpass design.

His extensive experience in a wide variety of projects, including comprehensive plans, corridor plans, transit-oriented development, bike and trail plans, subarea plans, research park master plans, design guidelines, and zoning regulations has solidified his position as a well rounded urban planner. He is able to tackle the breadth of activities involved in a planning assignment including research, policy writing, design recommendations formulation, project management, community engagement, implementation, and visually cohesive document design.

Project Experience

Comprehensive Plans

- Brookfield, IL*
- Crawfordsville, IN*
- Cary, IL
- Coralville, IA
- Council Bluffs, IA
- Elgin, IL
- Fort Dodge, IA
- Frederick, CO
- Gardner, KS
- Greater Bridgeport Regional Council, CT
- Hudson, OH
- Jackson, TN
- Maywood, IL
- North Aurora, IL
- Oak Park, IL
- Plainfield, IN
- Pleasant Hill, IA
- St. Cloud, MN
- Sunset Hills, MO
- Windsor, CO

Corridor Plans

- Champaign, IL*
- Moline, IL*
- Matteson, IL*
- Bi-State Regional Planning Commission, IL*

Downtown Plans

- Carson City, NV
- Rock Island, IL
- South Holland, IL*

Visualizations

- Crystal Lake, IL
- Lincolnwood, IL
- Monmouth, IL
- Oshkosh, WI
- Pleasant Hill, IA
- Fort Dodge, IA
- Richton Park, IL
- Sterling, IL
- Tulsa, OK

Zoning Ordinances

- Ardmore, OK
- Bloomington, IL
- Canon City, CO
- Jenks, OK
- Knightdale, NC
- River Forest, IL
- Roscoe, IL
- Verona, WI

Station Area Plans

- Crystal Lake, IL
- Prairie View, Buffalo Grove, IL*

Campus Master Plans

- Research Park at the University of Illinois at Urbana-Champaign, Champaign, IL*

Golf Facilities Master Plans

- Indy Parks & Recreation, Indianapolis, IN*

Strategic Plans

- West Chicago, IL
- Brownfield Reuse Plans, Sherman Park, Indianapolis, IN*

Design Guidelines

- Aurora, IL*
- Brookfield, IL*

*Work conducted in other firms



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 University,
2019

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

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

Sujan Shrestha

Planner II

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 primarily 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. Further, his keen interest in community engagement and tactical urbanism led to an independent study focused on developing agency among members of a community to achieve equitable development.

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 includes extensive research and presentations on post-disaster reconstruction of historic cities in Nepal.

Project Experience

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. Joesph, 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

Zoning Ordinances

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



Education

Master of Urban and Regional Planning,
The University of Michigan

Bachelor of Science in Geography,
Central Michigan University

Memberships

American Planning Association (APA)

Ruben Shell

Planner II

Ruben is a Planner I with Houseal Lavigne, where his primary focus is updating and rewriting zoning, sign, and subdivision ordinances to feature user-friendly layouts, align with community planning efforts, and streamline development processes. Ruben also assists in the development of comprehensive plans, corridor plans, downtown plans, and other land use planning projects, providing him with a keen understanding of the intersection of policy and regulation.

He comes to Houseal Lavigne after working for two years as a planner in northwest Michigan. In this capacity, he provided planner of record advisory services and zoning administrator services to cities, counties, and townships throughout the region. This experience helped him gain a hands-on understanding of the ways in which zoning provisions and development process requirements interface with private development. He also helped communities update their zoning ordinances to promote affordable housing, renewable energy, agricultural tourism, and administrative site plan review procedures. Ruben also contributed to and led several comprehensive plans that addressed coastal resiliency, the seasonal tourism economy, and affordable housing options.

Ruben received a Bachelor's degree in geography from Central Michigan University and a Master of Urban and Regional Planning degree from the University of Michigan. While studying, he cultivated strong interests in transportation and land use planning, and zoning and development process approaches that support the local economy.

Project Experience

Development Advisory Services

- Banks Township, MI - Planning Services & Zoning Updates*
- Burt Township, MI - Planning Services & Zoning Updates*
- Little Traverse Township, MI - Planning Services & Zoning Updates*
- Emmet County, MI - Planning Services & Zoning Updates*
- Norwood Township, MI - Planning Services & Zoning Updates*
- Resort Township, MI - Zoning Administrator Services*
- Pleasantview Township, MI - Zoning Administrator Services*
- Kenilworth, IL - Planning Services

Comprehensive Plans

- Iron Mountain, MI - Comprehensive Plan*
- Roseville, MI - Comprehensive Plan Update*
- East Jordan, MI - Comprehensive Plan Update*
- Hudson Township, MI - Comprehensive Plan*
- Charter Township of Filer - Comprehensive Plan Update*
- Project Rising Tide Round Two - Comprehensive Plan Update for 12 Michigan Communities*
- Warren, MI - Comprehensive Plan*
- Lincoln Park, MI - Master Plan*

Land Development Regulations

- Cañon City, CO - UDC
- Jenks, OK - UDO
- Knightdale, NC - UDO
- New Buffalo Township, MI - Zoning Ordinance Rewrite*
- Yorkville, IL - UDO
- Sunset Hills, MO - UDO
- Homewood, IL - Zoning Ordinance
- Willowbrook, IL - UDO
- Franklin, WI - UDO
- Fremont, NE - UDC
- Ferguson, MO - UDO
- Wake Forest, NC - UDO

Subarea Plans & Special Projects

- East Jordan, MI - EJ Ironworks Site Community Design Charrette*
- Charlevoix County, MI - Parks and Recreation Plan*
- Boyne City, MI - Parks and Recreation Plan*
- Boyne City, MI - Avalanche Preserve and Waterfront Open Space Design*

*Work conducted in other firms

Workload Capacity

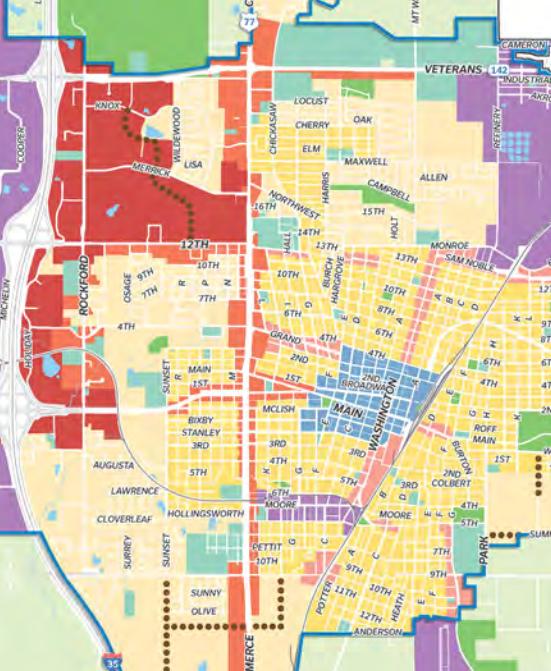
We can begin, and deliver, the Willowbrook Comprehensive Plan within the timeframe identified in this RFP and in the manner described in our proposed Scope of Services. Houseal Lavigne is committed to providing the time and resources of the key personnel assigned to the project. Further, we have additional personnel with a diverse skill set who would provide support based on specific project needs. The resume of the key staff for this assignment are provided on the preceding pages. All personnel indicated have the ability and capacity to perform the services required. In the event of the absence of a member of the identified project team, Houseal Lavigne will assign one of the number of qualified principals, senior planners, and/or support staff who are experts in the field to take their place.





SECTION 3

PROJECT EXPERIENCE

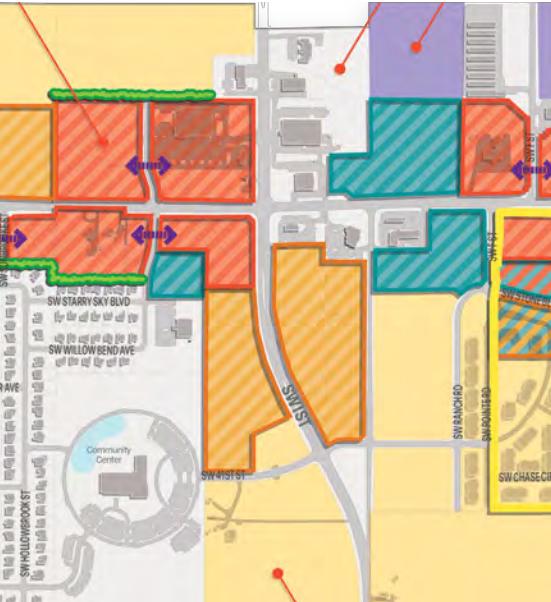


Relevant Projects

Houseal Lavigne has worked with more than 450 communities across the country and developed over 200 comprehensive plans, including planning studies in the nearby communities of Clarendon Hills, Downers Grove, Elmhurst, Glen Ellyn, Hinsdale, Lisle, Maywood, Naperville, Oak Brook, and Westmont. Houseal Lavigne's ongoing experience working with the Village of Willowbrook on the UDO update provides our team with unparalleled experience with the Village's elected and appointed officials and staff and a unique understanding of the issues and opportunities confronting the community. We are well-positioned to deliver a 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:

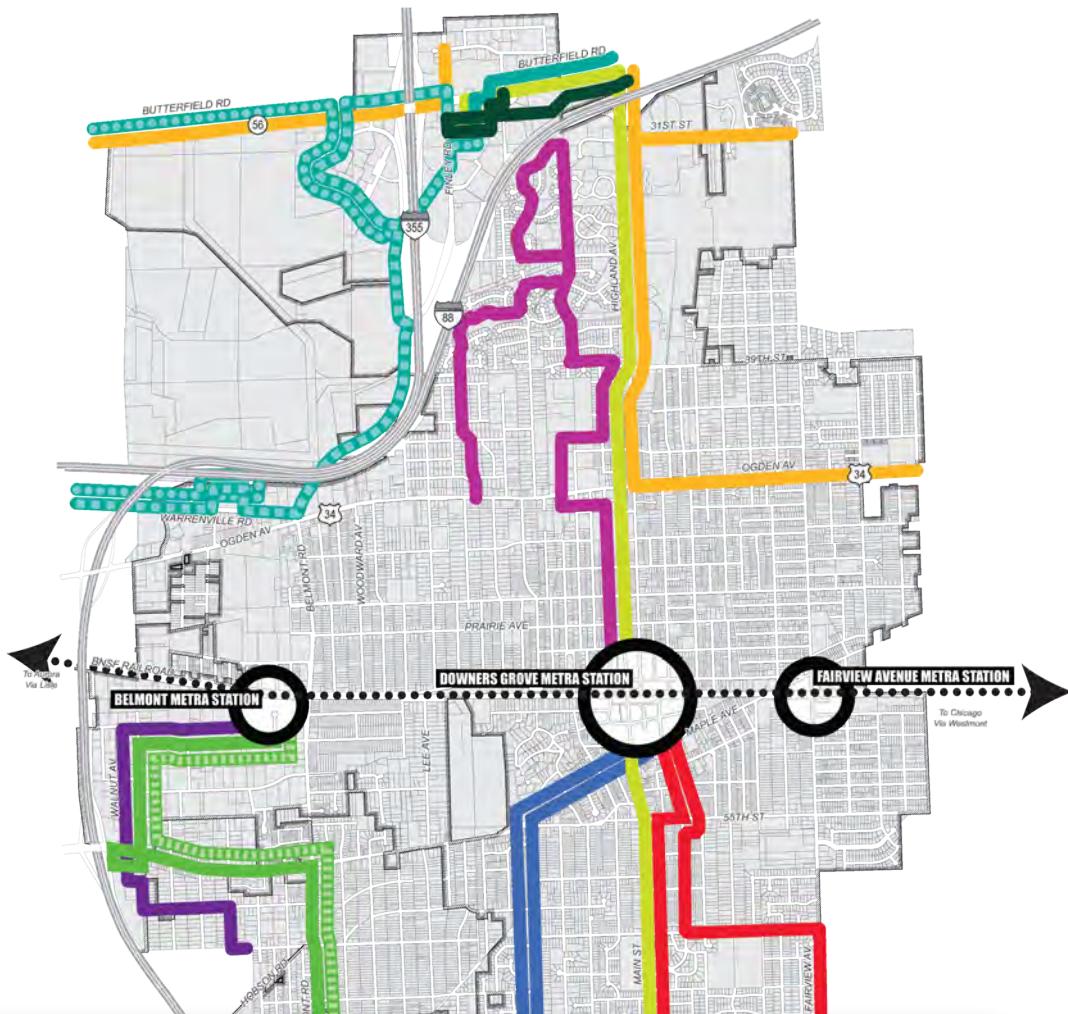
Comprehensive Experience

- Ardmore, OK
- Aurora, CO
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Benton Harbor, MI
- Brownsburg, IN
- Bristol, VA
- Cape Code, MA
- **Carpentersville, IL**
- **Cary, IL**
- Coralville, IA
- Council Bluffs, IA
- **Countryside, IL**
- Crestwood, MO
- 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
- **Freeport, IL**
- **Galesburg, IL**
- Gardner, KS
- **Geneva, IL**
- Grand Junction, CO
- Greenwich, CT
- Gunnison, CO
- Hudson, OH
- **Itasca, IL**
- Jackson, MO
- Jackson, TN
- Jenks, OK
- **Kenilworth, IL**
- Marion, IA
- **Maywood, IL**
- **Mundelein, IL**
- Muskogee, OK
- New Buffalo, MI
- **North Aurora, IL**
- **Niles, IL**
- **Northfield, IL**
- **Oakbrook Terrace, IL**
- Oak Creek, WI
- **Oak Park, IL**
- **Palos Heights, IL**
- **Peoria Hieghts, 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
- **Westmont, IL**
- Windsor, CO
- **Woodstock, IL**
- Wyoming, MI

