



AGREEMENT BETWEEN
THE VILLAGE OF HOMER GLEN, ILLINOIS
AND
SAVOY CONSULTING GROUP, LLC

This Agreement made and entered into this 10 day of APRIL, 2019 by and between the Village of Homer Glen, Illinois with offices at 14240 W. 151st Street, Homer Glen, IL 60491, hereinafter referred to as the "CLIENT", and Savoy Consulting Group, LLC, an Illinois Limited Liability Corporation with offices at 2311 Crawford Avenue, Evanston, Illinois 60201, hereinafter referred to as the "CONSULTANT".

WITNESSETH:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish professional and technical assistance in connection with the **Comprehensive Plan & Design Guidelines Update**, hereinafter referred to as the "PROJECT," and the CONSULTANT has signified its willingness to furnish professional and technical services to the CLIENT:

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

A. Scope of Consultant's Services

The CONSULTANT agrees to commence work upon execution of this Agreement, and to perform in a good and professional manner those services outlined in Attachment "A," a copy of which is attached hereto and incorporated in this Agreement.

B. Responsibilities of the Client

In the event that any information, data, reports, records, and maps are existing and available and are useful for carrying out the work on this PROJECT, the CLIENT shall promptly furnish this material to the CONSULTANT. The CLIENT will be responsible for the organization and conduct of all meetings necessary to carry out the services described in Attachments "A."

The CLIENT designates **Vijay Gadde** 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 the 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work covered by this Agreement until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked.

C. Personnel

All of the services will be performed by the CONSULTANT. The CONSULTANT represents that he has, or will secure at his own expense, all fully qualified personnel required to carry out and perform the scope of services of the AGREEMENT. Such personnel shall not be employees of or have any relationship with the members of the CLIENT which would directly affect performance on this PROGRAM.

The CONSULTANT designates **Konstantine T. Savoy** to serve as Principal-in-Charge and **Todd Vanadilok** to serve as Project Manager and the primary contact for the CLIENT with respect to the work to be performed under this Agreement.

D. Compensation

The CONSULTANT shall be compensated for all services outlined in Attachment A of the attached Scope of Services on the basis of a not-to-exceed fixed fee of One-hundred Five Thousand Dollars (\$105,000). All direct costs such as reproduction, photography, travel and car rental, meals, express delivery, etc. are included in the fixed fee. Compensation for optional or additional services, will be subject to mutual agreement between the CLIENT and the CONSULTANT.

An accurate accounting of the hours and expenses incurred on the assignment shall be kept by the CONSULTANT and the CLIENT will be invoiced accordingly.

E. Method of Payment

Method of payment shall be as follows: The CONSULTANT shall submit monthly invoices for costs incurred on the PROJECT during the billing period. Invoices are due and payable no later than thirty (30) days from receipt of the invoice by the CLIENT and are subject to the requirements of the Illinois Prompt Payment Act. No interest or collection costs shall be included in the compensation of this Agreement, or other work requested by the CLIENT and performed by the CONSULTANT.

If the CLIENT fails to make any payment due to the CONSULTANT within sixty (60) days from receipt of the invoice, the CONSULTANT may, after giving seven days' written notice to the CLIENT, suspend services under this Agreement until it has been paid in full all amounts due.

F. Time of Performance

All products and services from the CONSULTANT shall be delivered to the CLIENT in a timely manner consistent with mutually established schedules and quality of professional practice. This AGREEMENT shall be valid for a period of twelve (12) months. If this AGREEMENT is not signed by both the CLIENT and CONSULTANT by December 31, 2019, it shall become null and void.

G. Excusable Delays

The CONSULTANT shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms (including any failure by the CONSULTANT to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the 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 the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, illness, accidents, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the CONSULTANT.

H. Termination

The CLIENT and the CONSULTANT shall have the right to terminate the Agreement by written notice delivered to the other party at least thirty (30) days prior to the specified effective date of such termination. In such event, all finished and unfinished documents prepared by the CONSULTANT under the Agreement shall become the property of the CLIENT upon payment of all invoices properly submitted and due to the CONSULTANT under the terms of the Agreement.

I. Conflict of Interest

The CONSULTANT certifies that to the best of his knowledge, no CLIENT's employee or agent interested in the Agreement has any pecuniary interest in the business of the CONSULTANT or the Agreement, and that no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of the Agreement.

J. Insurance.

CONSULTANT may secure and maintain commercial general liability, workers' compensation, employer liability, excess liability and auto liability insurance during the Term of this Agreement, and upon request, will provide the Village with a certificate of insurance which names the Village, its officers, agents, and employees as additional insureds. The commercial general liability insurance policy shall be in the minimum amount of \$1,000,000.00. The workers' compensation insurance shall be in the statutorily-required amount. The remaining policies of insurance shall be in commercially reasonable amounts.

K. Changes

The CLIENT may, from time to time, require or request changes in the scope or deadline of services of the CONSULTANT to be performed hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to this Agreement.

L. Hold Harmless

The CLIENT shall hold the CONSULTANT harmless, protect and defend the CONSULTANT against any claims brought by third parties in connection with the implementation of any recommendations made or services rendered by the CONSULTANT in accordance with the Agreement that is not the result of the CONSULTANT'S errors or negligence.

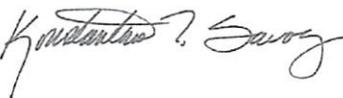
The CONSULTANT shall hold the CLIENT harmless, protect and defend the CLIENT against any claims brought by third parties in connection with the implementation of any recommendations made or services rendered by the CONSULTANT in accordance with the AGREEMENT that is the result of the CONSULTANT's errors or negligence.

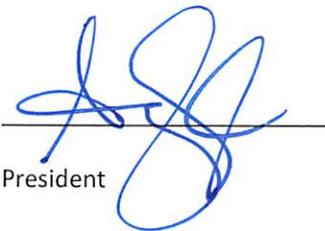
The CONSULTANT's maximum liability, as a result of the CONSULTANT's errors or negligence, shall be limited to the limits of insurance coverage, including any legal fees or deductibles.

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

CONSULTANT:
SAVOY CONSULTING GROUP, LLC

CLIENT:
VILLAGE OF HOMER GLEN, IL

BY: 
Konstantine T. Savoy, AICP
President

BY: 
President

STATEMENT OF METHODS & PROCEDURES

This section includes our proposed Scope of Work, which describes the methods and procedures we plan to utilize to carry out the planning process to update the Comprehensive Plan and Design and Development Guidelines for the Village of Homer Glen. In addition, this section provides a summary of our understanding of market conditions that impact Homer Glen and its economic development prospects.

SCOPE OF WORK | REVISED MARCH 20, 2019

The Scope of Work outlined below charts out the Consultant Team's approach to updating the Comprehensive Plan and Design and Development Guidelines for the Village of Homer Glen. Project work will be completed in seven phases, including an interactive community engagement process providing residents, stakeholders, Village staff, and elected officials multiple opportunities to contribute to preparing a vision and recommendations that will underlie the Comprehensive Plan and guide updated design and development regulations. The Project Timeline provided on page 22 anticipates that the project will be a 18-month process, tentatively commencing in May 2019 with completion by October 31, 2020.

Per the RFP, the updated Sign Regulations will be completed within the first six months of the awarding of the contract, or no later than October 31, 2019, or another date established by Village officials. As a result, the review and preparation of updated Sign Regulations (Phase 3) and Design and Development Guidelines (Phase 4) will occur after the existing conditions assessment process (Phase 2) to ensure sufficient time to complete the Sign Regulations by the six-month timeframe.