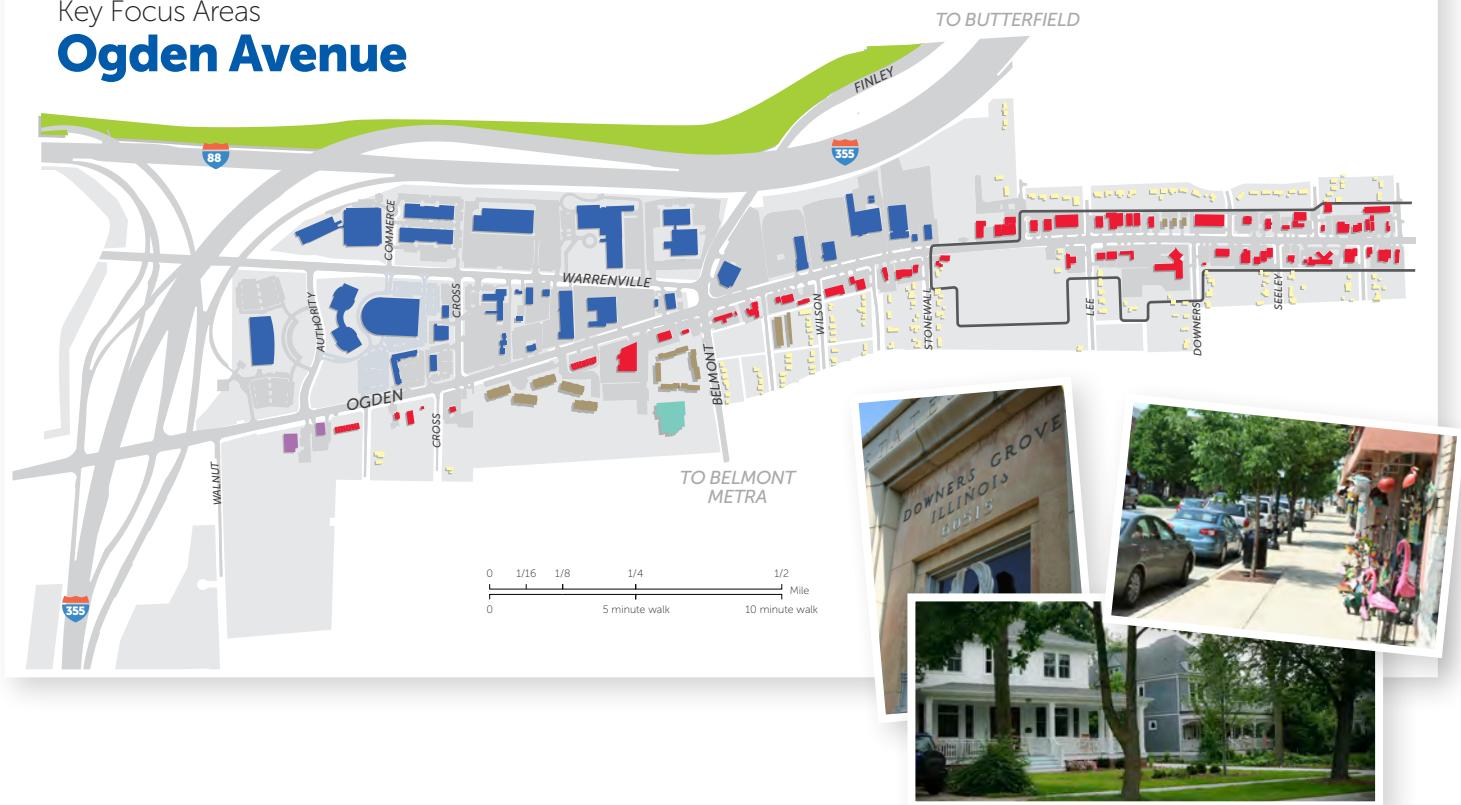


Village of Downers Grove, Illinois
Comprehensive Plan Update

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 Cary, Illinois Cary Comprehensive Plan

With the closing of a large school site in the heart of the community's downtown, the Village contracted with **Houseal Lavigne** to create a Comprehensive Plan that would capitalize on this once-in-a-generation opportunity, as well as provide a new vision and direction for the entire community. The new Plan focuses on community-wide growth and reinvestment that will better position Cary to compete with neighboring communities for jobs and tax dollars. The Plan identifies strategies for revitalizing Cary's aging auto-oriented commercial corridor and better defining Downtown Cary as a unique mixed use district. Reinvestment strategies are also complemented by detailed concepts that showcase large opportunity sites the Village has invested in clearing and prepping for redevelopment.

Cary's setting along the Fox River is highlighted in the Plan, outlining best practices that will enable the Village to attract new families and visitors to its unique recreation and natural area amenities.



Commercial Screening Example

US Route 14 is the most prominent roadway in the Village. For many, this corridor provides their only glimpse of the Cary community. The appearance and architecture of developments along US Route 14 has a significant impact on the perception of Cary perceived by visitors. As an established commercial corridor, US Route 14 is the location of several aging commercial properties that could benefit from simple site improvements that would greatly enhance their curb appeal.





Village of Glen Ellyn, Illinois Comprehensive Plan

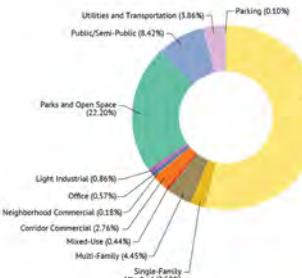
The Village of Glen Ellyn contracted with **Houseal Lavigne** to create a new Comprehensive Plan. As a predominantly built out community, the Plan focuses on promoting growth through context-sensitive redevelopment, reinvestment, and placemaking within the Village's established districts. The updated Comprehensive Plan presents recommendations to strengthen Glen Ellyn's existing residential neighborhoods, commercial corridors, and the Downtown while looking at opportunities for new development and annexation. The Plan also includes three distinct subarea plans for the Downtown, a key neighborhood commercial center, and the primary commercial corridor—areas most susceptible to redevelopment that have the greatest potential to greatly impact the community's character. These subarea plans focused on improving the pedestrian experience and multimodal mobility, maximizing development potential through higher density or mixed-use development, and enhancing their image and character through gateway features and streetscape improvements. The Plan provided illustrative 3D concepts for several sites to demonstrate how subarea plan recommendations could be accommodated within new development.



Future Land Use Plan

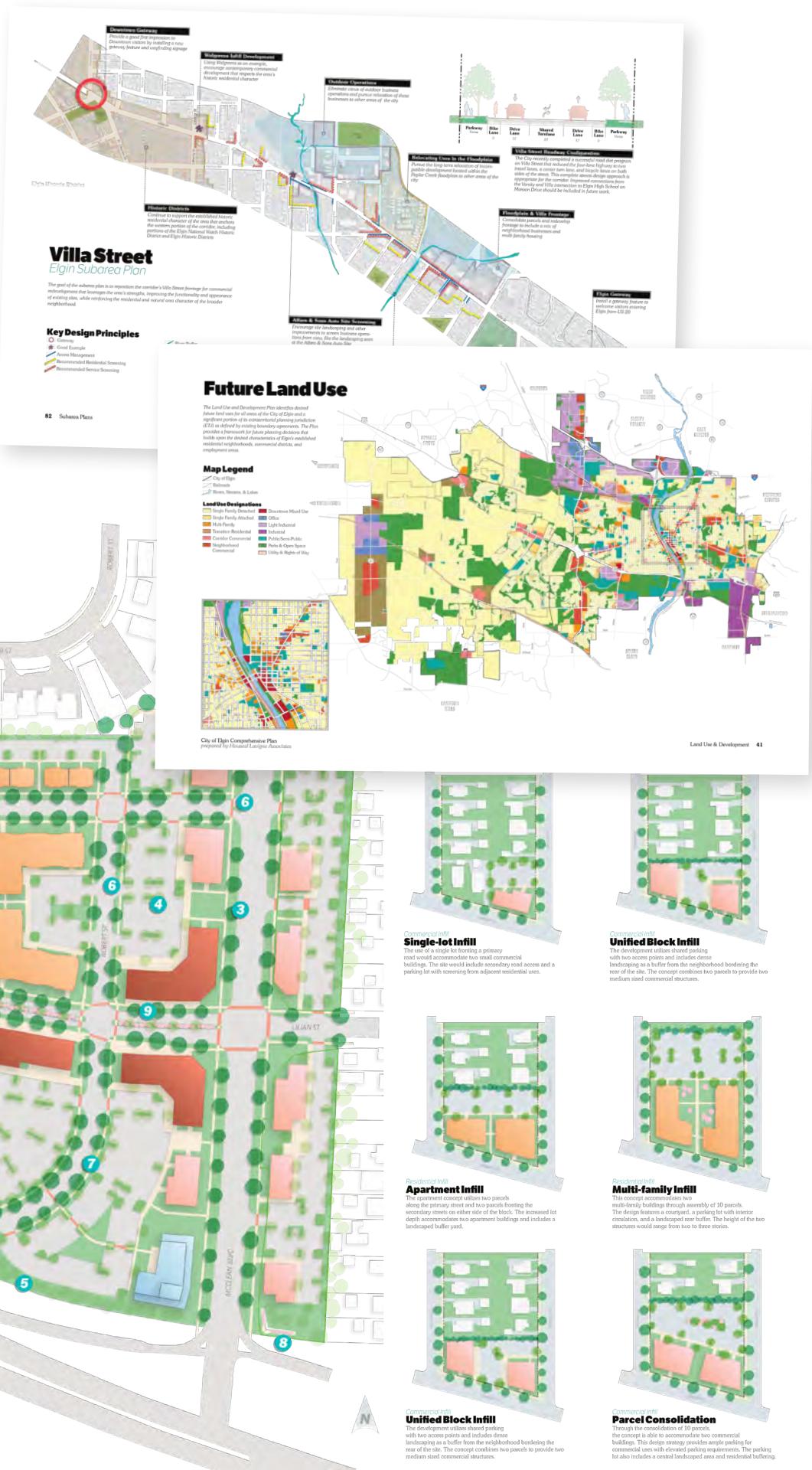


Future Land Use Plan Distribution



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.

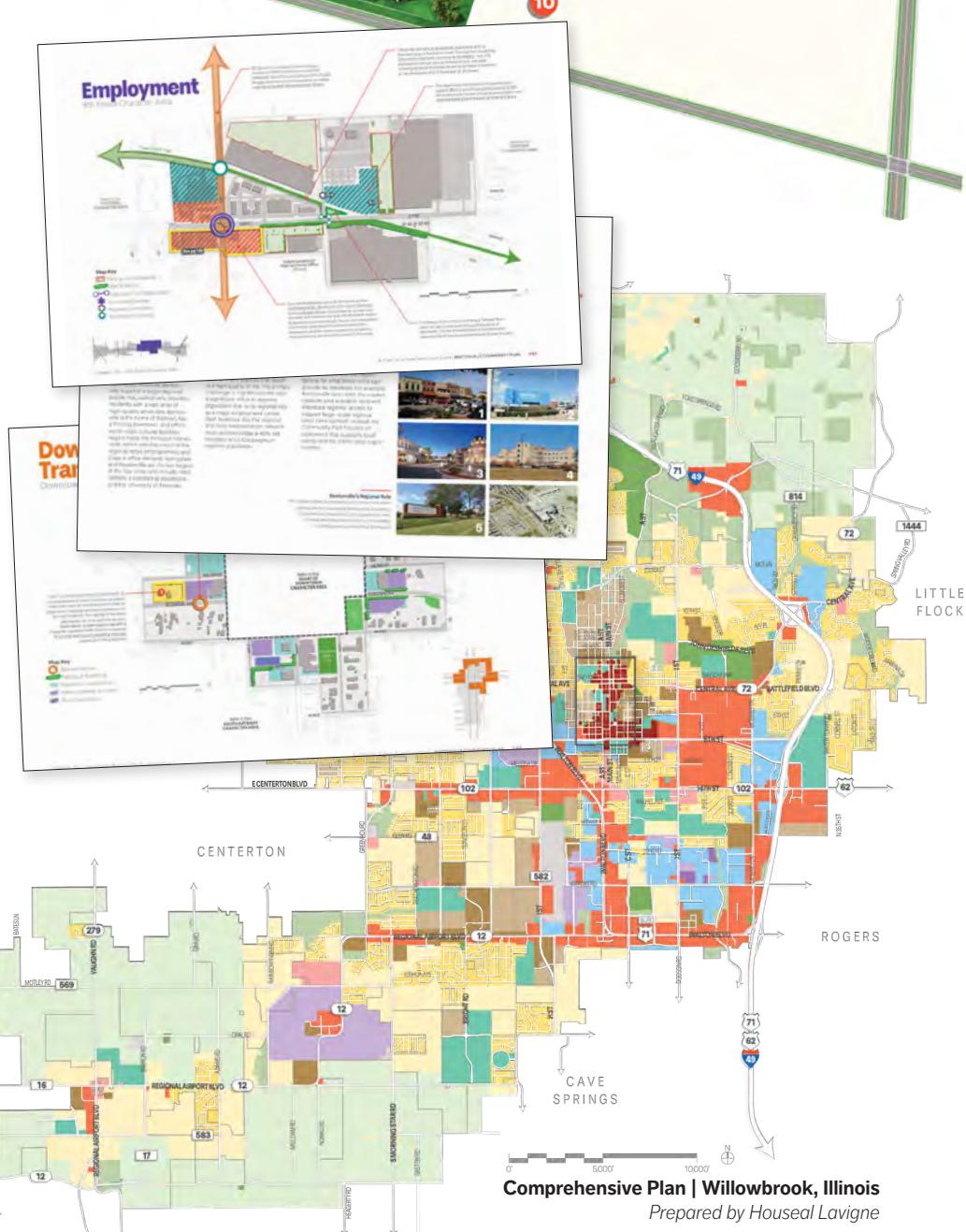




City of Bentonville, Arkansas Comprehensive Plan

The Bentonville Community Plan, developed by **Houseal Lavigne**, is the City's guidebook for becoming the model of a new American town. In 1950 Bentonville became the hometown of the original Walton's 5&10 with its small-town, middle-America charm. Since the opening of the first store Walton's has grown into the global retail chain, Walmart, and Bentonville has grown right along with it. The City has experienced an exponential population flux since 2000 that is expected to continue well into the 2030s. The Community Plan focuses on directing that growth in a manner that benefits the existing residents as businesses as well as the newcomers, all while maintaining its historical, and eclectic charm.

To do so, a Strategic Growth Plan was utilized to inform where and how the influx of new people and proprietors should locate into the expanding City. It identifies short- and long-term decisions that account for a multitude of factors including transportation and infrastructure access, municipal service locations, quality of life amenities, and costs for the City. This calculated planning approach helps Bentonville take advantage of existing resources while identifying and utilizing new opportunities to further its recent cultural, economic, and environmental successes.



Land Use Plan

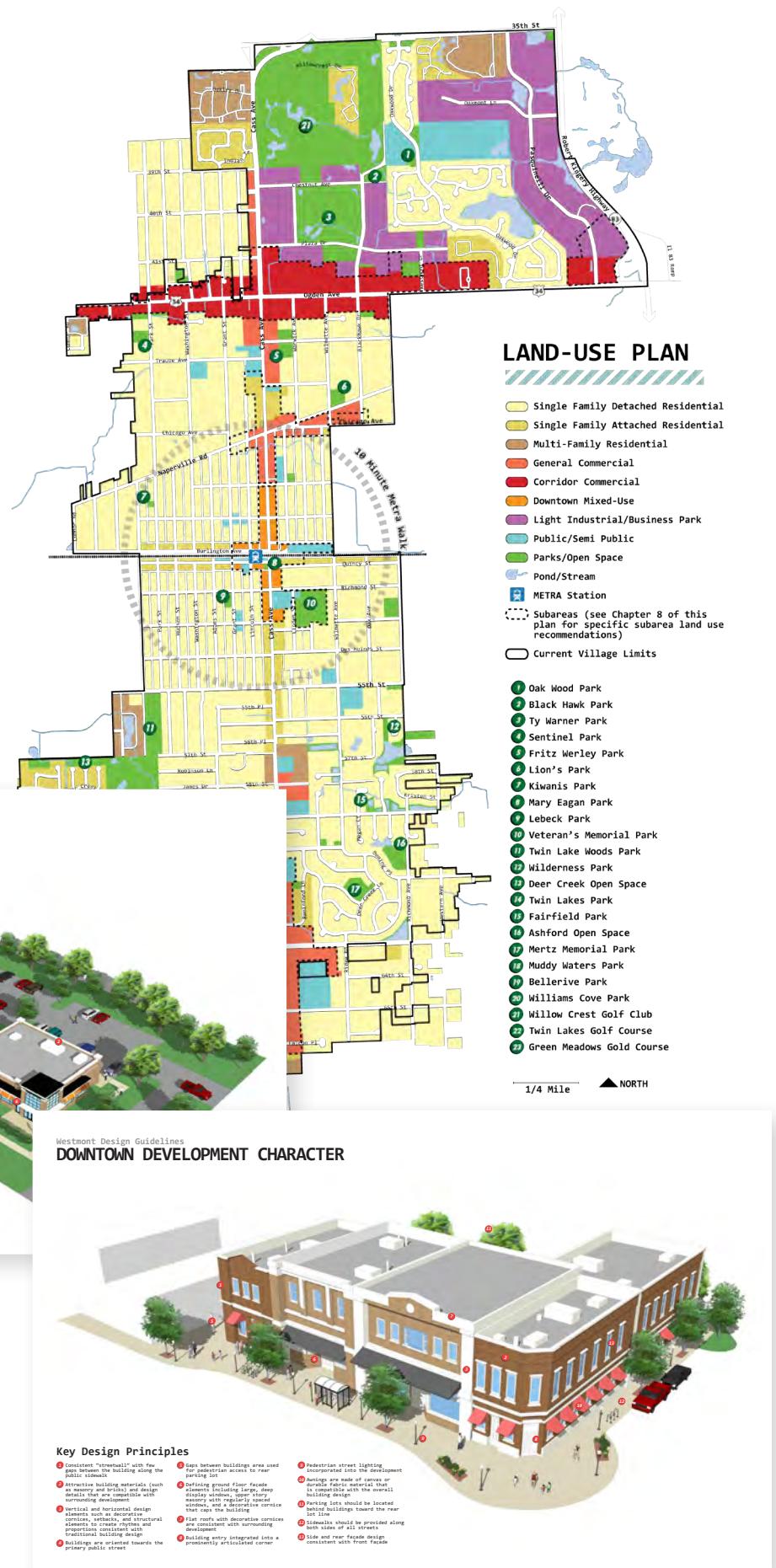
Map Key

Bentonville's Municipal Boundary
Planning Area
Agriculture
Residential Estate
Low-Density Residential
Medium-Density Residential
High-Density Residential
Mixed-Use Commercial
General Commercial