PHASE 1: PROJECT INITIATION

The first phase of the project will serve as the launch point for the planning process to update the Homer Glen Comprehensive Plan and Design and Development Guidelines. The groundwork for issue identification, data analysis, and partnership building will start here.

Task 1.1: Project Initiation Meeting

The Consultant Team will meet with Village staff on a frequent basis throughout the project, including a Project Initiation Meeting to launch the project. In particular, the Project Initiation Meeting will provide the opportunity for the Consultant Team to meet with Village staff to review the Scope of Services and Project Timeline, set preliminary meeting dates, outline primary expectations, confirm communication protocols, delineate project roles and responsibilities, and discuss components of the Community Engagement Strategy (Task 1.6). The composition and role of the Steering Committee will also be discussed.

A brief summary will be provided to highlight key outcomes and notes from the meeting.

» **Deliverables:** Meeting agenda; meeting summary



Bengtson's Pumpkin Farm: Home of the Pumpkin Festival

Task 1.2: Steering Committee Meeting #1
PROJECT INITIATION

The Consultant Team will conduct a Project Initiation Meeting with the Steering Committee to review the Scope of Services, set meeting dates, and outline primary expectations for the project from the varying perspectives of the committee members, whether they are Village department heads, elected officials, or community leaders with specific constituents. The Project Initiation Meeting with the Steering Committee will also enable the Consultant Team to jumpstart relationship building with core community leaders who will play an active role in this project and future plan implementation. Planting these seeds early will pay significant dividends to ensure buy-in for community strategies and partnerships for implementation.

A brief summary will be provided to highlight key outcomes and notes from the meeting.

» **Deliverables:** Meeting agenda; meeting summary

Task 1.3: Field Reconnaissance

In addition to the Village Study Area Tour, the Consultant Team will conduct field reconnaissance to ascertain first-hand assessment of the community, particularly providing the opportunity to examine Homer Glen's neighborhoods, housing stock, business districts, employment centers, parks and open spaces, community facilities, transportation network, streetscape and urban design, and environmental features. While most of the existing conditions may be physical in nature, field reconnaissance – which will include walking, transit, and driving components – will provide an opportunity to understand the character, history, and development trends that shape Homer Glen.

» **Deliverables:** Field notes and photos

Task 1.4: Data Collection

The Project Initiation Meeting (Task 1.1) and Steering Committee Meeting #1 (Task 1.2) will provide opportunities for the Consultant Team to collect any relevant project files and information, such as:

- GIS, CAD, or other mapping files
- Specialized data sets relevant to Homer Glen
- Past studies and plans
- Other relevant graphics and documents that may be helpful to carry out this project

For files in digital format, the Consultant Team will work with Village staff to establish a suitable file sharing mechanism, such as Dropbox, Google Drive, or some other platform. Additional data sources will generally include: U.S. Census; American FactFinder; Esri; PolicyMap; Will County; CMAP's Data Hub; RTAMS transit data; and any other local sources identified by Village staff and the Steering Committee.

STEERING COMMITTEE

The Consultant Team will coordinate with Village staff to establish a Steering Committee to serve as the advisory group to shepherd the planning process. In particular, the Steering Committee will generally be tasked with reviewing draft deliverables before they are submitted to the general public for community review and comment. While the composition of the Steering Committee will be up for discussion with Village staff, committee members may represent, but are not limited to, some or all of the following groups:

- Village Planning & Zoning Department
- Village Building Department
- Village Development Services Department
- Village Economic Development Department
- Village Board Member (LIAISON)
- Plan Commission Member (LIAISON)
- Community & Economic Development Committee (LIAISON)
- Parks and Recreation Committee
- Will County
- Homer Glen Chamber of Commerce



PAST STUDIES & PLANS

Per the RFP, past studies, plans, and codes will include, but are not limited to, the following:

- 2005 Comprehensive Plan
- 2013 Parks and Recreation Master Plan
- 2018-21 Strategic Plan
- 2018 Commercial Corridors & Intersections Map
- 2018 Opportunity Sites Map
- 2018 Multi-Family Residential Site Map
- 2018 Environmental Scan
- Village Code



UNDERSTANDING OF MARKET CONDITIONS

Market Conditions

Located in northeastern Will County and less than 25 miles from downtown Chicago, Homer Glen is an up-scale bedroom community that has increasingly attracted retail and commercial development to support its thriving residential base. Most recently, the Village has attracted two large volume tenants -- O'Reilly Auto Parts and Dollar Store -- at its newly opened Home Glen Bell Plaza on the corner of 143rd Street and Bell Road. This type of new, large-scale commercial development will allow Homer Glen to support more of its growing residential base with local retail alternatives, while also providing a much-needed influx of local employment opportunities.

The top industries in Homer Glen are Manufacturing (1,517 workers), Healthcare & Social Assistance (1,497), and Retail Trade (1,450). The Transportation & Warehousing industry employs 1.6 times as many employees as would be expected for a municipality of this size, due to the Village's close proximity to two major interstates: I-355 and I-80. While employment opportunities in the community are increasing thanks to the opening of new retail and commercial developments, the Village functions as a bedroom community with only 775 residents who live and work in Homer Glen. An additional 3,557 individuals live outside of Homer Glen and commute in for work, but a staggering 11,785 residents live in Homer Glen and commute outside of the Village for work. As a result, housing remains one of the largest issues for the community and will be analyzed in greater detail for this Comprehensive Plan Update. (Sources: DataUSA, 2019 and OnTheMap, 2019)

Demographics

Homer Glen's population is significantly more educated, more affluent, and older than both the national average, as well as the averages found in the seven-county Chicago MSA. The median age of 42.7 years old is 4.4 years above the national average and 5.6 years above the Chicagoland area. The average household size of 3.0 people in Homer Glen is larger than the national and Chicago MSA averages of 2.7 people per household. Only 5% of Homer Glen residents lack a high school diploma, which is 7% lower than the national average and 6% below the Chicagoland average.

The income disparity between Homer Glen and the rest of the Chicagoland area is the most significant differentiator between Homer Glen and the surrounding region. The per capita income in Homer Glen (\$40,884), median household income (\$103,188), and median net worth (\$500,001) are 1.3 times, 1.8 times, and 4.8 times the national averages, respectively. (Source: Esri CommunityAnalyst, 2019)



Our team understands the importance of advancing a community's economic development goals to attract new businesses, connect them to local resources, and provide infrastructure that they need. Just as important is a community's capacity to retain existing businesses, support entrepreneurs and small businesses, train the local workforce, and prepare sites for groundbreaking. We bring years of economic development experience that will be beneficial to crafting strategies for the Village's Comprehensive Plan that create a balanced local economy with the resilience to sustain future economic fluctuations, as well as a distinct identity that helps Homer Glen stand out as a place to set up shop, secure a stable job, or find the goods and services that meet the needs of the community.



Task 1.5: Community Engagement Strategy

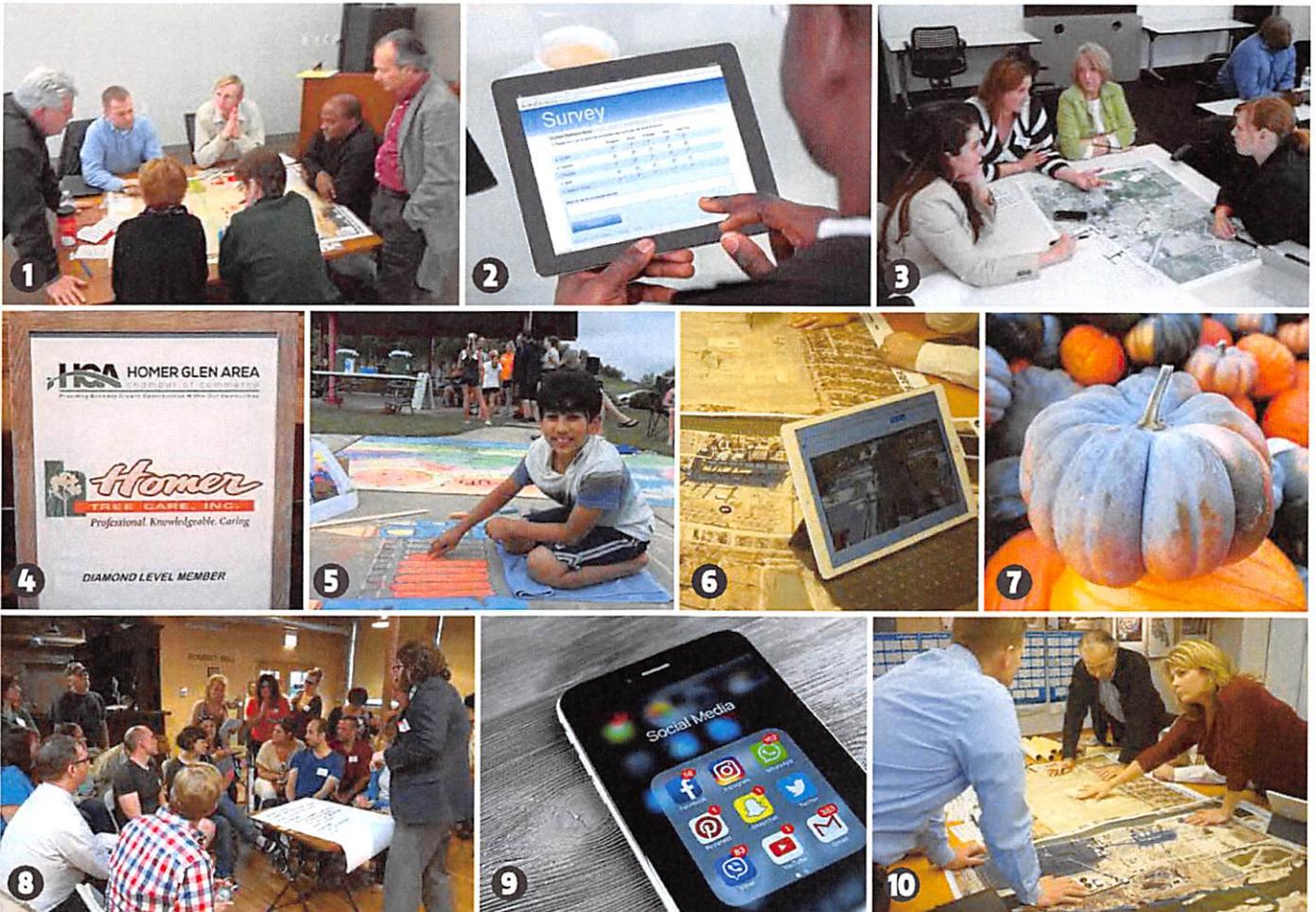
The Consultant Team will prepare a Community Engagement Strategy to outline the core public and stakeholder engagement activities that will be conducted throughout the planning process. Following up on the Village staff feedback collected at the Project Initiation Meeting, the Consultant Team will develop the Community Engagement Strategy to ensure it includes the intended stakeholders, utilizes effective communication techniques, and respects the cultures and groups that comprise Homer Glen. The Community Engagement Strategy will also identify the expected outcome(s) for each engagement activity so that there is an understanding that the outcomes build towards a strategic Comprehensive Plan Update strongly rooted in community input and support.

At a minimum, the Community Engagement Strategy will include the elements listed on the right and illustrated below.

Additional elements may be integrated into the Community Engagement Strategy, particularly based on feedback from Village staff and the Steering Committee. The Consultant Team will continually coordinate outreach activities with Village staff, including securing venues, distributing print materials, coordinating messaging via the Village's social media accounts, and ensuring sufficient staffing for meeting facilitation.

» **Deliverable:** Community Engagement Strategy

- 1 STEERING COMMITTEE MEETINGS**
SEE TASKS 1.2, 2.7, 3.5, 4.5, 5.5, 6.3, AND 7.3
- 2 COMMUNITY SURVEY**
SEE TASK 2.2
- 3 VILLAGE CODE WORKSHOPS**
SEE TASKS 4.3 AND 5.3
- 4 MEETINGS W/ LOCAL GROUPS**
SEE DETAILS ON NEXT PAGE
- 5 YOUTH ENGAGEMENT**
SEE DETAILS ON NEXT PAGE
- 6 STAKEHOLDER FOCUS GROUPS**
SEE TASK 2.1
- 7 COMMUNITY EVENTS**
SEE DETAILS ON NEXT PAGE
- 8 PUBLIC MEETINGS**
SEE TASKS 2.4, 3.1, AND 8.4
- 9 PROJECT WEBSITE & SOCIAL MEDIA**
SEE DETAILS ON NEXT PAGE
- 10 SUBAREA CONCEPT DESIGN CHARRETTE**
SEE TASK 6.2



COMMUNITY ENGAGEMENT STRATEGY

Brief descriptions of community engagement activities that will be pursued as part of this project are provided below.

PROJECT WEBSITE & SOCIAL MEDIA

The project website will enable community members to access draft documents and designs, provide feedback, share ideas by uploading their own photos, and view a calendar of project activities. Since people are typically active on their mobile devices, the project website will be optimized for viewing on smartphones and tablets to enable public engagement on the go. The Consultant Team can work with Village staff to enhance their social media presence on Facebook and Twitter to support the team's engagement approach for the project.



YOUTH ENGAGEMENT

Often overlooked during a planning process, the team will take proactive measures to engage local youth to get a sense of their unique perspectives and ideas. Where feasible, the team may also collaborate with teachers and staff at local schools to engage students in the classroom.



COMMUNITY EVENTS

Not everyone can attend an evening meeting, so we like to go where the people are at: community events. These events held by local schools, churches, or the Village may occur within the project timeframe, so we can work with Village staff and/or local organizations to host a table or booth at an event to gather public input. Interaction at these events may be combined with the other engagement activities described on this page.



MEETINGS W/ LOCAL GROUPS

Everyone is busy, so our team is flexible to meet with local groups on their own time, whether it's at one of their regular meetings or a quick morning visit at their offices. Their input is valuable, particularly if they may play a role in plan implementation.



UNIQUE INPUT MECHANISMS

The team will utilize a diverse set of engagement tools -- such as project information cards, comments cards, surveys, flyers, chalkboard displays, interactive comment boards, etc. (see samples below) -- to gather input and feedback from the community.

Examples: Printed survey and flyers (Englewood Line, City of Chicago); project info cards (Village of Long Grove Comprehensive Plan)



INFORMATION SHEETS & BOOKLETS

At various points of the planning process, the Consultant Team will prepare deliverables like the Existing Conditions and Issues Summary, vision and goal statements, updated Sign Regulations, updated Design and Development Guidelines, Sub-area Concepts Plans, Comprehensive Housing Market Analysis, Utilities and Infrastructure Plan, and the core Comprehensive Plan elements. At the direction of Village staff, the Consultant Team may develop concise information sheets or booklets to summarize the information and concepts in these deliverables to keep the community informed. Data visualization, maps, and graphics will be utilized to convey information in user-friendly formats. These information sheets and booklets will be treated as companion pieces to the main deliverables. These information sheets or booklets may be made available on the project website and at meetings with Village officials, the Steering Committee, and the general public.