- Downtown Commercial
- Office
- Public / Semi-Public
- Light Industrial
- Heavy Industrial
- Parks
- Open Space
- Utility / Transportation

Westmont Comprehensive Plan and Design & Development Guidelines

For most of the early 20th century, Westmont was largely a bedroom community, attractive to residents because of its affordability. Today, Westmont is a largely built out community with new development taking the form of infill and redevelopment within the Village's established neighborhoods and commercial areas, including a revitalizing Ogden Avenue, home to several luxury car dealerships. The Comprehensive Plan provides long-range policies and recommendations for all areas of the Village, and includes specific actions to be undertaken within 4 key focus areas of the Village, including Downtown, Ogden Avenue, 63rd and Cass, and 63rd and Naperville Road. Design Guidelines for these areas were also prepared to supplement the Comprehensive Plan's recommendations. The Design Guidelines aim to enhance the image of Westmont by articulating desired and compatible development.



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 on 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 master plan describes a picture of Naperville in 2040, reflecting the input and desires of its residents, businesses, and visitors. The vision is framed through the lens of sound planning practices.

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

Guiding Principle #1

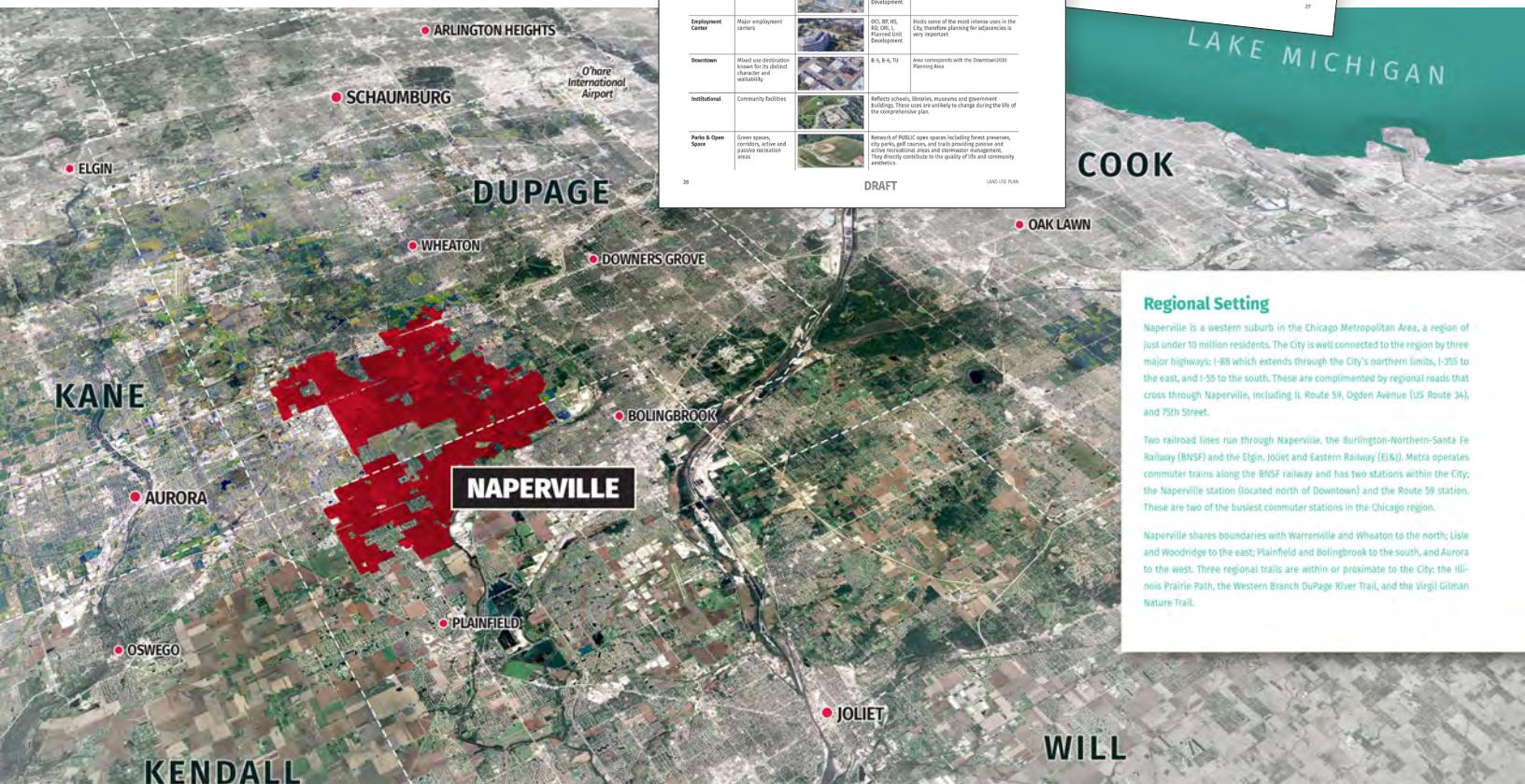
Guiding Principle #2

Place Types

Implementation Measures

DRAFT

Place Type & Designations	Description	Example	Applicable Zoning Districts	Other Notes
Single-Family/ Duplex Residential	Living areas		E-1, E-2, R-1, R-2, R-3, R-4	Respect the character of existing neighborhoods while supporting the City's changing demographics and market
Medium Density Residential			R2, R3	
High Density Residential			R4, R5	
Neighborhood Center	Shopping areas primarily serving the immediate vicinity		B-1, B-2, B-3, C-1, Planned Unit Development	Small pockets of retail or services integrated within, or adjacent to, residential subdivisions
City Corridor	Linear shopping areas oriented to the roadway		B-2, B-3, C-1, T-1, Planned Unit Development	Often characterized by studios, lofts, and apartments, proximity to residential subdivisions
Urban Center	Larger scale auto-oriented shopping areas		B-2, B-3, C-1, Planned Unit Development	Exist along major thoroughfares and at key intersections with abundant parking
Regional Center	Large multi-purpose activity centers		B-2, B-3, C-1, R-1, R-2, C-2, Planned Unit Development	Feature a diverse mix of uses, drawing customers and visitors from throughout the City and surrounding region
Employment Center	Major employment centers		OC-1, BR-1, S-1, T-1, Planned Unit Development	Hosts some of the most intense uses in the City, therefore planning for adjacencies is very important
Downtown	Mixed use destination known for its distinct character and walkability		B-1, B-2, T-2	Area corresponds with the downtown2030 Planning Area
Institutional	Community facilities			Reflects schools, libraries, museums and government buildings. These uses are unlikely to change during the life of this comprehensive plan.
Parks & Open Space	Green spaces, parks, and passive recreation areas			Network of public spaces, including forest preserves, city parks, and other green spaces, provide active recreational areas and stormwater management. They also contribute to the quality of life and community aesthetics.

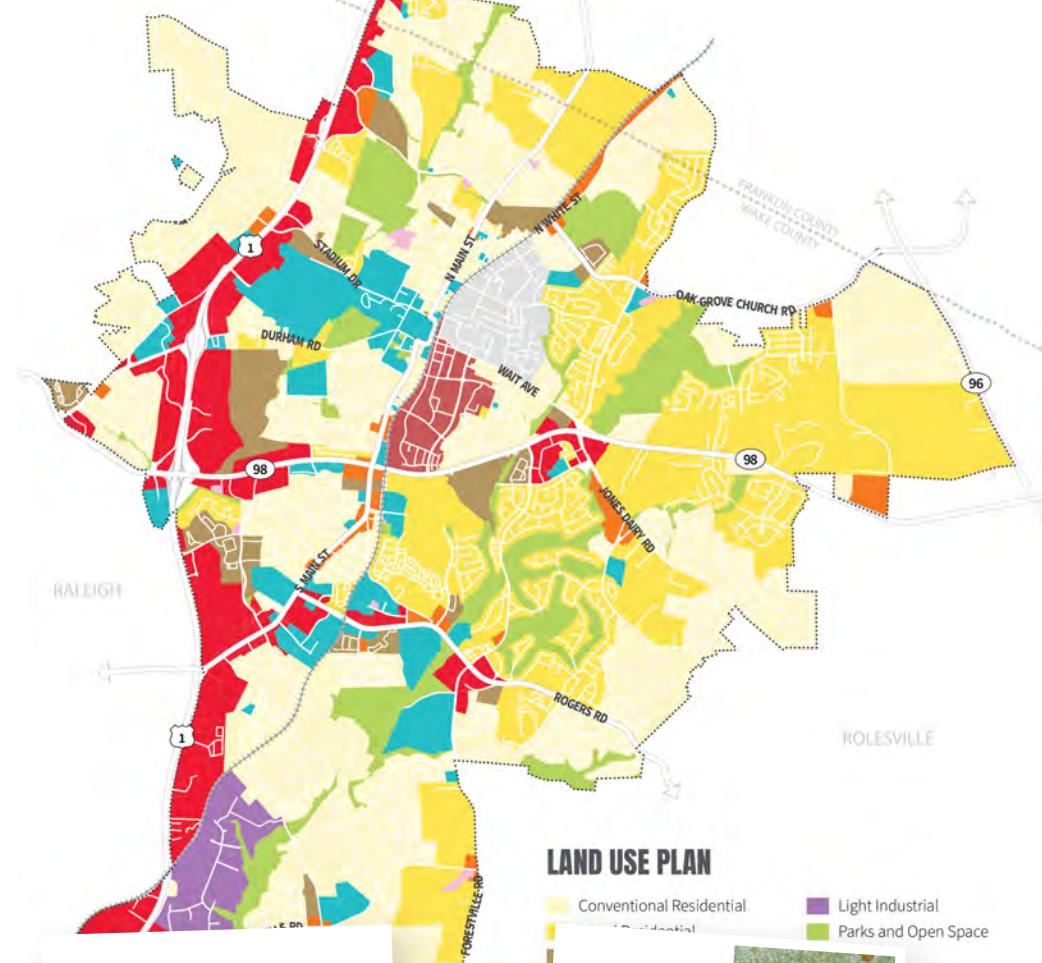


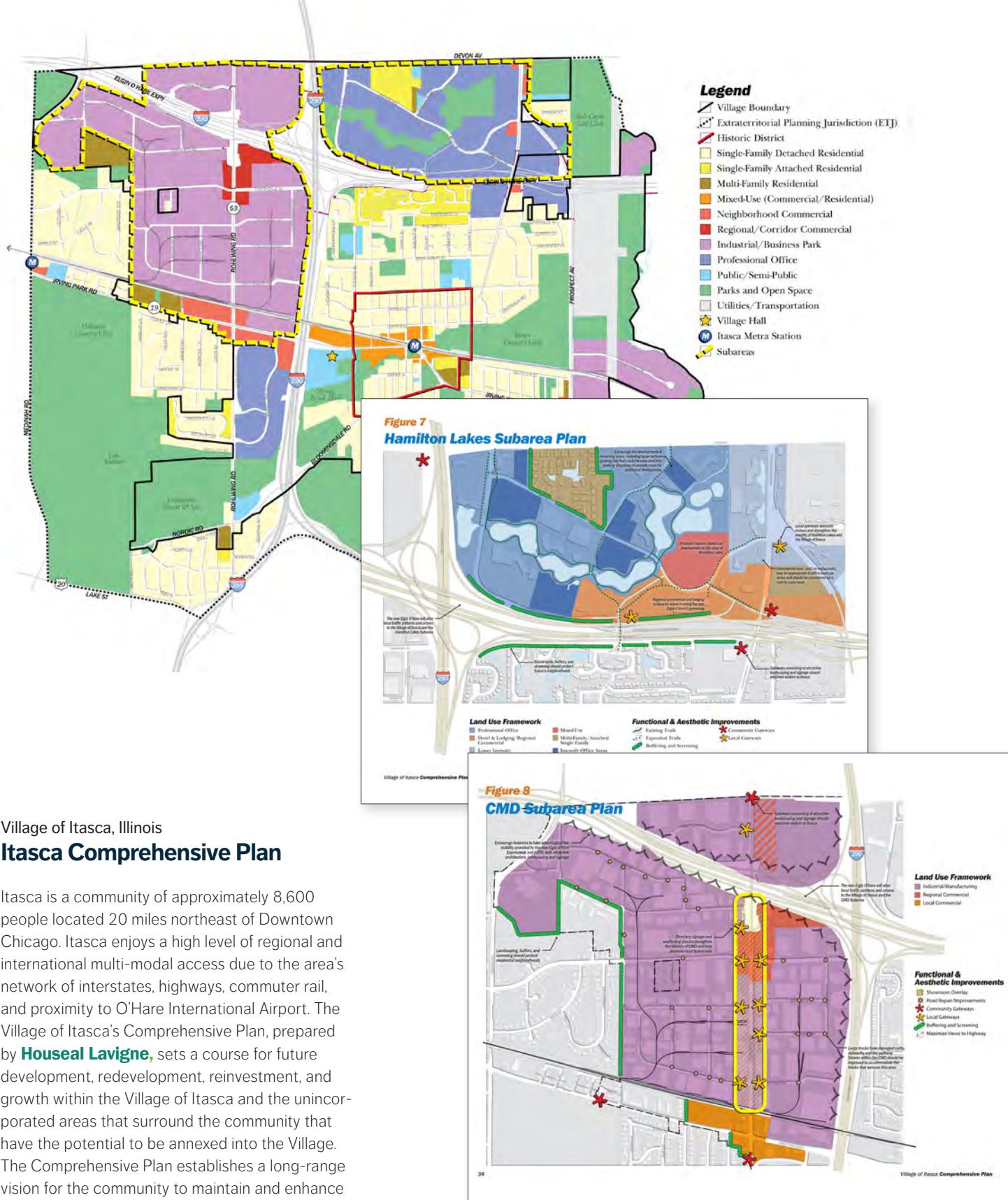
Wake Forest, NC

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.