Examples: Zoning Information Sheets (City of Champaign); Vision Clark Street Info Booklet (Rogers Park, City of Chicago)



PHASE 2: EXISTING CONDITIONS & ISSUES ASSESSMENT + VISION STATEMENT

The second phase of the project will enable the Consultant Team to assess the existing conditions and key issues that characterize Homer Glen. The first public meeting will also occur during this phase. The outcome will be an Existing Conditions and Issues Summary and draft Vision Statement, which will be integrated into the complete draft of the Comprehensive Plan Update.

Task 2.1: Stakeholder Focus Groups

The Consultant Team will conduct Stakeholder Focus Groups with specific segments of the community who may be able to provide valuable insights, background information, and other thoughts regarding the Homer Glen community. As highlighted in the inset below, the Consultant Team will work closely with Village staff to identify the local stakeholders who would best represent the community in the focus groups. In addition, the focus groups will be designed as interactive listening sessions in which participants will be able to identify core issues, assets, constraints, and opportunities that presently characterize Homer Glen. The focus group findings will start the identification of core community issues and lay the foundation for the draft vision and goals in Phase 3.

» **Deliverables:** Interview schedule and questions; interview exhibits and materials; interviews summary

Task 2.2: Data Assessment and Review of Current Vision, Mission & Values

The Consultant Team will analyze the data collected in Task 1.4 to provide a broad perspective of the community. In particular, the Consultant Team will evaluate the influences of existing plans on Homer Glen, including the following elements:

- Socioeconomic characteristics
- Housing stock
- Community assets, including public/institutional uses, parks, open space, etc.
- Market influences
- Development trends
- Land use and zoning
- Transportation network
- Utilities and community infrastructure
- Environmental conditions
- Sustainability

Moreover, the Consultant Team will assess the existing plans, policies, and data collected from Task 1.4 to build a complete picture of how the Village and its partner agencies have planned for Homer Glen and vicinity. Particular note will be taken to highlight any discrepancies or conflicts in how different agencies plan for certain aspects of the community.

STAKEHOLDER FOCUS GROUPS

Potential stakeholder groups that may participate in focus groups may include, but are not limited to, the following:

INFRASTRUCTURE

Building Department, Planning and Zoning Department, Road District, Public Services and Safety Department

EXTERNAL AGENCIES

Will County, Metra, Pace, RTA, CMAP, IDOT

RESIDENTS

Representatives from local homeowners associations, Homer Township Seniors, other resident-focused groups

EDUCATION

Homer School District, Will County School District, New Lenox School District, Lockport Township High School District, Homer Township Public Library

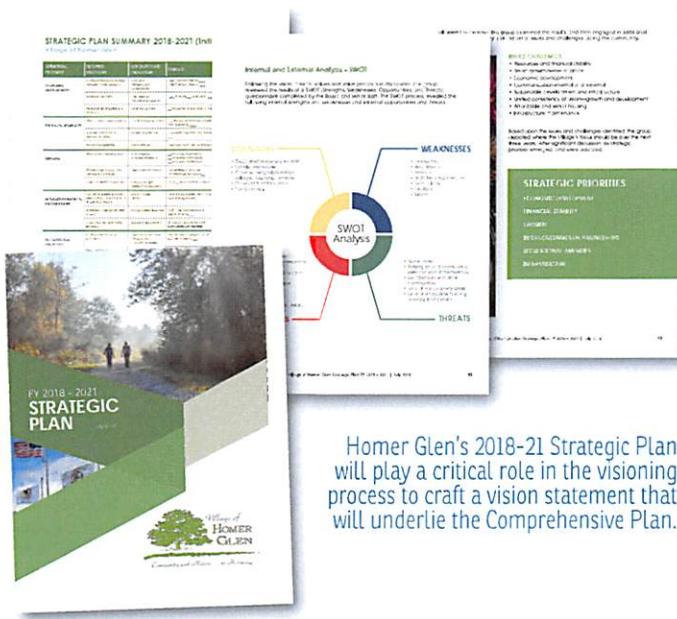
PARKS & RECREATION

Parks and Recreation Committee, Will County Forest Preserve District, Homer Athletic Club, Old Oak Country Club, T-Time Golf Range

ECONOMIC DEVELOPMENT

Development Services Department, Economic Development Department, Finance Department, Chamber of Commerce

The demographic and community data provided in the Homer Glen's 2018 Environmental Scan will provide a baseline for data analysis.



Homer Glen's 2018-21 Strategic Plan will play a critical role in the visioning process to craft a vision statement that will underlie the Comprehensive Plan.

The Consultant Team will also review the current vision, mission, and values outlined in Homer Glen's 2018-21 Strategic Plan. These visioning elements will play a central role in establishing a vision statement that will guide the comprehensive planning process.

» **Deliverable:** Data Assessment Summary, prepared as a PowerPoint slide deck or other concise format

**Task 2.3: Public Meeting #1
COMMUNITY LISTENING SESSION**

Serving as the first opportunity to engage the general public, the Consultant Team will conduct Public Meeting #1 with a three-pronged intent to:

- 1: Introduce the comprehensive planning process, including the expected outcomes and encouragement of continual public involvement
- 2: Summarize the preliminary set of issues and perspectives identified by the Stakeholder Focus Groups (Task 2.1) and data assessment in (Task 2.2)
- 3: Conduct interactive group discussions and activities to understand the core issues and opportunities characterizing Homer Glen from the public's perspective

While it will be important to identify the key assets and challenges of the community, the meeting will also lay the groundwork to ascertain the opportunities and constraints that will help shape strategies that will guide the Design and Development Regulation updates in Phases 3 and 4 and plan recommendations in Phases 5 and 6.

» **Deliverables:** Meeting agenda; presentation and exhibits; meeting summary

STAYING ENGAGED ONLINE

Along with community members who are unable to attend the meeting, attendees will be encouraged to continue sharing their thoughts and ideas beyond the meeting by engaging with the project website and social media (see page 11 for details).

Task 2.4: Existing Conditions & Issues Summary + Vision Statement

The Consultant Team will prepare an Existing Conditions and Issues Summary highlighting the analysis, findings, and insights ascertained from the Stakeholder Focus Groups (Task 2.1), Data Assessment Summary (Task 2.2), and Public Meeting #1 (Task 2.3). The Existing Conditions and Issues Summary will be written through the lens of the core planning themes that community members identified at the first public meeting as important to address as part of the planning process. The summary will be formatted such that it can easily be integrated into the complete draft of the Comprehensive Plan.

The Consultant Team will also prepare an initial draft of the vision statement, ensuring it is consistent with principles and policies that are espoused in recent Village plans, including the 2018-21 Strategic Plan and 2013 Parks and Recreation Master Plan.

» **Deliverable:** Existing Conditions and Issues Summary and Vision Statement, prepared as a PowerPoint slide deck or other concise format

**Task 2.5: Village Staff Meeting #2
REVIEW OF EXISTING CONDITIONS & ISSUES SUMMARY + VISION STATEMENT**

The Consultant Team will submit the Existing Conditions and Issues Summary and Vision Statement to Village staff for initial review. Prior to distribution to the Steering Committee, the Consultant Team will make note of all comments to refine the information provided in the summary.

» **Deliverable:** Punchlist of Village staff comments regarding the Existing Conditions and Issues Summary and Vision Statement

**Task 2.6: Steering Committee Meeting #2
REVIEW OF EXISTING CONDITIONS & ISSUES SUMMARY + VISION STATEMENT**

The Consultant Team will meet with the Steering Committee to review comments regarding the Existing Conditions and Issues Summary and Vision Statement and discuss next steps of the planning process. The Consultant Team will make note of all comments to refine the information provided in the summary.

» **Deliverable:** Punchlist of Steering Committee comments regarding the Existing Conditions and Issues Summary and Vision Statement

PHASE 3: SIGN REGULATIONS

The third phase of the project will entail preparation of updated Sign Regulations, particularly ensuring such standards integrate best practices in sign codes and comply with the landmark Reed v. Town of Gilbert Supreme Court regarding content-based signs.

EXPEDITED TIMELINE

Per the Village's expectations outlined in the RFP, the updated Sign Regulations will be completed within the first six months of the contract, or approximately by October 31, 2019.



Task 3.1: Review of Existing Sign Regulations

The Consultant Team will review the Village's existing Sign Regulations to gain an understanding of current standards, identify any discrepancies or inconsistencies, and make preliminary recommendations for code amendments. This review will also assess whether or not the existing Sign Regulations are in compliance with the Reed v. Town of Gilbert Supreme Court regarding content-based signs. Per the RFP, the Consultant Team will place emphasis on sign standards that regulate the size, height, limit, location, and design of signs, particularly restrictions on electronic message board signs.

» **Deliverable:** Technical memo summarizing the review findings and preliminary recommendations to update the existing Sign Regulations

Task 3.2: Village Code Workshop #1 DISCUSSION OF SIGN REGULATIONS

In order to gain an understanding of how the current Sign Regulations are used and applied to guide the design and installation of signs in Homer Glen, the Consultant Team will conduct a Village Code Workshop to discuss the Sign Regulations with Village staff and stakeholders who utilize the code on regular basis. In addition to staff from the Village's Planning and Zoning Department, other key stakeholders that will be invited to participate in the Village Code Workshop are, but not limited to: developers, builders, and real estate professionals. To aid in the discussion, the Consultant Team will



Speedway's electronic message sign at 151st Street and Bell Road

work with Village staff to identify properties that may have gone through past zoning cases that had notable sign code issues. Workshop participants will be able to identify which sign standards work and which ones need to be amended. The Consultant Team will amend the technical memo from Task 3.1 to integrate the workshop findings.

» **Deliverable:** Amended technical memo to include the workshop findings

Task 3.3: Preparation of Updated Sign Regulations

Based on the findings from the code review (Task 3.1) and Village Code Workshop #1 (Task 3.2), the Consultant Team will prepare code amendments to update the Village's Sign Regulations. The recommended code amendments will also integrate best practices in sign codes where applicable.

» **Deliverable:** Recommended code amendments for the Sign Regulations

Task 3.4: Village Staff Meeting #3 REVIEW OF UPDATED SIGN REGULATIONS

The Consultant Team will submit the recommended code amendments for the Sign Regulations to Village staff for review. Prior to distribution to the Steering Committee, the Consultant Team will make note of all comments to refine the code amendments.

» **Deliverable:** Punchlist of Village staff comments regarding the recommended code amendments for the Sign Regulations

Task 3.5: Steering Committee Meeting #3 REVIEW OF UPDATED SIGN REGULATIONS

The Consultant Team will meet with the Steering Committee to review the recommended code amendments for the Sign Regulations. The Consultant Team will make note of all comments to refine the code amendments.

» **Deliverable:** Punchlist of Steering Committee comments regarding the recommended code amendments for the Sign Regulations

Task 3.6: Village Plan Review & Adoption Process for Updated Sign Regulations

Given the expedited timeframe to complete the updated Sign Regulations within the first six months of the contract, the Consultant Team will work with Village staff to present and review the recommended code amendments for the Sign Regulations to the Plan Commission and Village Board for adoption.

» **Deliverable:** Final code amendment recommendations for the Sign Regulations

PHASE 4: DESIGN & DEVELOPMENT GUIDELINES

The fourth phase of the project will entail preparation of updated Design and Development Guidelines, particularly focusing on code requirements relating to landscaping, streetscape, tree preservation, and conservation subdivision regulations. Unlike the Sign Regulations in Phase 3, there is no expedited timeframe to complete the updated Design and Development Guidelines.

Task 4.1: Review of Existing Design & Development Guidelines

The Consultant Team will review the Village's existing Design and Development Guidelines to gain an understanding of current standards, identify any discrepancies or inconsistencies, and make preliminary recommendations for code amendments and supporting zoning graphics. In particular, this review will include an assessment of general landscaping requirements, applicability, landscaping and screening standards, parking lot landscaping, streetscape design standards, and compliance with the Village's Tree City USA designation.

The Consultant Team will also assess the Village's Tree Preservation and Conservation Subdivision Regulations through the lens of the Future Land Use Map, which will help ensure future development recommendations preserve Homer Glen's tree coverage and properly integrate environmental features into development sites to maintain a sustainable built environment. Evaluation of the Tree Preservation Regulations would include a review of the Village's Environment Committee's recommendations to update the scope and applicability of the regulations, particularly in light of future development.

» **Deliverable:** Technical memo summarizing the review findings and preliminary recommendations to update the existing Design and Development Guidelines

Task 4.2: Village Code Workshop #2 DISCUSSION OF DESIGN & DEVELOPMENT GUIDELINES

In order to gain an understanding of how the current Design and Development Guidelines are used and applied to ensure quality design and sustainable development in Homer Glen, the Consultant Team will conduct a second Village Code

Workshop to discuss the Design and Development Guidelines with Village staff and stakeholders who utilize the code on regular basis. Workshop participants will include the Village's Planning and Zoning Department staff, as well as key stakeholders such as developers, builders, and real estate professionals. Similar to the first workshop, the Consultant Team will work with Village staff to identify properties that may have gone through past zoning cases for that had notable design or development issues. Workshop participants will be able to identify which standards work and which ones need to be amended. The Consultant Team will amend the technical memo from Task 4.1 to integrate the workshop findings.

» **Deliverable:** Amended technical memo to include the workshop findings

Task 4.3: Preparation of Updated Design & Development Guidelines

Based on the findings from the code review (Task 4.1) and Village Code Workshop #2 (Task 4.2), the Consultant Team will prepare code amendments to update the Village's Design and Development Guidelines. The recommended code amendments will also integrate best practices in zoning codes where applicable.

» **Deliverable:** Recommended code amendments for the Design and Development Guidelines

Task 4.4: Village Staff Meeting #4 REVIEW OF UPDATED DESIGN & DEVELOPMENT GUIDELINES

The Consultant Team will submit the recommended code amendments for the Design and Development Guidelines to Village staff for review. Prior to distribution to the Steering Committee, the Consultant Team will make note of all comments to refine the code amendments.

» **Deliverable:** Punchlist of Village staff comments regarding the recommended code amendments for the Design and Development Guidelines

Task 4.5: Steering Committee Meeting #4 REVIEW OF UPDATED DESIGN & DEVELOPMENT GUIDELINES

The Consultant Team will meet with the Steering Committee to review the recommended code amendments for the Design and Development Guidelines. The Consultant Team will make note of all comments to refine and finalize the code amendment recommendations for the Design and Development Guidelines.