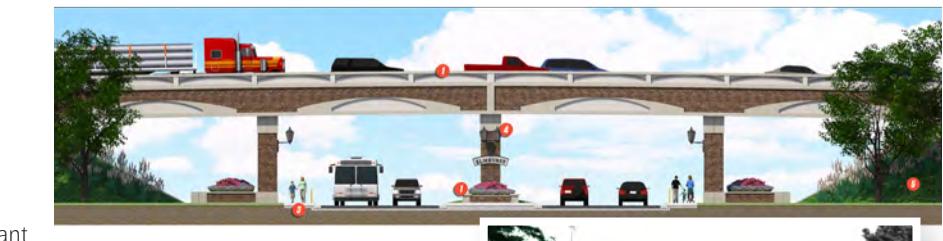


City of Elmhurst, Illinois

North York Street Corridor Plan

North York Street is one of Elmhurst's most important arterial roadways and runs north-south from the City's northern border to its southern border. It links the northern neighborhoods to Downtown Elmhurst and provides connections to I-290. The study area for the North York Street Corridor Plan is considered the City's northern gateway into the community and the Downtown, and is the first impression of Elmhurst that visitors encounter when entering from the I-290 interchange. The North York Street Corridor Plan outlines the City's vision and strategies for improvement, redevelopment, beautification, and overall revitalization of the Corridor.

The North York Street Corridor Plan, prepared by **Houseal Lavigne Associates**, is the product of substantial community input and participation from City residents, elected and appointed officials, City staff, and representatives from the local business community. The Plan establishes a foundation for future decision-making and provides specific recommendations regarding land use and development, design/development guidelines, transportation and access, and streetscape and beautification along the North York Street Corridor.



Recommended Enhancements

① Prominent corners enhanced with low masonry planters with seasonal plantings

② Recommended tree planting and sidewalk enhancements

③ Decorative traffic signal

④ Brick paver crosswalks

⑤ Ladder crosswalks



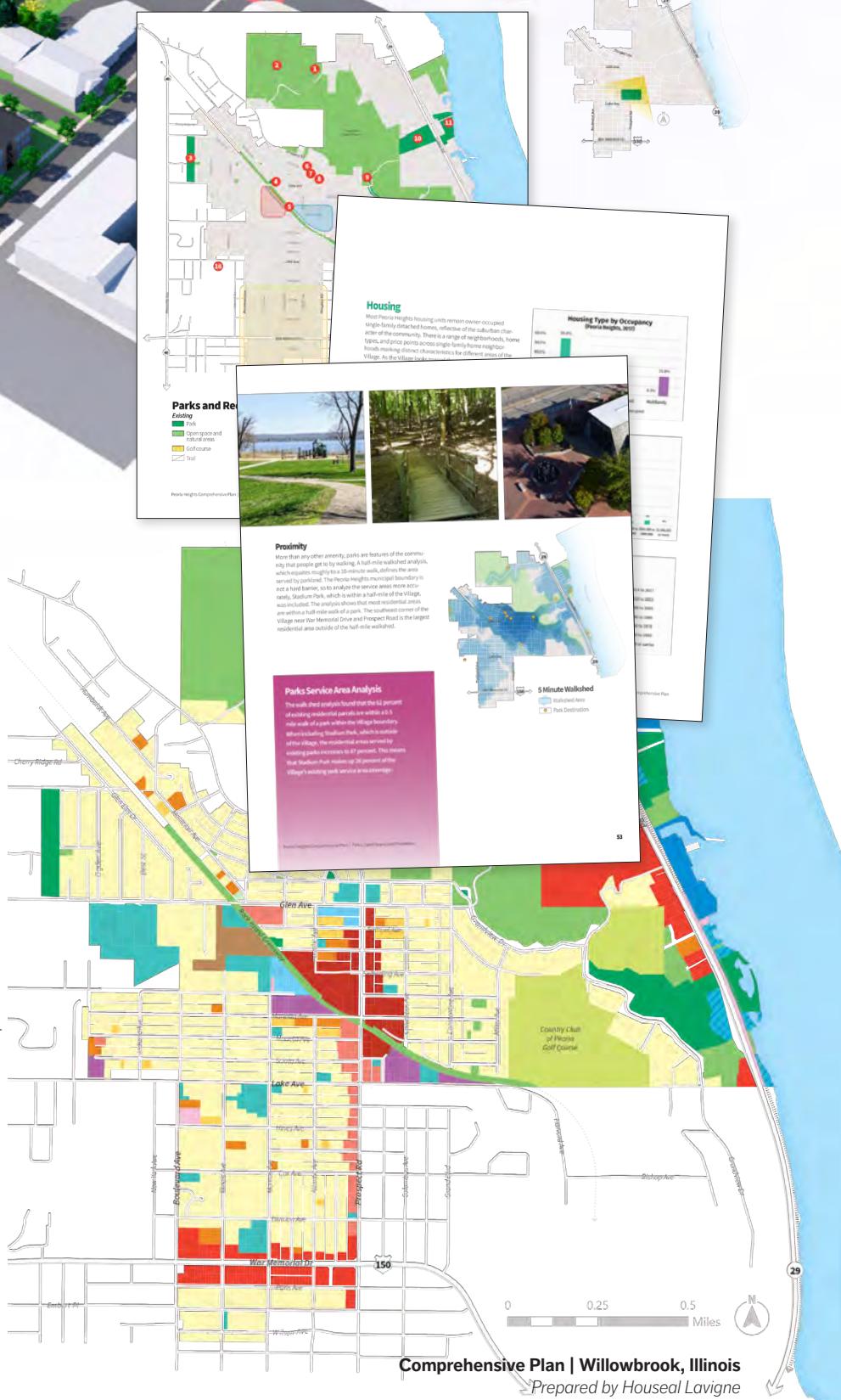
Peoria Heights, Illinois

Comprehensive Plan

In early 2020, the Village of Peoria Heights tasked Houseal Lavigne with taking an all-inclusive approach to consolidate their recent planning efforts and update their previous guiding plan, a short-form vision document created over a decade ago. The resulting Peoria Heights Comprehensive Plan is wholly original and innovative, developed specifically for the community, built on a tailored community engagement approach, and designed with the end-user in mind. Detailed and graphically rich subarea plans complement the clear and compelling core elements of the document.

The Village was able to use the Plan to pass the first test in securing federal funds for a road diet on Prospect Road, setting in motion many of the recommendations identified in the Downtown Subarea. Additionally, recommendations in the Plan helped the Village to secure support for riverfront improvements and offer informed input to the Illinois Department of Transportation IL 29/Galena Road Highway Improvement Project.

The plan's focus on implementation is underscored by a zoning audit conducted as a scoped part of the planning process. The audit lays the groundwork for anticipated updates to the Village's zoning code and identifies where plan recommendations relate directly to potential zoning actions.



Comprehensive Plan & Downtown Subarea

With a vibrant Downtown along the Mississippi River, a thriving local economy, and home to a major university, St. Cloud is a community that has strong foundation upon which to plan for its future. The City's new comprehensive plan, directed by **Houseal Lavigne**, focuses on revitalizing the core neighborhoods, guiding investment in the commercial corridors and employment areas, enhancing multi-modal connectivity, and establishing a strong economic development strategy. Rich in graphics and illustrations, the Plan includes a detailed Downtown Plan and Division Street Corridor Plan that enhances urban design, sense of place, and overall functionality. The Plan also identifies development opportunity catalyst sites and provides a development program and development visualization for market viable concepts.



North Downtown Riverfront Catalyst Site

Site Characteristics:

- Site: 27,000 SF/0.6 acres
- Parcels: 7
- Zoning: R-6 Multi-Family Residential District
- Existing Development: 90-unit apartment building, 10-unit townhome building, one building: two multi-family buildings; light industrial business; undeveloped right-of-way.

Design Considerations:

As a result of these various design considerations, redevelopment of the North Riverfront site requires a piecemeal approach where development of one component is not dependent on another.

- Located adjacent to the Mississippi, this site presents an opportunity to create a development that complements the surrounding areas and location within the downtown and proximity to the River's Edge Convention Center.
- The site is located by active train railroad tracks, which limit development parcel assembly opportunities. A connection that is located at 5th Avenue and 2nd Street N must remain, as the railroad tracks are in use.
- The northern extension of the River's Edge Trail must also be accommodated either in its current alignment or in a new alignment that maintains connections to the north of the site.

Proposed Redevelopment Concept:

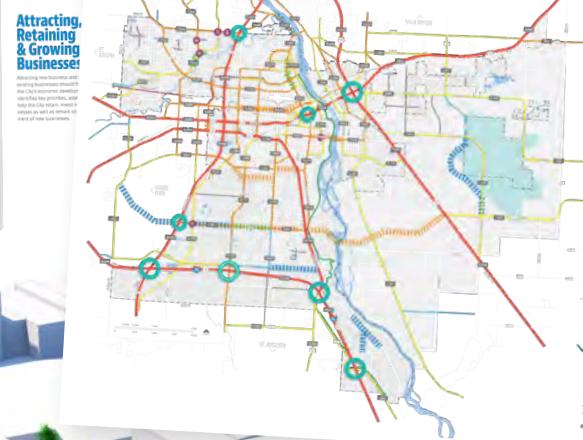
Hotel - 6-8 stories, 65-82 rooms
A hotel with a lobby, restaurant, and event space on floors. The hotel would have a strong orientation to the river with meeting and event space with riverfront views.

Mixed Use - 3-4 stories, 20-30 units
A new mixed use building of similar intensity to the adjacent buildings, located on the riverfront to accommodate multi-level underground parking with residential units on upper floors, facing views of the riverfront. Redevelopment of these properties would allow for the relocation of the trail connection to the originally preferred alignment as an at-grade path along the riverfront north of 2nd Street N.

Multi-family - 5-6 stories, 70-88 units
Assembly and redevelopment of two existing two-story multi-family properties with more intensive multi-family development. The development would accommodate multi-level underground parking with residential units on upper floors, facing views of the riverfront. Redevelopment of these properties would allow for the relocation of the trail connection to the originally preferred alignment as an at-grade path along the riverfront north of 2nd Street N.

Parking Surface - Surface and In-Street
Overall, proposed development components would provide sufficient on-site or related off-street parking. Existing on-street parking on 5th Avenue would likely be converted to angle or parallel parking to facilitate through traffic and access to the trail.

Most parking would be provided via a surface lot immediately adjacent the hotel as well as a new lot located in the area between the utility and railroad tracks.



North Downtown Riverfront Conceptual Visualization

Village of Schaumburg, Illinois Comprehensive Plan

Houseal Lavigne 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 3,800 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. Overhead utility can be an expensive undertaking; therefore, it may be feasible to consider cost-effective underground roadway improvements. Relocating overhead utility lines off 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

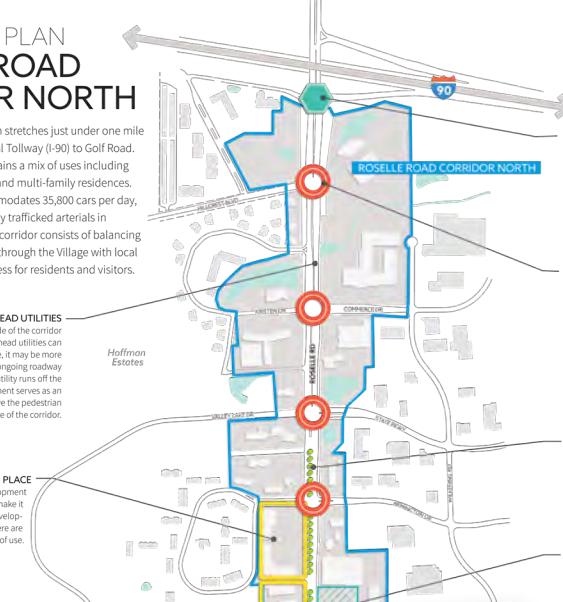
The northwest corner of Roselle Road and Golf Road.

FUTURE LAND USE CLASSIFICATIONS

Areas within the Village have been assigned one of eight land use designations. These land use designations are intended to provide a framework for development review and approval, and future zoning amendment requests. Areas are categorized into the following categories: Urban, Residential, and Commercial. Users are arranged in a pattern that attempts to reflect the existing community structure. Residential areas include single-family, townhome, and multi-family areas, in addition to existing residential neighborhoods, and areas for future development.

Commercial areas include mixed-use, office, retail, and industrial. Residential areas include single-family, multi-family, townhome, and multi-unit. These designations include:

- Single Family
- Multi-Family
- Mixed-Use Residential
- Commercial Residential
- General Commercial
- Regional Center
- Office & Industrial
- Street & Public Space
- Parks & Open Space
- Natural/Park/Park



GATEWAY SIGNAGE
The turning radius at the intersection needs to accommodate both vehicles and people crossing the roadway. A wide enough facility for turning vehicles and 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.

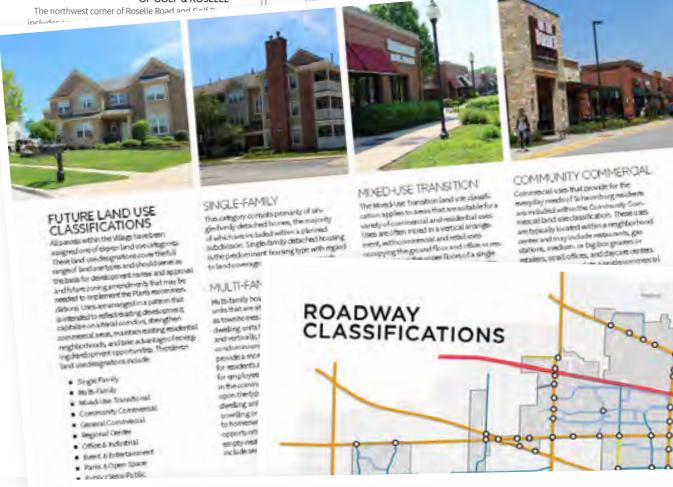
PEDESTRIAN-FRIENDLY TURNING RADIUS
The turning radius at the intersection needs to accommodate both vehicles and people crossing the roadway. A wide enough facility for turning vehicles and a narrow turning radius promotes a slower and safer turn by vehicles. Intersections should be designed with the 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 Babies 'R' Us commercial center includes a vast amount of underutilized surface parking. An outlet development with surface parking would help to increase the intensity of the center and better utilize parking. However, future outlet development will require further study of parking demand.

LEGEND

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



FRAMEWORK PLAN GOLF ROAD CORRIDOR

Golf Road is a commercial corridor that is defined by a mix of commercial and service areas. It functions as the primary point of entry to the Village from the west. The corridor runs along the western boundary of the Village at approximately 30,000 to 35,000 cars per day. Golf Road is under the jurisdiction of the State of Illinois, the Village will need to work closely with IDOT to accomplish the recommendations presented in the Golf Road Corridor Framework Plan.