» **Deliverable:** Punchlist of Steering Committee comments regarding the recommended code amendments for the Design and Development Guidelines; final code amendment recommendations for the Design and Development Guidelines



Landscaping on a residential property along 59th Street

PHASE 5: SUBAREA & SPECIAL TOPICAL PLANS

The sixth phase of the project will center on three specific elements of the Comprehensive Plan:

- (1) Subarea Concepts Plans for key opportunity sites
- (2) Comprehensive Housing and Retail Market Analysis
- (3) Utilities and Infrastructure Plan

These elements will be prepared in tandem with other aspects of the Comprehensive Plan (e.g., Future Land Use Plan, Transportation Plan, Community Facilities Plan, etc.; see Phase 6) due to their correlation to each other. However, given the specificity required to draft these three elements of the Comprehensive Plan, the Consultant Team will conduct a Concept Design Charrette with particular focus on the key opportunity sites and their impact on the Village’s housing stock, utilities, and infrastructure.

Task 5.1: Village Staff Meeting #5

IDENTIFICATION OF KEY OPPORTUNITY SITES (SUBAREAS)

The Consultant Team will meet with Village staff to identify the key opportunity sites (subareas) that are viewed as prospective development or redevelopment sites with optimal potential to advance Homer Glen’s vision and goals (see the inset below for more details). To keep the Comprehensive Plan focused on a core set of subareas, approximately 3 to 5 sites will be identified to prepare Subarea Concept Plans. For other sites, the Consultant Team will create common design and development strategies that can be applied to a range of development site typologies, as described in the inset below.

» **Deliverable:** Final list of 3 to 5 key opportunity sites (subareas) and development site typologies

KEY OPPORTUNITY SITES (SUBAREAS)

As highlighted in the RFP, the Village has identified 11 mixed use and 12 single use opportunity sites, with a majority of them concentrated along the 143rd Street and 159th Street corridors. Bell Road is a third major corridor serving Homer Glen. Generally, the Consultant Team will collaborate with Village staff to identify a more succinct list of key opportunity sites – roughly 3 to 5 sites – for which to create detailed Subarea Concept Plans in Tasks 5.2 and 5.3.

DEVELOPMENT SITE TYPOLOGIES

The Consultant Team will create common design and development strategies that can be applied to a range of development site typologies, such as but not limited to the following:

- Single use sites
- Mixed use sites
- Residential, commercial, industrial and employment centers
- Sites with access to an I-355 interchange
- Other site types (to be determined)

Identification of the exact typologies will be up for discussion with Village staff. In addition to greater applicability to sites that share common traits, the typologies will also be helpful for opportunity sites that do not exist today but may become viable in the future.

Task 5.2: Subarea Concept Design Charrette

The Consultant Team will conduct a Subarea Concept Design Charrette as an interactive workshop with elected officials and the Steering Committee to propose different development scenarios for each of the subareas. In addition to the Steering Committee, workshop participants should include a few representatives from each of the following elected officials groups: Village Board, Plan Commission, and Community and Economic Development Committee.

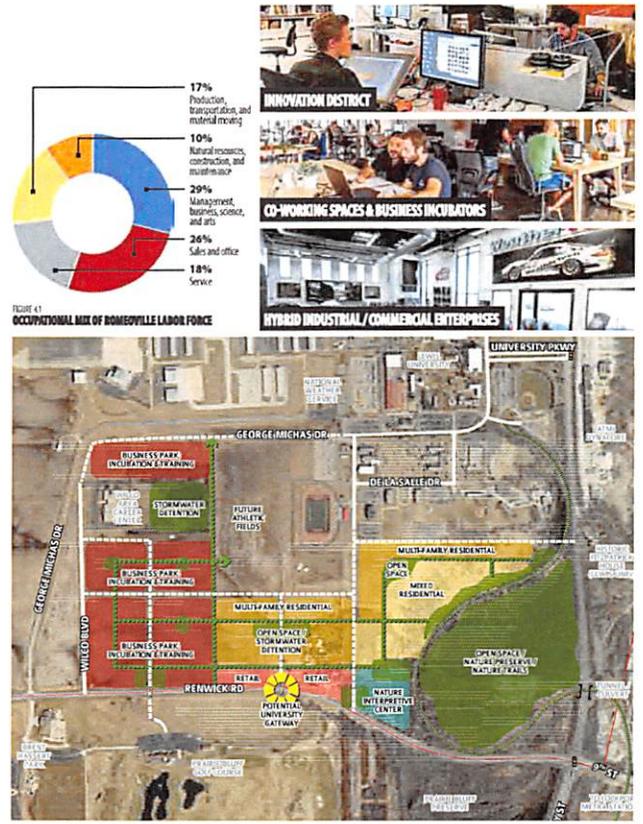
With Consultant Team members serving as facilitators, workshop participants will work in small groups to move around scalable building blocks and write notes on aerial maps representing each subarea to formulate different development scenarios. Facilitators will take photographs of each scenario so that workshop participants may explore other scenarios as needed.

Getting a wide array of development scenarios for the subareas will be helpful to verify any similarities in different scenarios, as well as identify strategic approaches to reconcile divergent scenarios for a particular subarea.

» **Deliverables:** Charrette agenda and materials; summary of charrette results

Task 5.3: Preparation of Subarea Concept Plans

Utilizing the results from the Subarea Concept Design Charrette, the Consultant Team will reconcile the various development scenarios to prepare a concept plan for each subarea. The Subarea Concept Plans will be drawn in more formalized map graphics in plan view. Each concept plan will include site data such as: site area, number of parcels, existing and proposed uses, existing zoning, potential zoning changes, parking, impacts on the local housing stock and retail market (see Task 5.4), impacts on utilities and infrastructure (see Task 5.5), etc. Descriptions of the development recommendations will also be provided to understand how they



Serving as a model for the Subarea Concept Design Charrette for the Homer Glen project, the Consultant Team will utilize its experience with the Romeoville Comprehensive Plan where Kon Savoy and Todd Vanadilok facilitated a series of design workshops (below) with Village staff, elected officials, and a project steering committee. The workshops enabled participants to help draft concept plans for three subareas, including the Lewis University and Airport District (above), which considered strategies like aviation-themed businesses, business incubation and training, emerging industrial uses, diverse housing options, and nature conservation.



will help advance Homer Glen's growth and development goals. The Subarea Concept Plans will also influence other aspects of the Comprehensive Plan, including the Future Land Use Plan, Transportation Plan, Community Facilities Plan, etc., which will be prepared concurrently to ensure consistency (see Phase 6).

» **Deliverables:** Subarea Concept Plans for each key opportunity site

Task 5.4: Comprehensive Housing & Retail Market Analysis

Using the Subarea Concept Plans and Future Land Use Plan as a basis, the Consultant Team will prepare a Comprehensive Housing and Retail Market Analysis to serve as an advisory report to the Village. Our team's experience conducting real estate market analysis throughout the Chicagoland area will be utilized to conduct a thorough housing assessment that combines existing conditions assessments with data analytics to identify a variety of residential uses throughout the Village.

Our team will conduct a housing and real estate market analysis that will assess the existing residential housing stock and its relationship to projected workforce demands.

Housing Market Analysis

Our analysis will include an assessment of Homer Glen's housing stock, along with a competitive analysis with neighboring communities in Orland Park, Lemont, Romeoville, Lockport, Joliet, New Lenox, Tinley Park, etc. We will then review workforce demand trends, demographics, and popula-

tion predictions for the area in the next 10 to 20 years to better understand the housing mix most appropriate for Homer Glen. Lastly, using this analysis we will provide an estimate of housing needs over 5-, 10-, and 15-year periods to prepare Homer Glen to meet these needs.

The housing market analysis will conclude with a comparison of existing housing policies to other communities in the region and a series of recommendations from local, regional, and national best practices. The combination of these quantitative and qualitative methodologies will result in recommendations provided to the Village to potentially revise the current density, housing typology, quantity of units, and location of future development.

In addition, the housing market analysis will summarize the current housing stock and the impacts of future development scenarios on housing types, densities, lot sizes, and potential new policies to support an evolving housing market in Homer Glen. The Subarea Concept Plans and Future Land Use Plan will also help to generate housing data regarding buildable lot inventory and build-out projections, as well as impacts on utilities and infrastructure (see Task 5.5).

By combining our team's in-house real estate pricing expertise with site visits throughout the Village's various residential and retail corridors, the Consultant Team will provide a series of development scenarios, which will inform the recommendations that are ultimately made to Village staff to support and prioritize key opportunities for new housing development.

HOUSING EXPERIENCE

Antero Group's expertise with real estate market analysis will guide the preparation of the Comprehensive Housing Market Analysis for Homer Glen. In particular, the firm's analysis will include a thorough housing assessment, use of data analytics to identify housing needs and growth opportunities, and potential development scenarios based on Antero's real estate pricing evaluations.

In addition to Antero's housing experience, Todd Vanadilok of Egret & Ox Planning will provide additional support with his housing experience. In particular, Todd's past project experience include:

- **CHA Altgeld Gardens Master Plan:** Identifying appropriate housing types that meet different ages, lifestyles, and other community demographics
- **Habitat for Humanity Neighborhood Revitalization Initiative:** Building up community infrastructure and wrap-around services to support homeowners
- **CMAP's Homes for a Changing Region for Northwest DuPage County:** Understanding how the regional market impacts housing at the municipal level



Amberfield Townhomes in Homer Glen's northeast side

Our team will develop a housing market study that utilizes housing market information through the following sources: Esri Community Analyst demographic data, Emsi labor market analytics data, CMAP data, and CoStar real estate market data. This information includes home pricing and housing typology, as well as home sales data, by type, from the local assessor. Additionally, we will utilize current transit use and traffic studies, as well as existing and proposed land use plans, to determine optimal locations and typologies for new housing.

Utilizing the above data sources, we will conduct a housing alternatives analysis to explore rental versus ownership opportunities and trends. Generational and inter-generational housing needs of existing and prospective residents will be explored to allow for residents to meet their housing needs within the community. This is becoming increasingly important as baby boomers retire at the same time millennials are advancing into home ownership.

This quantitative assessment will be balanced with a qualitative assessment of the local housing conditions and housing needs, which will include interviews and surveys with various housing stakeholders, including community leaders, elected officials, residents, and developers, to identify housing priorities and gauge the market demand for specific types of housing. Interviews with the Village's planning staff and elected officials will inform our team's decision to visit specific residential developments and neighborhoods (e.g. Amberfield, Goodings Grove, Messenger Woods, Stonebridge Woods, etc.) to gain a better understanding of the community's housing stock. This qualitative assessment will also utilize interviews with realtors and developers that are active in the area to provide a more accurate assessment of existing and short-term conditions.

Retail Market Analysis

In addition to a housing market analysis, the Consultant Team will prepare an analysis of retail market conditions to include the following data-driven elements:

- Analysis of the Village's current retail developments and infrastructure upgrades and provide guidance on strategic locations and type of future retail developments.
- Research of the Village's retail position relative to regional competitors – specifically Orland Park – and provision of options for attracting regional retail prospects that would not be impacted by e-commerce.
- Provision of estimated future supportable retail square footage and land area for the next 5- to 15-year period similar to the housing assessment.

» **Deliverable:** Comprehensive Housing Market Analysis

Task 5.5: Utilities and Infrastructure Plan

Similar to the Comprehensive Housing Market Analysis, the Consultant Team will utilize the Subarea Concept Plans and Future Land Use Plan as a basis to prepare a Utilities and Infrastructure Plan. In particular, our team will identify how water, sewer, stormwater, telecommunications, high-speed internet, and other utilities and related infrastructure will be impacted by future development and can help leverage growth in Homer Glen.

The plan will address utility and infrastructure gap areas, capacity of existing facilities, a water system that meets future needs, and a telecommunications system that can be leveraged to attract new businesses and industry to Homer Glen. Working in coordination with the Village's Development Services Director, our team's extensive municipal engineering experience will provide the necessary in-house expertise required to develop a comprehensive Utilities and Infrastructure Plan that factors in the pricing and feasibility of a variety of infrastructure investment scenarios.

Digitizing of GIS Data & Basemaps

Our team will digitize any available basemaps that contain infrastructure components and will add the assets to GIS for analysis and mapping. This will allow for critical infrastructure to be analyzed and displayed in one map. Adding to GIS will also allow for data and attribute updates that may be needed during the project. Our team has significant GIS capabilities and considers the development of this resource part of the project that will be provided to Homer Glen.

Acquisition of Baseline Data

To obtain wastewater flows and sewer capacity, we will review the design specifications and operating permits of the wastewater treatment plants. Our team will then create daily and monthly flow averages graphics. These charts will include the design capacity, permitted capacity, actual average daily flow, and the peak two-hour flow. Additionally, we will review rainfall data to identify if areas on inflow and infiltration exist. This work will be done in coordination with Homer Glen's municipal engineer and Public Works Department.

Future determinations of potable water demand will be partially informed by studying available annexation plans and area growth trends. Population estimates will be developed based on initial data from Esri and Emsi. Additional planning analysis will be based on employment projections, housing demand projected, as well as existing housing water usage data. This information will be used to support the water demand projections and additional utilities analysis. Our team will review capacities and permits from area-wide water service providers and will document steps required to initiate use agreements.

» **Deliverable:** Utilities and Infrastructure Plan

PHASE 6: DRAFT PLAN RECOMMENDATIONS

The seventh phase of the project will focus on preparing the draft plan recommendations, which will translate the vision statement from Phase 2, as well as the subarea concepts and special topical plan elements from Phase 6, into actionable strategies to guide how the Village addresses core issues relating to socioeconomic attributes, housing stock, transportation network, land use and zoning, community infrastructure, environmental and other physical conditions, and development over the short- and long-term horizons in Homer Glen. The draft plan recommendations will be designed in such a way that they will have measurable outcomes to facilitate the tracking of progress, recognizing achievements, and assembling required resources by the Village and its partners.

Task 6.1: Preparation of Draft Plan Recommendations

The Consultant Team will prepare draft plan recommendations, which will be guided by the vision statement established in Phase 2. Centering around the Village's core issues and planning themes, the draft plan recommendations will address the following general topics:

- Housing stock
- Community assets
- Development
- Land use
- Transportation network
- Utilities and community infrastructure
- Environmental conditions
- Sustainability

Maps and supporting graphics will be provided for each of these topics, where applicable. As best as possible, the draft plan recommendations will integrate measurable outcomes to ensure the Village and its partners can more easily track progress, acknowledge achievements, and assemble required resources.

» **Deliverable:** Draft plan recommendations

Task 6.2: Village Staff Meeting #6

REVIEW OF DRAFT PLAN RECOMMENDATIONS

The Consultant Team will submit the draft plan recommendations to Village staff for review. Prior to distribution to the Steering Committee, the Consultant Team will make note of all comments to refine the draft plan recommendations.