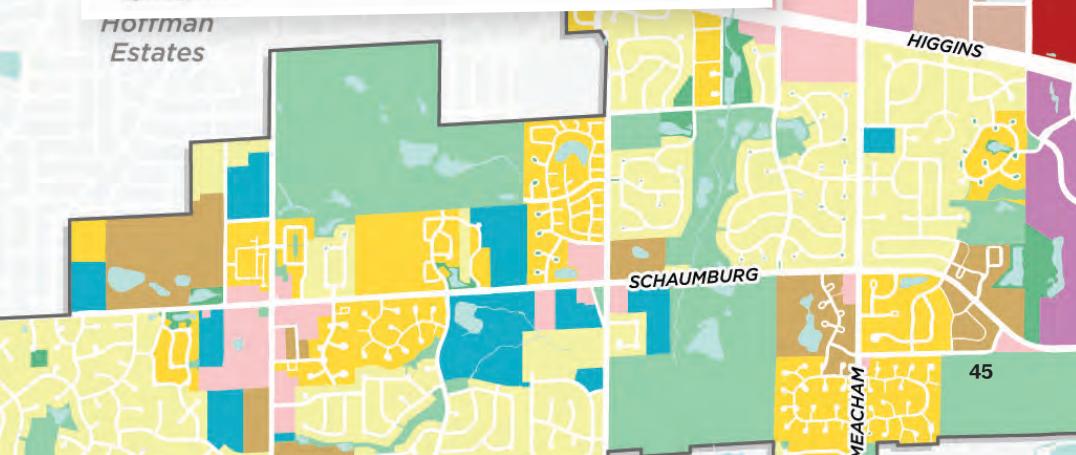
OUTLOT DEVELOPMENT

The Golf Road Corridor includes underutilized surface parking, which can be developed into mixed-use developments. Some IDOT developments with surface parking, including the proposed IDOT facility, could be developed into mixed-use developments.

ROADWAY CLASSIFICATIONS

Legend:

- Major Thoroughfare
- Minor Thoroughfare
- Local Street
- Expressway
- Freeway
- Secondary Street
- Other



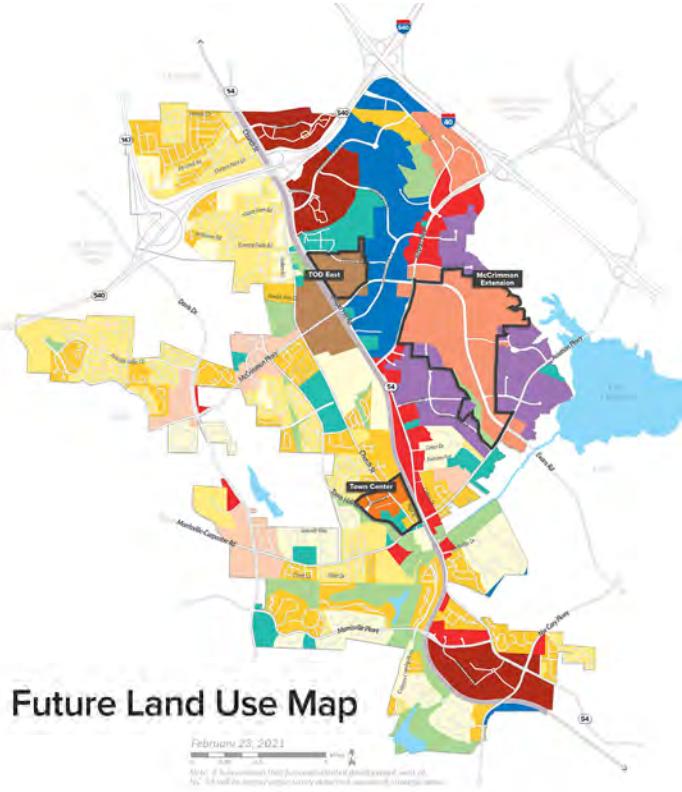
Town of Morrisville, North Carolina

Land Use Plan

The Town of Morrisville is a rapidly growing community in the heart of North Carolina's Research Triangle, one of the fastest developing regions in the country. Over the past few decades, Morrisville has transformed from a small, rural town to a highly desirable, diverse area due in part to the community's regional location and proximity to the Research Triangle Park, which has supported major investment and an expanding employment base.

In response to these significant changes, the Town and Houseal Lavigne initiated an update to the Morrisville Land Use Plan in February 2018. The three-year planning process engaged the community, analyzed the changing landscape, and identified the distinct issues and unique opportunities facing Morrisville. Together, these factors helped establish a vision for the future of land use and development in the Town and informed the policies and recommendations that will guide the community as it continues to evolve.

The Morrisville Land Use Plan brought together a range of community stakeholders, citizens, agency representatives, business representatives, and elected officials to establish the framework for Morrisville's development over the next 10 to 20 years. Going forward, the Plan will help the Town continue to move beyond the status quo and put forward innovative development policies that position Morrisville as a leader for communities seeking a better way to grow.



Future Land Use Map



Smart Cities
2020 Award Winner



Special Achievement in GIS
2020 Award Winner



Comprehensive Plan | Willowbrook, Illinois
Prepared by Houseal Lavigne

REFERENCES

List below other organizations (users of similar size and structure to the Village of Willowbrook preferred) for which these or other similar services have been provided since January 1, 2015.

Municipality/Agency: Elmhurst

Address: 209 N York St

City, State, Zip Code: Elmhurst IL 60126

Contact Person/Telephone Number: Michael Kopp (630) 530-3010

Dates of Service/Award Amount: Adopted June 20, 2016 / \$51,290

Municipality/Agency: Downers Grove, IL

Address: 801 Burlington Ave,

City, State, Zip Code: Downers Grove Illinois, 60515,

Contact Person/Telephone Number: Stan Popovich (630) 434-6893

Dates of Service/Award Amount: Adopted October 4, 2011 / \$177,900

Municipality/Agency: Wake Forest, NC

Address: 301 S Brooks Street

City, State, Zip Code: Wake Forest NC 27597

Contact Person/Telephone Number: Jennifer Currin (919-435-9517)

Dates of Service/Award Amount: Adopted April 19, 2022 / \$199,980

Municipality/Agency: Cary, IL

Address: 4901 N. Prospect Rd

City, State, Zip Code: Peoria Heights, IL 61616

Contact Person/Telephone Number: Brian Simmons (847) 474-8073

Dates of Service/Award Amount: Adopted January 20, 2015 / \$100,000

Municipality/Agency: Peoria Heights, IL

Address: 4901 N. Prospect Rd.

City, State, Zip Code: Peoria Heights, IL 61616

Contact Person/Telephone Number: Sarah Witbracht (309) 686-2385

Dates of Service/Award Amount: Adopted May 18, 2021 / \$95,201



SECTION 4

PROPOSAL PRICING

SUMMARY PROPOSAL HOURS & FEES

Houseal Lavigne hereby agrees to furnish to the Village all necessary equipment, materials and labor to complete the Work as outlined below in accordance with the provisions, instructions and Specifications described herein for the following not-to-exceed cost as follows:

	Hours	Fees
Develop Comprehensive Plan	1,346	\$178,325
Sub-Area Plans for:		
Plainfield Rd & Kingery Highway Corridor	80	\$15,000
M-1 District	80	\$15,000
TIF - Quincy St/Executive Dr/Madison St	80	\$15,000
Stratford Green Unincorporated Area	80	\$15,000
Timberlake Unincorporated Area	80	\$15,000
Total	400	\$75,000

TOTAL PROPOSAL FEES AMOUNT IN WORDS: one-hundred seventy-eight thousand three-hundred twenty five

NOTE: Scope steps and fees associated with sub-area plans built into larger Comprehensive Plan process, resulting in efficiencies not otherwise achievable if conducted separately.

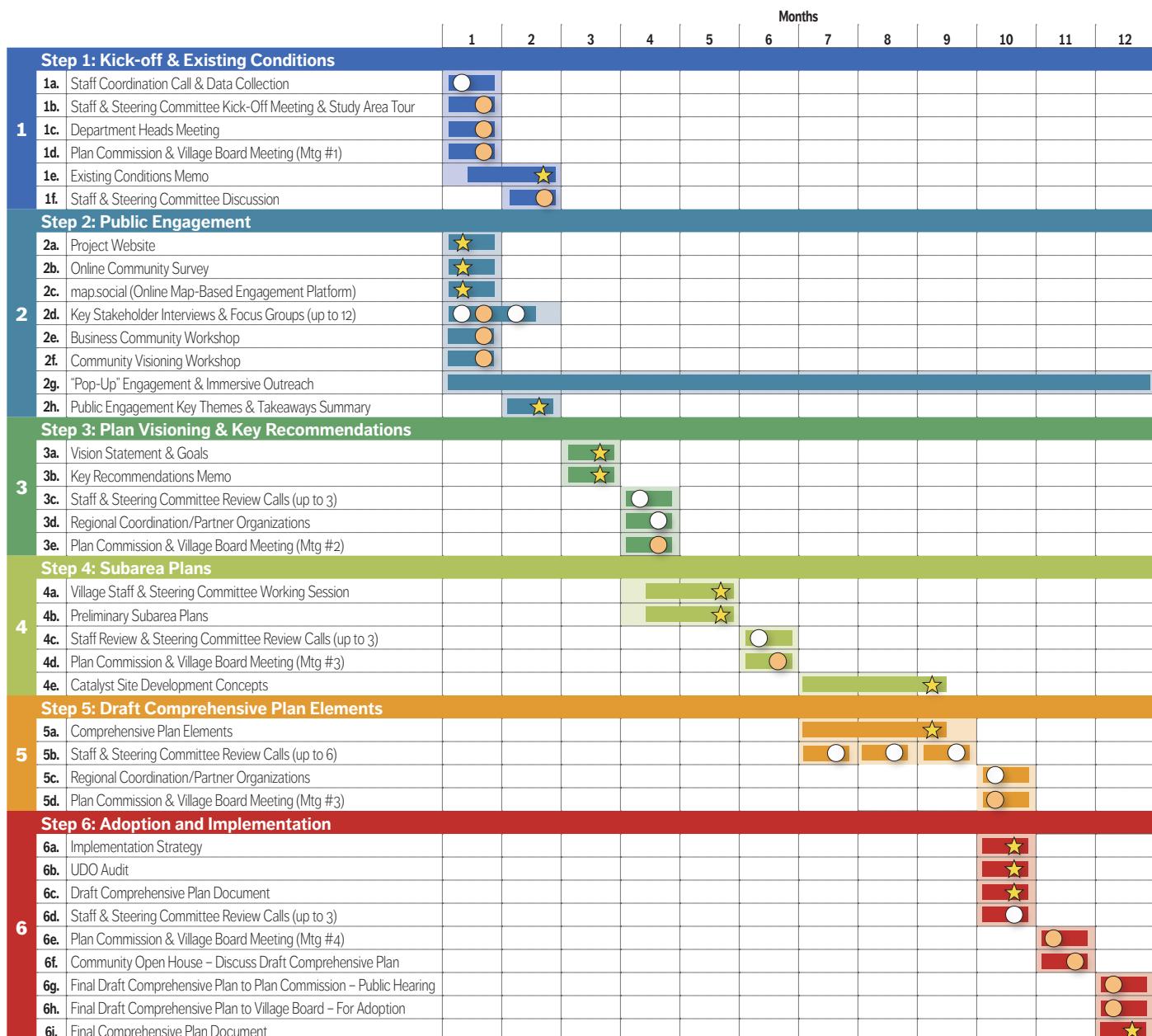


SECTION 5

PROJECT TIMELINE

Project Schedule

The timeline below provides an overall framework to complete each step outlined in our proposed Scope of Services. We understand the Village is looking for a 12-month process to complete the Comprehensive Plan. We are ready to begin work immediately and committed to devoting the proposed personnel and resources for the entire length of time necessary to complete the Willowbrook Comprehensive Plan. Should the selection committee favor our basic approach, we will work with Village staff to refine this Scope of Services and project schedule in a manner that is most advantageous to the assignment.



○ Denotes Meetings to be conducted In-Person

○ Denotes Meetings to be conducted Virtually

★ Denotes Deliverables to be produced by our Team



SECTION 6

APPENDIX



SUBMISSION INFORMATION

Village of Willowbrook
835 Midway Dr
Willowbrook, IL 60527

INVITATION: #006
BID OPENING DATE: October 11, 2022
TIME: 11:00 A.M. Local Time
LOCATION: Village Hall

COPIES: One (1) original, three (3) copies, and one (1) electronic (USB or compact disc)

REQUEST FOR PROPOSAL INFORMATION

Company Name:

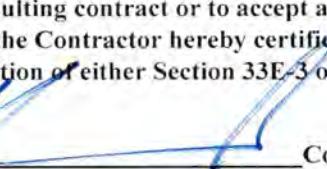
Address:

City, State, Zip Code:

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

PROMPT PAYMENT DISCOUNT: _____ % _____ DAYS

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items below (Exhibit A), subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this proposal document, the Contractor hereby certifies that they are not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature:  Company Name:

Typed/Printed Name: Date:

Title: Telephone Number:

E-mail: Fax Number: _____

ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

John Houseal, being first duly sworn, deposes and says that

he is Partner

(Partner, Officer, Owner, Etc.)

Of Houseal Lavigne Associates

(Contractor)

The party making the foregoing proposal or proposal, that such proposal is genuine and not collusive, or sham; that said Contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any Contractor or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other Contractor, or to secure any advantage against any other Contractor or any person interested in the proposed agreement.

The undersigned certifies that he is not barred from proposing on this contract as a result of a conviction for the violation of State laws prohibiting proposal-rigging or proposal-rotating.

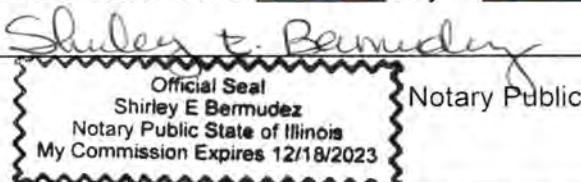
(Name of Contractor if the Contractor is an Individual)

(Name of Partner if the Contractor is a Partnership)

(Name of Officer if the Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 6th day of October, 2022.



Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

TAX COMPLIANCE AFFIDAVIT

John Houseal _____, being first duly sworn, deposes and says that
he is _____ Partner _____
(Partner, Officer, Owner, Etc.)

Of _____ Houseal Lavigne Associates _____.
(Contractor)

The individual or entity making the foregoing proposal or proposal certifies that he is not barred from contracting with the Village because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village to recover all amounts paid to the individual or entity under the agreement in civil action.

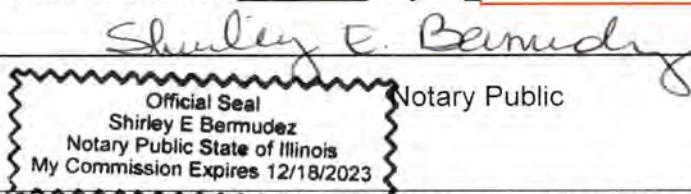
(Name of Contractor if the Contractor is an Individual)

(Name of Partner if the Contractor is a Partnership)-

(Name of Officer if the Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 6th day of October, 2022.



Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

CONFLICT OF INTEREST

John Houseal, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Contractor, its owners and employees and any official or employee of the Village as identified herein.

Contractor further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Contractor has not disclosed any actual or potential conflict of interest, the Village may disqualify the proposal or may void any award and acceptance that the Village has made.

(Name of Contractor if the Contractor is an Individual)

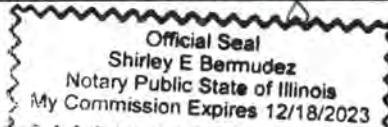
(Name of Partner if the Contractor is a Partnership)

(Name of Officer if the Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 6th day of October, 2022.

Shirley E. Bermudez



Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

DISQUALIFICATION OF CERTAIN CONTRACTORS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded an agreement or subagreement, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity:

- A. Has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any State in the United States in that officer's or employee's official capacity;
- B. Has been convicted of an act committed, within the State of Illinois or any state within the United States, of proposal rigging or attempting to rig proposals as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- C. Has been convicted of proposal rigging or attempting to rig proposals under the laws of the State of Illinois, or any state in the United States;
- D. Has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- E. Has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- F. Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- G. Has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- H. Has entered a plea of nolo contendere to charges of bribery, price fixing, proposal rigging, proposal rotating, or fraud; as set forth in subparagraphs (A) through (F) above

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

By signing this document, the Contractor hereby certifies that they are not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

(Signature of Contractor if the Contractor is an Individual)

(Signature of Partner if the Contractor is a Partnership)

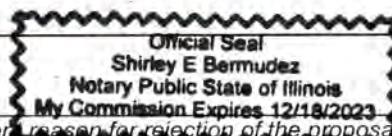
(Signature of Officer if the Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 6th day of October, 2022.

Shirley E. Bermudez

Notary Public



Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

RESOLUTION NO. 23-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ACCEPTING,
APPROVING AND AUTHORIZING THE VILLAGE MAYOR TO EXECUTE AN
AGREEMENT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR SERVICES IN
CONNECTION WITH THE VILLAGE OF WILLOWBROOK
COMPREHENSIVE PLAN UPDATE**

WHEREAS, the corporate authorities of the Village of Willowbrook (“Village”) have determined it is necessary and in the best interest of the Village to retain the services of professionals experienced in the preparation of Comprehensive Plan Updates; and

WHEREAS, the Village sought proposals for such comprehensive plan updates and, upon review of the proposals received, the corporate authorities of the Village have determined Houseal Lavigne Associates, LLC to be the lowest responsible bidder, and further find that it is in the best interest of the Village to enter into a professional services agreement with Houseal Lavigne Associates, LLC.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION 1: The proposal and professional services agreement submitted by Houseal Lavigne Associates, LLC to prepare a Comprehensive Plan Update is hereby accepted and approved upon the terms and conditions set forth in that certain agreement attached hereto as Exhibit “A”, and made a part hereof.

SECTION 2: The Village Mayor is hereby authorized and directed to execute that certain professional services agreement, on behalf of the Village, with Houseal Lavigne Associates, LLC, a copy of which is attached hereto as Exhibit “A” and made a part hereof.

SECTION 3: The Village Clerk is hereby directed to attest to the signature of the Mayor.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED and APPROVED this 9th day of January, 2023, by a ROLL CALL VOTE as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

EXHIBIT “A”

**(Agreement for Professional Services Between the Village of Willowbrook
and Houseal Lavigne Associates, LLC)**

PROFESSIONAL SERVICES AGREEMENT

BETWEEN

VILLAGE OF WILLOWBROOK, ILLINOIS

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN VILLAGE OF WILLOWBROOK

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

THIS AGREEMENT, made and entered into this ninth day of January, 2023, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company with principal offices at 188 W. Randolph, Suite 200, Chicago, IL 60601 (hereinafter referred to as the "CONSULTANT"), and the Village of Willowbrook, a municipal corporation of the State of Illinois, whose mailing address is 835 Midway Drive Willowbrook, IL 60527 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance in connection with the preparation of the *Comprehensive Plan Update* (hereinafter referred to as the "PROJECT") and the CONSULTANT has signified its willingness to furnish technical and professional service to the CLIENT; and WHEREAS, the CONSULTANT represents to the CLIENT that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT; and

WHEREAS, the CLIENT is interested in hiring a CONSULTANT to assist with a project, and

WHEREAS, CONSULTANT is qualified to do business in *Illinois*, and

WHEREAS, The CLIENT and CONSULTANT wish to enter into this Agreement to specify the duties and obligations of the Parties for the Services described herein, and

WHEREAS, CONSULTANT is willing to perform Services in accordance with the terms hereinafter provided, agrees to comply with all federal, state, and local laws and ordinances applicable to this Agreement.

NOW, THEREFORE, the parties do mutually agree as follows:

A. Scope of CONSULTANT's Services

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, Scope of Services, Section 2, a copy of which is attached hereto and incorporated in this AGREEMENT. All documents, work papers, maps, and study materials produced by the CONSULTANT in the performance of these services become the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT.

B. Services to be Provided by the Client

All existing information, data, reports, and records which are useful for carrying out the work on this PROJECT and which are owned or controlled by the CLIENT shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, the data and reports and other material as described in Attachment A, Section 1, in a timely manner. If, by reason of any fault of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the CONSULTANT in a timely manner, the CONSULTANT may, at its option, stop work on the PROJECT until such materials are provided.

C. Meetings and CONSULTANT Visits

The CONSULTANT will attend meetings as specifically identified in the Scope of Services, Attachment A, Section 2. A "meeting" within the body of this AGREEMENT shall mean a gathering requiring the attendance of the CONSULTANT or CONSULTANT's staff, including workshops, formal presentations, interviews, meetings with CLIENT'S staff, public meetings and workshops, and public hearings. Public meetings shall be scheduled at least seven (7) to fifteen (15) days in advance, and public hearings shall be scheduled with sufficient advance notice to comply with the Illinois Open

Meetings Act and Village of Willowbrook notice requirements. Attendance at "additional" meetings, meetings not identified in Attachment A, Section 2, *Scope of Services*, will be subject to the provisions of Article M (Extra Work) of this AGREEMENT. The CONSULTANT may conduct "site visits" to gather information, data, and perform field reconnaissance. These "site visits" shall not be counted as meetings under this AGREEMENT. When conducting "site visits" or in the community attending scheduled meetings, the CONSULTANT may informally meet with CLIENT staff to review and discuss aspects of the PROJECT. These informal CLIENT meetings with staff shall not be counted as meetings under this agreement. Throughout the PROJECT the CONSULTANT may conduct phone calls or teleconferences with CLIENT staff on an as needed basis, to maintain open communication and discuss certain aspects of the PROJECT. These phone calls and teleconferences with CLIENT staff shall not be counted as meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as identified in Attachment A, Sections 2, *Scope of Services*. The CONSULTANT shall provide all deliverables at least five (5) days in advance of all public meetings. All deliverables become the property of the CLIENT, including all hard copies and electronic (PDF format) file copies.

E. Changes

The CLIENT may, from time to time, request changes in Attachment A, *Scope of Services*, of the services to be performed by the CONSULTANT hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon, shall be incorporated in written amendments to this AGREEMENT.

F. CONSULTANT's Compensation

The CONSULTANT shall be compensated for services rendered under the terms of this AGREEMENT on the basis of the CONSULTANT's hourly rates as stated under Article G (Hourly Rates) and Attachment A, Section 3 for the staff time devoted to the PROJECT, and for directly related project expenses. The maximum cost for CONSULTANT services under this AGREEMENT is **\$163,325**, including directly

related job expenses. Directly related job expenses include but are not limited to: travel (typically including airfare, mileage, car rental, staff per diem for meals and incidentals, and lodging), printing, graphic reproduction, mailing, the purchase of additional maps, plans and reports and other out-of-pocket expenses that are related to carrying out services under this AGREEMENT. Any reimbursable expenses that are not enumerated above must be identified by the CONSULTANT and approved by the CLIENT in writing.

The CONSULTANT will not exceed the “not to exceed amount” without specific written authorization from the CLIENT or an amendment to this AGREEMENT, in writing and signed by the parties. The CONSULTANT represents and warrants that absent Extra Work, as referenced in Article M, all work to be performed under this AGREEMENT can and will be performed without exceeding the maximum compensation amount and directly related job expense amount, both set forth above.

G. Hourly Rates

Hourly rates in effect for purposes of this AGREEMENT are provided in Attachment A, Section 3.

H. Method of Payment

The CONSULTANT will submit monthly invoices for services performed and directly related job expenses incurred on the PROJECT during the billing period. Invoices are due and payable pursuant to the Local Governmental Prompt Payment Act.

I. Time of Performance

The services of the CONSULTANT will begin upon delivery to the CONSULTANT of an executed copy of this AGREEMENT, and shall, absent causes beyond the reasonable control of the CONSULTANT, be completed within 18 months of delivery of said executed AGREEMENT (Attachment A, Section 4). The completion of services by the CONSULTANT shall be, among other things, contingent upon the timely receipt of the services, data, and other reports described in Attachment A, Scope of Services and upon the timely conduct by the CLIENT of meetings and decisions required for its purposes in the execution of Attachment A. For the purpose of this AGREEMENT, timely shall mean that decisions and choices be made within ten (10) working days for CLIENT staff review of CONSULTANT

submittals, services, data, and reports as are delivered to the CLIENT's representative; and fifteen (15) calendar days for such decisions and choices to be made by the Village Board of Trustees, or other elected or appointed bodies of the CLIENT. If the CLIENT requests that CONSULTANT perform Extra Work as defined in Article M such as is not now included in Attachment A, the CONSULTANT, if agreed to by the CLIENT, may suspend work on the PROJECT or a portion of the PROJECT, and may extend the period of time allotted to perform the services identified in Attachment A under this AGREEMENT, to a mutually agreed upon period of time necessary to compensate for Extra Work. Where the CLIENT and CONSULTANT mutually agree to extend the period of time to perform services under this AGREEMENT, the hourly rates may not be increased beyond those set forth in Section G. of this AGREEMENT, provided that the cause or reasons of such extension(s) are not the fault of the CLIENT.

J. Excusable Delays

The CONSULTANT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT in accordance with its terms if such failure arises out of causes beyond the reasonable control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, strikes, and unusually severe weather, but in every case, so long as the failure to perform is beyond the reasonable control and without the fault or negligence of the CONSULTANT, the CONSULTANT shall not be deemed to be in breach of this AGREEMENT.

K. Termination

The CLIENT shall have the right to terminate this AGREEMENT by written prior notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. In such event, documents and work papers prepared by the CONSULTANT under this AGREEMENT shall become the property of the CLIENT. On receipt of said documents and work papers by the CLIENT, the CONSULTANT shall receive compensation and reimbursement for the work actually performed before the date of termination, in accordance with Article F, CONSULTANT's Compensation, of this AGREEMENT, less payment for services and expenses previously paid.

L. Non-discrimination

The CONSULTANT shall engage in lawful employment practices. The CONSULTANT shall not fail, refuse to hire, discharge, or otherwise discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, or handicap unrelated to the individual's ability to perform the duties of the position.

M. Extra Work

If requested and agreed to in writing by the CLIENT and CONSULTANT, the CONSULTANT will be available to furnish, or obtain from others, Extra Work of the following types:

1. Extra work or extended services due to changes in the general scope or timing of the PROJECT, including, but not limited to; changes in size, complexity or character of the work items; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information to be furnished by the CLIENT not within the reasonable control of the CONSULTANT.
2. Additional or extended services, including PROJECT administration due to the prolongation of the period of delivery of services specified in this AGREEMENT time through no fault of the CONSULTANT.
3. Attendance at additional meetings beyond those made part of the AGREEMENT.
4. Other additional services requested and agreed to by the CLIENT and CONSULTANT, which are not otherwise provided for under this AGREEMENT.

The compensation and schedule for completing Extra Work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provision of Article E (Changes) of this AGREEMENT. However, the hourly rate in effect at the time of any change authorizing Extra Work will continue to be in effect for such Extra Work.

N. Entire Agreement

This agreement, including the attachments to this agreement, contains the entire agreement of the parties. It may not be changed orally but only by an amendment in writing executed by the parties to this AGREEMENT.

O. Governing Law

This AGREEMENT will be governed by and construed in accordance with the laws of the State of Illinois and within the jurisdiction of DuPage County.

P. Client Representative to CONSULTANT

The CLIENT designates Sean Halloran to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this AGREEMENT until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT designates John Houseal, as the CONSULTANT's representatives to the CLIENT.

Q. Employment Opportunity

The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Consultant shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard for their race, religion, color, sex, or national origin or any other protected class. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training including apprenticeship.

U. General Compliance with Laws

CONSULTANT agrees to comply with all federal, state, and local laws and ordinances applicable to the work in effect at the time of the work. If CONSULTANT is found to have been in violation of any applicable federal, state, or local laws and ordinances, such violation may be the basis for the suspension or termination under this Agreement.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.

X_____

John A. Houseal, FAICP

Principal

Date:_____

CLIENT:

Village of Willowbrook

X_____

Frank A. Trilla, Mayor

Attest:

Date:_____

Deborah A. Hahn, Village Clerk

ATTACHMENT A

SCOPE OF SERVICES and HOURLY RATES

This section describes the Scope of Services for preparing the Comprehensive Plan Update for the Village of Willowbrook.

Section 1: **CLIENT ASSISTANCE TO THE CONSULTANT**

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT, with the CONSULTANT's assistance, will schedule and arrange and provide notices for all meetings and workshops including contacting agencies, individuals and citizens to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, projects, studies, maps and other data owned or in control of the CLIENT and that might be useful for the project.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy), including GIS files and information.

Section 2:

SCOPE OF SERVICES

Step 1: Kick-off & Existing Conditions

1a. Staff Coordination Call & Data Collection

We will host an initial coordination call with Village staff to review the Scope of Services, project timeline, and upcoming deliverables; and discuss kick-off meeting logistics. We will discuss the preferred rhythm of semi-regular check-in meetings with Village staff to ensure a fluid communication process throughout the planning process. Our intent is to function as a unified and integrated team alongside Village staff.

During the coordination call we will determine the boundaries of the three subareas, discuss data needs including, but not limited to, GIS data regarding parcels, building footprints, existing land use, zoning districts and overlays, community facilities (including Village owned properties, schools, parks, etc.), traffic volumes, traffic signals, transit, bike routes and trails, etc.; Village branding guidelines and photos; past plans and studies; and a list of service providers with contact information.

1b. Staff & Steering Committee Kick-Off Meeting & Community Tour

A kick-off meeting will be held with Village staff assigned to the Comprehensive Plan project and the project Steering Committee. This first face-to-face meeting will allow us to discuss upcoming meetings and field reconnaissance. We will address any data collection issues and confirm next steps.

1c. Department Heads Meeting

Immediately following the kick-off meeting with Village staff and the Steering Committee, we will host a meeting with representatives from other Village departments. The Comprehensive Plan 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.

1d. Plan Commission & Village Board Meeting (Mtg #1)

Before planning work begins, a project initiation meeting will be held with the Plan Commission and Village Board 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 the Village's elected and appointed officials 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 Plan Commission's and Village Board's role for the project; (b) review overall project objectives; and (c) solicit the views of the Plan Commission and Village Board regarding their concerns and aspirations for Willowbrook. 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.

1e. Existing Conditions Memo

This task will include the preparation of an Existing Conditions Memo that will serve as the foundational understanding of the issues and opportunities to be addressed in the Comprehensive Plan. The Existing Conditions Memo will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the Village and partner agencies, feedback from community service providers, and reconnaissance conducted by the Project Team. We intend to move through this task efficiently, reserving project budget and resources for visioning, planning, and action. Assessments provided in this task will include both the local and regional context where appropriate.

Relevant Past Plans, Studies & Reports

We will review relevant existing and past plans and policies, including but not limited to the Village's 1993 Comprehensive Plan and plans and studies related to the Village's recently created TIF district. This review process will help determine 1) recently adopted Village projects and policies that need to be reflected in the Comprehensive Plan, 2) status of implementation alongside change within the community that has occurred since the adoption of previous plans, 3) conflicts between or deficiencies within existing plans, and 4) the validity of previously collected data. The Project Team will work with Village staff to identify any additional current studies and reports that should be reviewed as part of this task.

Demographic & Market Profile

The Project Team will prepare a demographic analysis of the Willowbrook community that will include an analysis of trends in population, households, income, age, labor force, and employment. The Project Team will collaborate with staff to identify up to three comparison geographies to serve as benchmarks for the Village, often including neighboring or similar communities and the county in which the community is located. This analysis will be summarized and presented with an economic profile of market conditions that will provide an overview of supply and demand trends for residential and commercial land uses. This step will be undertaken in conjunction with available information provided by Village staff.

Existing Land Use & Development

Field reconnaissance, aerial imagery assessment, and a review of the Village's GIS data will be used to inventory land use in Willowbrook. An Existing Land Use Map that identifies all existing land uses within the Village will be prepared. Land use and development issues and opportunities will be presented and assessed in this section.

Current Zoning Ordinance & Development Regulations

Through the UDO Update process several topics have been discussed that require additional policy direction through the Comprehensive Plan process. This section of the Existing Conditions Memo will identify those topics as key areas of consideration.

Transportation

The Project Team will prepare an overview of existing transportation conditions in the Village and its planning area. Analysis of existing transportation conditions will include vehicular, transit, bicycle, and pedestrian facilities, including roadway jurisdictions, roadway classification, signalization, sidewalks and multi-use trails, and transit.

Community Facilities & Services (includes parks and open space)

Public and semi-public facilities and services will be inventoried and assessed regarding location, capacity, future needs, and an online Facilities and Services Questionnaire will be developed and sent to all facility and service providers in Willowbrook including but not limited to police, fire, public works, school districts, and parks and recreation providers.

Natural Environment

An inventory and assessment of the natural areas and environmental features will be undertaken as part of this step, identifying components such as wooded areas, valuable habitat, water features and riparian areas, and essential ecological systems.

1f. Staff & Steering Committee Discussion

We will meet with Village staff and the Steering Committee to review feedback gathered during this step along with the Existing Conditions Memo. We will work to ensure that substantive comments provided are addressed before moving into the plan-making phase.

Step 2: Public Engagement

Our approach to Comprehensive Plan processes places a significant emphasis on community participation. We recognize the importance of using the planning process to establish community

consensus and foster a sense of stewardship for the Plan. Our creative outreach techniques ensure that residents, business owners, elected officials, and stakeholders have the opportunity to get involved throughout the planning process to help define issues, establish a vision, formulate ideas, and shape solutions.

As a stable community with a high quality of life, it can be difficult to engage Willowbrook residents as they are highly satisfied with the Village. Our experience in the public outreach step of the UDO update has informed our proposed approach to engagement for the Comprehensive Plan. The variety of traditional (face-to-face) and innovative web-based activities we propose will allow us to obtain the broadest levels of participation possible. This approach casts a wide net and fosters an environment for idea-sharing to generate excitement among residents, businesses, and visitors.

2a. Project Website

At the beginning of the project, we will design and host an interactive project website linked to the Village's existing website. We are committed to using the internet to maximize the participation and communication between the Village and its residents. A project website provides a home base for Comprehensive Plan information and will promote and popularize the planning process. The website will be used to post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community survey.

2b. Online Community Survey

We will prepare an online community survey for the residents and business owners of Willowbrook to offer a community-wide opinion on a range of topics and issues. The business component of the survey will include the opportunity to provide specific input on those issues and concerns most important to the Willowbrook's business community. The online community survey will be easily accessible on the project website. At the close of the survey response period, we will review and summarize results in the Existing Conditions Memo as a gauge of community issues and key themes

2c. map.social (Online Map-Based Engagement Platform)

The project website will feature map.social, a web-based community issues mapping tool on the interactive 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.

2d. Key Stakeholder Interviews & Focus Groups (up to 12)

Key stakeholder interviews and focus group discussions allow us to gain insight into the community that we might not otherwise be able to obtain. Confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and opportunities. The Project Team will work with Village staff and elected/appointed officials to identify those individuals or 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 or lifelong residents, local business owners, school district officials, adjacent communities, and representatives from other government agencies, institutions, and/or civic groups. The interviews and focus group discussions will be conducted in-person during scheduled visits related to other outreach events or via telephone/web meeting during a specific scheduled day for such activities.

2e. Business Community Workshop

This workshop will be targeted specifically to business owners and managers, developers, and Willowbrook'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.

2f. Community Visioning Workshop

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. The Community Visioning Workshop will involve the Project Team, community staff, elected and appointed officials, community stakeholders and residents.

The workshop will begin with a 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 where they will put pen to paper and work to develop their "vision" for the future of the community. The workshop will conclude with a general agreement regarding the community's issues and opportunities, key planning themes and principles, the long-term image and identity of Willowbrook, and the projects and improvements that will be desirable in the future.

2g. "Pop-Up" Engagement & Immersive Outreach

Willowbrook hosts several community events, festivals, and activities, such as the Mug Run, Pumpkin Flotilla, Light up the Night, and New Year's Eve Baby Bash. On these occasions, Willowbrook residents gather to interact and enjoy their community. The Project Team will work with Village staff to identify select community events to engage the public. In coordination with the Village staff, the Project Team will provide a presence at select events and engage the public with questionnaires, on-the spot interviews, idea boards, and other means to engage residents to inform and gather feedback and opinions regarding various planning and community related issues. We would anticipate participation at up to three community events, ideally timed with key engagement efforts throughout the planning process.

2h. Public Engagement Key Themes & Takeaways Summary

This step will conclude with a summary of key themes and takeaways from initial public engagement efforts. This will provide focus and direction for subsequent Comprehensive Plan recommendations and serve as the cornerstone of the consensus building process. The summary will be incorporated into the Existing Conditions Memo delivered as part of Step 1.

Step 3: Plan Visioning & Key Recommendations

The Comprehensive Plan needs to establish an overall "vision statement" for the future of Willowbrook that can provide focus and direction with goals based on analysis and themes identified during community outreach. The vision and goals, combined with a Preliminary Recommendations Memo to direct place-based recommendations for future growth and change, will serve as the "cornerstone" of the consensus-building process and provide focus and direction for subsequent planning activities. Based on previous steps in the planning process, we will prepare the vision statement, goals, and key recommendations memo.

3a. Vision Statement & Goals

We will synthesize all feedback received during the previous steps of the planning process and prepare a vision statement for the Willowbrook Comprehensive Plan. 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 Memo.

Based on previous steps in the planning process, we will develop visionary community goals to provide more specific focus and direction for planning recommendations such as growth and development, economic development, land use, housing, community facilities, transportation, and community character.

3b. Key Recommendations Memo

Before the preparation of the draft Plan begins in earnest, we will prepare the Key Recommendations Memo outlining the expected recommendations for the Comprehensive Plan. Based on the outcome of the previous steps, the **Key Recommendations Memo**, including the **Draft Future Land Use Map**, will provide policies and recommendations for all land use areas in the Village, including residential areas and neighborhoods, commercial/retail, mixed use, professional office and business, industrial/logistics areas, parks and recreation areas, open space, and public and semi-public uses.

The purpose of this Memo is to provide the Village with a summary of key recommendations before significant resources are spent drafting the Comprehensive Plan. This task will also be used to identify any significant problems with elements of the proposed Plan. This deliverable, along with the vision and goals, will form the basis for the development of more detailed recommendations in the draft Comprehensive Plan.

3c. Staff & Steering Committee Review Calls (up to 3)

We will conduct up to three review calls with Village staff and the Steering Committee to review and refine the vision, goals, and the key recommendations memo. Comments provided by Village staff and the Steering Committee will be integrated into the revised document and distributed to the Plan Commission and Village Board for their review.

3d. Regional Coordination/Partner Organizations

We will host a working session with neighboring municipalities, DuPage County, IDOT, and other regional partners to discuss the vision, goals, and key recommendations memo.

3e. Plan Commission & Village Board Meeting (Mtg #2)

We will meet with and present the vision, goals, and key recommendations memo to the Plan Commission & Village Board to gather feedback and input.

Step 4: Subarea Plans

This task will entail the preparation of Subarea Plans for three areas including:

Plainfield Rd & Kingery Highway Corridor,

M-1 District, and

TIF - Quincy St/Executive Dr/Madison.

4a. Subarea Framing – Village Staff & Steering Committee Working Session

The Project Team will conduct a working session with Village staff to review the three subareas 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 the three areas. 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 subarea planning process.

4b. Preliminary Subarea Plans

The Subarea Plans will address important planning considerations and principles for the three subareas identified in RFP. While the nature of recommendations will vary by subarea, they could include appropriate land uses, infrastructure improvements, development characteristics, catalyst development sites, project priorities or phasing, protected areas or environmental features, urban design recommendations, or others. The subarea plans will identify the needs and desires of the neighborhoods the subareas serve, assess the market reality of meeting those needs and desires, and establish

strategies to encourage the needed and desired outcomes to provide the Village with a plan that can be relied upon by the Village's staff and elected/appointed officials when making future land use decisions.

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. Each Subarea Plan will utilize graphics, illustrative plans, and images as needed to demonstrate important local planning concepts.

4c. Staff Review & Steering Committee Review Calls (up to 3)

We will conduct up to three review calls with Village staff and the Steering Committee to review and refine the preliminary subarea plans. During these calls, three to five priority sites will be identified for catalyst site development concepts. Appropriate revisions will be made and the updated documents will be delivered to the Plan Commission and Village Board for consideration.

4d. Plan Commission & Village Board Meeting (Mtg #3)

The Project Team will present the preliminary Subarea Plans to the Plan Commission and Village Board to review and discuss preliminary policies, plan recommendations, and initial maps and graphics and to vet the three to five priority sites for catalyst site development concepts. Appropriate modifications will be made based on feedback prior to integration into the overall draft Comprehensive Plan document in later steps.

4e. Catalyst Site Development Concepts

Based on the feedback received during steps 4c and 4d, sketch plans and illustrative development concepts will be prepared for three to five identified priority sites. Together with the Subarea Plans, 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 Willowbrook community. The catalyst site development concepts will be reviewed and refined with Village staff, the Steering Committee, and the Plan Commission and Village Board during step 5b and 5d.

Step 5: Draft Comprehensive Plan Elements

This step will entail the preparation of preliminary Village-wide policies and recommendations for the core Comprehensive Plan elements. The Comprehensive Plan elements prepared in this step will reflect the vision, goals, and preliminary recommendations memo developed in previous steps of the planning process.

5a. Comprehensive Plan Elements

We will prepare the Comprehensive Plan elements using all input obtained in the data gathering, public engagement and review of key recommendations. The Plan will be well-organized and user-friendly, highly illustrative, and visually compelling rather than being too heavy on narrative. Concise text will be combined with attractive and easy-to-understand maps, diagrams, illustrations, and photos to effectively communicate the Plan's policies and recommendations. The following elements will be developed as part of draft Comprehensive Plan:

Land Use & Development

The Land Use & Development element will include recommendations and policies for all land use areas in the Village and its planning area, including residential neighborhoods, commercial areas, industrial areas, open space, natural environment, and public and semi-public uses. This element will identify and address a range of land use topics such as desired development patterns, new growth areas, land use compatibility issues and mitigation strategies, commercial and mixed-use development, industrial development, and conservation areas. This element will also address issues of community wellbeing and safety; culture & educational activities and programs; and community character.

Housing and Neighborhoods

The Housing and Neighborhoods element will focus on neighborhood livability and will prioritize maintaining and improving the Village's established and mature neighborhoods, guiding infill development and reinvestment with a desirable mix of diverse residential unit types, including single-family detached, missing middle housing, mixed-use, and multifamily developments to meet the current and future needs of Willowbrook's residents.

Business and Commerce

The Business and Commerce element will provide detail and guidance regarding Willowbrook's commercial and industrial areas, with policies designed to strengthen employment, job creation, business attraction and retention, and to provide and grow a diverse and thriving sales tax base for the Village. Place-based recommendations will focus on the Village's older existing commercial areas, planned new commercial areas, professional office areas, and industrial and logistics areas.

Transportation

The Transportation element will focus on the alignment of land use and transportation and the need to accommodate safe and efficient transportation for walking, biking, vehicles, freight, and transit. This will include a review and analysis of transportation studies and proposed projects for the state, county, and local transportation jurisdictions that pertain to Willowbrook.

Community Facilities

The Community Facilities element will identify and provide policies and recommendations for municipal facilities, services, and intergovernmental coordination and cooperation with other service providers. The Project Team will work with Village staff to identify and inventory all community facilities in the Village, including schools, places of worship, governmental institutions, and parks and recreation facilities, and include recommendations and policies for municipal facilities and services, parks and open space (passive and active), trail quality and connectivity, and natural areas (waterways, floodplains, wetlands, and environmentally-sensitive areas). The Project Team will coordinate with the Public Works and Water Division and utility providers to help plan for anticipated capital needs and include strategies that focus on infrastructure improvements to ensure future demands on infrastructure do not outpace the Village's ability to extend services or expand capacity based on land use plan recommendations.

5b. Staff & Steering Committee Review Calls (up to 6)

The Comprehensive Plan elements will be submitted to Village staff and the Steering Committee for consideration. Up to six review calls will be conducted to review and refine the elements. Appropriate revisions will be made prior to sending it to the Steering Committee.

5c. Regional Coordination/Partner Organizations

We will host a working session with neighboring municipalities, DuPage County, IDOT, and other regional partners to review and discuss the Comprehensive Plan elements. We will evaluate how these neighboring jurisdictions' goals and plans impact and/or contribute to Willowbrook's success.

5d. Plan Commission & Village Board Meeting (Mtg #3)

The Project Team will conduct a meeting with the Plan Commission and Village Board to review and discuss the Preliminary Comprehensive Plan elements, including preliminary policies, plan recommendations, initial draft maps and graphics, as well as the catalyst site development concepts prepared during step 4e. Appropriate revisions will be made as part of the draft Comprehensive Plan development in the next step.

Step 6: Draft and Final Comprehensive Plan

Based on the previous steps in the planning process, the draft and final version of the Comprehensive Plan will be prepared for review, consideration, and adoption.

6a. Implementation Strategy

The Comprehensive Plan will include a practical and actionable implementation strategy describing the actions required to bring the Plan's goals, policies, and strategies to fruition. Implementation tools and a detailed Action Matrix will include short-, medium-, and long-range strategies and actions, priority improvement projects, zoning and regulatory actions, funding sources and implementation methods, timing and prioritization, and general administration of the Comprehensive Plan. The Action Matrix will serve as a checklist to track implementation progress necessary to realize the vision and goals outlined in the Comprehensive Plan.

6b. UDO Audit

We will review and assess the Village's UDO to provide consistency, support, and compatibility with policies and recommendations as part of the new Comprehensive Plan. The UDO audit can be incorporated into the Implementation Strategy chapter or be a standalone Memo.

6c. Draft Comprehensive Plan Document

Based on feedback received in previous steps the Project Team will prepare the draft Comprehensive Plan document. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations. The new Village of Willowbrook Comprehensive Plan will meet or exceed all state requirements for comprehensive planning, including all required elements as identified in the Village's RFP.

6d. Staff & Steering Committee Review Calls (up to 3)

The Project Team will submit the draft Comprehensive Plan to Village staff and the Steering Committee in electronic format for final review. Up to three review calls will be conducted to review and refine the document. Appropriate revisions will be made prior to presenting to the Plan Commission and Village Board and the Community Open House.

6e. Plan Commission & Village Board Meeting (Mtg #4)

The final draft Comprehensive Plan will be presented to the Plan Commission and Village Board. Based on review and discussion a revised final draft Comprehensive Plan will be prepared before the Community Open House.

6f. Community Open House – Discuss Draft Comprehensive Plan

A community open house will be held to allow residents to drop in, review the draft Comprehensive Plan, and ask questions of the Project Team and Village staff. The open house format will provide an opportunity to see and learn about the Village's new Comprehensive Plan before the adoption process begins. Open house presentation materials and collateral will be provided so that Village staff can facilitate additional informational meetings as needed. Following the community open house, the final draft Comprehensive Plan will be prepared for the public hearing presentation and the adoption process.

6g. Final Draft Comprehensive Plan to Plan Commission – Public Hearing

In accordance with State statutory requirements, the final draft 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 draft Comprehensive Plan will be prepared for recommendation to the Village Board.

6h. Final Draft Comprehensive Plan to Village Board – For Adoption

We will present final draft Comprehensive Plan to the Village Board for consideration and adoption. Presentation materials that incorporate any plan revisions will also be provided to Village staff to conduct any additional adoption meetings required at the municipal level.

6i. Final Comprehensive Plan Document

Following the community open house and presentations, the Project Team will work with Village staff to revise the Comprehensive Plan in response to direction given by the Plan Commission and Village Board. The Project Team will provide text and summary files (in editable PDF formats); data, spreadsheets, and survey results; and maps and associated data in ArcGIS format.

Section 3: **BUDGET & HOURLY RATES**

Budget

Houseal Lavigne proposes a not to exceed amount of **\$163,325**, including directly related job expenses.

Houseal Lavigne Hourly Rates

Principal	\$230-250
Senior Project Manager	\$180
Project Manager	\$145
Planner II	\$130
Planner I	\$110
Clerical/Technical	\$85

VILLAGE OF WILLOWBROOK

BOARD OF TRUSTEES AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE:

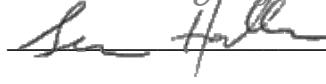
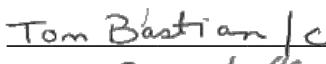
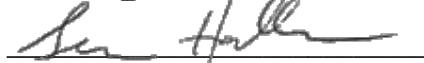
AN ORDINANCE AMENDING TITLE 6, CHAPTER 6, SECTION 6-6-3 (A) OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK

AGENDA NO. 8**AGENDA DATE: 01/09/2023****STAFF REVIEW:** Andrew Passero, Public Works ForemanSignature: 

Virginia Stoltz, Public Works Coordinator

Signature: 

Sean Halloran, Village Administrator

Signature: **LEGAL REVIEW:** Tom Bastian, Village AttorneySignature: **RECOMMENDED BY:** Sean Halloran, Village AdministratorSignature: **BACKGROUND/DISCUSSION:**

At the May 10, 2021 Board of Trustees meeting, staff presented an agreement with Christopher Burke Engineering to perform a water rate study. Since that meeting, staff has worked with representatives from Christopher Burke Engineering to evaluate the Village's water rate, finances, future planning, existing infrastructure, and neighboring municipalities. The last water rate increase was January 1, 2015.

As of right now, the Village does not have an established system for setting water rates or rate adjustments. Every couple of years, a water system needs an assessment to evaluate the age of the water mains, pipes, valves and other system components in an effort to determine the future capital needs of the system. The goal of this study was to evaluate funding for future capital improvement needs and operational expenses as compared to existing and proposed rate structures. The results of the analysis provided direction to the Board and staff for justification of any water rates increases moving forward.

At the June 27, 2022, meeting, the Board of Trustees provided direction to staff to research a blended rate model, which includes a fixed monthly fee and a volume charge. The Village Board also directed staff to think through a model that would pivot residential customers from a quarterly billing cycle to a monthly billing cycle.

At the August 22, 2022, Committee of the Whole meeting, the Village Board gave positive direction regarding staff's recommendation of a blended rate and to switch residents from a quarterly billing cycle to a monthly billing cycle effective January 1, 2023. At the October 10, 2022, Board meeting the Village Board approved the following rates:

A. RESIDENTIAL CUSTOMERS:

	Billing Rate		Billing Frequency
	<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Single Family Home</i>	\$15.00	\$10.00	Monthly
Residential – <i>Multi-Family</i>	\$15.00	\$10.00	Monthly

B. COMMERCIAL CUSTOMERS:

	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 32,000 GALLONS)</u>	<u>Volume Charge per 1,000 gallons over 32,000 gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$144.87	\$11.00	Monthly
Commercial – 1	\$174.58	\$11.25	Monthly
Commercial – 1 $\frac{1}{2}$	\$269.71	\$11.50	Monthly
Commercial – 2	\$332.16	\$11.75	Monthly
Commercial – 3	\$408.98	\$12.00	Monthly
Commercial – 4	\$644.34	\$12.25	Monthly

*For Commercial billing, if the user uses more than 32,000 gallons, they will **not** be charged the minimum. The user will only be charged the charge per 1,000 gallons.

RECOMMENDED CHANGES:

In light of the recent audit, that provided a \$2.7 million surplus in the general fund, a \$2 million fund balance in the Water Fund and the transfer of \$6.1 million in the General Fund balance to the Opportunity Reserve Fund, staff is recommending altering the approved water rate structure for residential units only. Below is the recommended change:

*NEW STRUCTURE FOR SINGLE FAMILY RESIDENTIAL

	Monthly Usage by 1,000 gallons	Billing Rate		Billing Frequency
		Fixed Monthly Fee	Volume Charge per 1,000 gallons	
Residential – <i>Single Family Home</i>	0-12,000	\$5.00	\$10.00	Monthly
	12,001-20,000	\$10.00	\$10.50	Monthly
	20,001+	\$15.00	\$10.75	Monthly

*NEW STRUCTURE FOR MULTI-FAMILY RESIDENTIAL

	Billing Rate		Billing Frequency
	Fixed Monthly Fee	Volume Charge per 1,000 gallons	
Residential – <i>Multi-Family</i>	\$5.00	\$10.00	Monthly

The only changes from the October 10, 2022, approved model, is that rather than have all residents pay the fixed monthly of \$15.00 and a base rate of \$10.00 per 1,000 gallons, it will be separated out by tiers that are determined by usage. The second and final change will include separating out Single-Family Residential and Multi-Family. The ranges are outlined below:

- 0-12,000 monthly gallons used equates to a \$5.00 fixed monthly fee and a \$10.00 per 1,000 gallons used base rate.
- 12,001-20,000 monthly gallons used equates to a \$10.00 fixed monthly fee and a \$10.50 per 1,000 gallons used base rate..
- 20,001 monthly gallons used equates to a \$15.00 fixed monthly fee and a \$10.75 per 1,000 gallons used base rate.

The intent of the overall water rate structure change is to ease the burden on residents, provide funding for ongoing services within the Water Fund, and to also build a sustainable capital reserve fund.

For a complete understanding of the proposed charges within the community, see below:

MONTHLY USAGE FOR SINGLE FAMILY RESIDENTIAL					
Gallons Used	% of bills within Single Family residential	Current Quarterly Bill	Proposed Quarterly Bill	Current Monthly Bill	Proposed Monthly Bill
0-1,000	5%	\$78.56	\$30.00	\$26.19	\$10.00
1,000	13%	\$78.56	\$45.00	\$26.19	\$15.00
2,000	15%	\$78.56	\$75.00	\$26.19	\$25.00
3,000	16%	\$78.56	\$105.00	\$26.19	\$35.00
4,000	14%	\$116.04	\$135.00	\$38.68	\$45.00
5,000	10%	\$145.05	\$165.00	\$48.35	\$55.00
6,000	7%	\$174.06	\$195.00	\$58.02	\$65.00
7,000	6%	\$203.07	\$225.00	\$67.69	\$75.00
8,000	4%	\$232.08	\$255.00	\$77.36	\$85.00
9,000	2%	\$261.09	\$285.00	\$87.03	\$95.00
10,000	2%	\$290.10	\$315.00	\$96.70	\$105.00

11,000	1%	\$319.11	\$345.00	\$106.37	\$115.00
12,000	1%	\$382.68	\$408.00	\$116.04	\$136.00
13,000	1%	\$414.57	\$439.50	\$138.19	\$146.50
14,000	1%	\$446.46	\$471.00	\$148.82	\$157.00
15,000	0%	\$478.35	\$502.50	\$159.45	\$167.50
16,000	1%	\$510.24	\$534.00	\$170.08	\$178.00
17,000	0%	\$542.13	\$565.50	\$180.71	\$188.50
18,000	0%	\$574.02	\$597.00	\$191.34	\$199.00
19,000	0%	\$605.91	\$628.50	\$201.97	\$209.50
20,000 +	1%	\$637.80	\$690.00	\$212.60	\$230.00

PROPOSED VS. EXISTING:

A. RESIDENTIAL

EXISTING		
	Billing Rate	Billing Frequency
Residential – <i>Single Family Home</i>	1) \$9.67/1,000 up to 36,000 Gal 2) \$11.14/1,000 over 36,000 Gal 3) Min. Bill is \$78.56 up to 9,000 Gal quarterly	Quarterly
Residential – <i>Multi-Family</i>	1) \$9.67/1,000 up to 36,000 Gal 2) \$11.14/1,000 over 36,000 Gal	Mixed

OCTOBER 10, 2022 APPROVED RATES			
	Billing Rate		Billing Frequency
	<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Single Family Home</i>	\$15.00	\$10.00	Monthly
Residential – <i>Multi Family</i>	\$15.00	\$10.00	Monthly

JANUARY 9, 2023 PROPOSED RATES – SINGLE FAMILY RESIDENTIAL				
	Usage by 1,000 gallons	Billing Rate		Billing Frequency
		<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Single Family Home</i>	0-12,000	\$5.00	\$10.00	Monthly
	12,001-20,000	\$10.00	\$10.50	Monthly
	20,001+	\$15.00	\$10.75	Monthly

JANUARY 9, 2023 PROPOSED RATES – MULTI-FAMILY

	Billing Rate		Billing Frequency
	<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Multi-Family</i>	\$5.00	\$10.00	Monthly

B. COMMERCIAL

EXISTING

	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 12,000 GALLONS)</u>	<u>Volume Charge per 1000 gallons over 12,000 Gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$124.87	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 1	\$154.58	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – $1\frac{1}{2}$	\$249.71	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 2	\$312.16	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 3	\$388.98	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 4	\$624.34	1) \$9.67 under 2) \$11.14 over	Monthly

***NO CHANGE FROM OCTOBER 10, 2022 BOARD MEETING**

PROPOSED

	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 32,000 GALLONS)</u>	<u>Volume Charge per 1,000 gallons over 32,000 gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$144.87	\$11.00	Monthly

Commercial – 1	\$174.58	\$11.25	Monthly
Commercial – 1 ½	\$269.71	\$11.50	Monthly
Commercial – 2	\$332.16	\$11.75	Monthly
Commercial – 3	\$408.98	\$12.00	Monthly
Commercial – 4	\$644.34	\$12.25	Monthly

While the Village has not increased water rates since January 1, 2015, staff believes the new model will increase rates on an incremental basis. The proposed model will assist the Village in building up the capital reserves for future water capital projects over the next 10 years.

ACTION PROPOSED: Pass the ordinance.

ORDINANCE NO. 23-O-_____

**AN ORDINANCE AMENDING TITLE 6, CHAPTER 6, SECTION 6-6-3 (A) OF THE
VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that Section 6-6-3 (A), Chapter 6, Title 6 of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is hereby further amended to read as follows:

SECTION ONE:

“6-6-3 RATES:

The rates and charges established in this section are effective January 1, 2023.

(A) Water Charges: All property upon which any building has been or may hereafter be erected having a connection with any main or pipe which may be hereafter constructed and used in connection with the Village water system shall pay the following rates:

Residential usage – Single Family Home – billed monthly

	Usage by 1,000 gallons	Billing Rate		Billing Frequency
		Fixed Monthly Fee	Volume Charge per 1,000 gallons	
Residential – Single Family Home	0-12,000	\$5.00	\$10.00	Monthly
	12,001-20,000	\$10.00	\$10.50	Monthly
	20,001 +	\$15.00	\$10.75	Monthly

Residential usage – Multi-Family – billed monthly

	Billing Rate		Billing Frequency
	Fixed Monthly Fee	Volume Charge per 1,000 gallons	
Residential – Multi- Family	\$5.00	\$10.00	Monthly

Non-Residential usage – billed monthly

	Billing Rate		Billing Frequency
	Minimum Bills (Under 32,000 gallons)	Volume Charge per 1,000 gallons over 32,000 gallons	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$144.87	\$11.00	Monthly
Commercial – 1	\$174.58	\$11.25	Monthly
Commercial – $1\frac{1}{2}$	\$269.71	\$11.50	Monthly
Commercial – 2	\$332.16	\$11.75	Monthly
Commercial – 3	\$408.98	\$12.00	Monthly
Commercial – 4	\$644.34	\$12.25	Monthly

Hydrant usage – billed

All usage	\$11.14 per 1,000 gallons	Monthly
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As used herein, “residential usage” shall be defined as water usage by any single-family attached dwelling, single-family detached dwelling, or multiple-family dwelling as those terms are defined by the Zoning Ordinance of the Village. In addition, the term “residential usage” shall include water usage related to the use of recreational amenities under the control of a not-for-profit homeowners’ association.

“Nonresidential usage” shall be defined as all water usage other than “residential usage” as hereinabove defined.”

SECTION TWO: The remainder of Section 6-6-3 shall remain in full force and effect and unamended by this Ordinance.

SECTION THREE: Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance are hereby repealed solely to the extent of said conflict.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law, provided, however, that the rates and charges established herein shall become effective January 1, 2023.

PASSED and APPROVED this 9th day of January, 2023 by a ROLL CALL VOTE as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

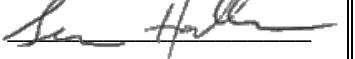
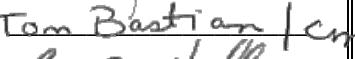
Deborah A. Hahn, Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION – A MOTION TO APPROVE PAYMENT.

AGENDA NO. 9.**AGENDA DATE: 01/09/23****STAFF REVIEW:** Sean Halloran, Village Administrator**SIGNATURE:** **LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** **RECOMMENDED BY:** Sean Halloran, Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:**YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

On April 30, 2014, Pete's Fresh Market submitted an application to the Village regarding the property where Pete's is located in 2023. In 2016 and in 2018, the Village Board approved of redevelopment incentive agreement with Pete's Fresh Market (PFM). As part of that agreement, PFM and the Village have the following responsibilities:

1. PFM must spend at least \$24,000,000 in purchase and development expenses on the PFM property.
2. A Certificate of occupancy must be granted by 12/31/2018
3. Within 60 days of issuing a final certificate of occupancy, Developer shall submit to the Village the certification of actual costs incurred for purchase and construction
4. If the Final Project Construction cost is less than the estimated project cost as set forth in the project budget, the amount of the Village incentive shall be reduced on a dollar-for-dollar basis.
5. Village incentive shall be a maximum of \$5,000,000.
6. Note is payable only from the Business District sales tax generated by the Pete's project, which will be accounted for in a separate line item in the Business District Fund.
7. Term of the agreement is from effective date of June 19, 2018 for 20 years, but not past the expiration of the Business District.

Over the past two years, representatives from the Village and PFM have met several times regarding this redevelopment agreement. After a final review conducted by staff and consultants, PFM has met all the requirements that were outlined in the agreement. Therefore, the Village will begin its disbursement of funds for this agreement with a check of \$357,722.07 from when the store opened through April 2022. These funds are based on the 1% sales tax from the Business District and the properties within the PFM development. As previously outlined and approved, these funds will only come from the Business District.

As of the most recent audit that was presented to the Board at the December 12, 2022 meeting, the Business District has a fund balance of \$2.7 million.

ACTION PROPOSED:

Pass the motion to approve payment.