» **Deliverable:** Punchlist of Village staff comments regarding the draft plan recommendations

Task 6.3: Steering Committee Meeting #5

REVIEW OF REFINED PLAN RECOMMENDATIONS

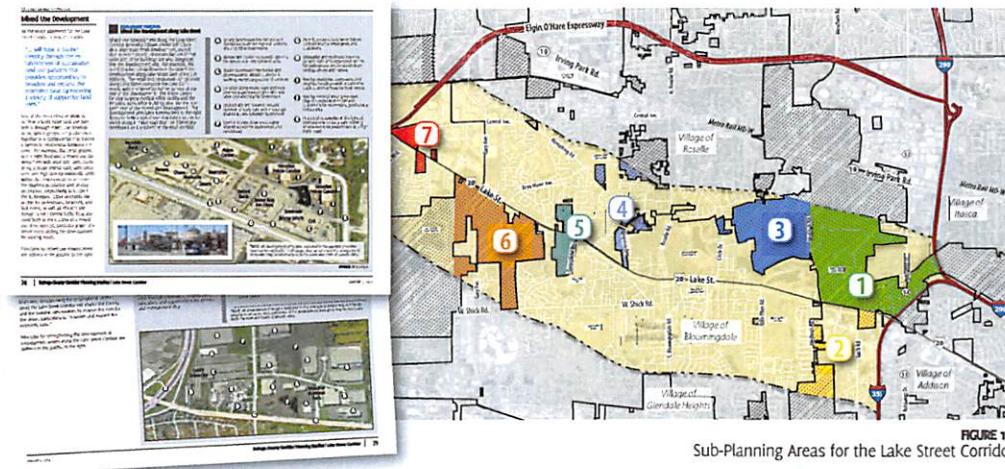
The Consultant Team will meet with the Steering Committee to review the refined plan recommendations and discuss next steps leading into the final phase of the planning process to prepare a complete draft of the Homer Glen Comprehensive Plan Update. The Consultant Team will make note of all comments to refine the refined plan recommendations.

» **Deliverable:** Punchlist of Steering Committee comments regarding the refined plan recommendations

Task 6.4: Refinement of Draft Plan Recommendations

Based on the input obtained from Village staff and the Steering Committee, the Consultant Team will refine the draft plan recommendations. To begin forming an actionable implementation plan for the overall Comprehensive Plan document, the Consultant Team will integrate measurable outcomes, as noted in Task 7.1, to the draft plan recommendations, particularly highlighting the phasing, lead organization, partners, and resources for each recommendation. With certain community partners potentially represented on the Steering Committee, the draft plan recommendations will principally be endorsed by the partners to provide the necessary resources and support to execute the implementation plan.

» **Deliverable:** Refined plan recommendations

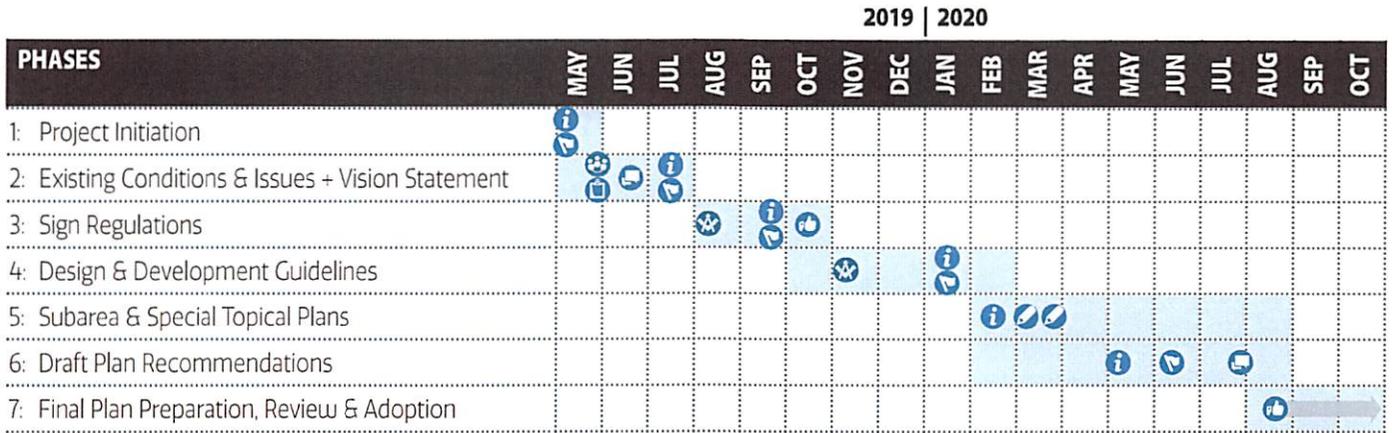


In addition to comprehensive planning, Kon Savoy and Todd Vanaditok bring their corridor planning experience to the Homer Glen project. One of their recent projects was preparing Corridor Land Use Studies for Lake Street and Roosevelt Road in DuPage County. Corridor strategies that may have relevance to Homer Glen included how to address infill development, a balanced retail mix, mixed use development, employment centers, unincorporated properties, jurisdictions, transit facilities, and Complete Streets integration.

PROJECT TIMELINE

The Project Timeline summarizes the expected timeline for the process within an 18-month timeframe, tentatively starting on May 1, 2019 and concluding by October 31, 2020. As required in the RFP, the Sign Regulations described in Phase 3 will be completed within the first six months of the awarding of the contract, or no later than October 31, 2019, or another date established by Village officials.

NOTE: All dates indicated on the Project Timeline are tentative.



SCHEDULE KEY

- 🗣️ Village Staff Meetings
- 🗣️ Steering Committee Meetings
- 🗣️ Public Meetings
- 🗣️ Village Code Workshops
- 🗣️ Subarea Concept Design Charrettes
- 🗣️ Stakeholder Focus Groups
- 🗣️ Community Survey
- 🗣️ Review & Adoption Process

VIDEOCONFERENCE CALLS

As outlined in the Scope of Services, meetings with Village staff and the Steering Committee are typically paired together. As the project launches in Phase 1, Village Staff Meeting #1 (Task 1.1) and Steering Committee Meeting #1 (Task 1.2) will be conducted as in-person meetings. The Subarea Concept Design Charrette (Task 5.2) also lends itself to an in-person meeting format. For all other meetings with Village staff and the Steering Committee, the Consultant Team offers the option to conduct these as videoconference calls, which will help to maintain lower project costs and provide flexibility for all participants. Village staff will retain the option to maintain any meeting as an in-person format. Skype, GoToMeeting, or Zoom are videoconference platforms that may be utilized.

- 🗣️ Village Staff Meetings
- 🗣️ Steering Committee Meetings

VIDEOCONFERENCE PLATFORMS



PHASES & TASKS SUMMARY

PHASES & TASKS UPDATED: MARCH 20, 2019

PHASE 1 PROJECT INITIATION

- Task 1.1 Village Staff Meeting #1: Project Initiation
- Task 1.2 Steering Committee Meeting #1: Project Initiation
- Task 1.3 Field Reconnaissance
- Task 1.4 Data Collection
- Task 1.5 Community Engagement Strategy

PHASE 2 EXISTING CONDITIONS & ISSUES ASSESSMENT + VISION STATEMENT

- Task 2.1 Stakeholder Focus Groups
- Task 2.2 Data Assessment and Review of Current Vision, Mission & Values
- Task 2.3 Public Meeting #1: Community Listening Session
- Task 2.4 Existing Conditions & Issues Summary + Vision Statement
- Task 2.5 Village Staff Meeting #2: Existing Conditions & Issues Summary + Vision Statement
- Task 2.6 Steering Committee Mtg #2: Existing Conditions & Issues Summary + Vision Statement

PHASE 3 SIGN REGULATIONS

- Task 3.1 Review of Existing Sign Regulations
- Task 3.2 Village Code Workshop #1: Discussion of Sign Regulations
- Task 3.3 Preparation of Updated Sign Regulations
- Task 3.4 Village Staff Meeting #3: Review of Updated Sign Regulations
- Task 3.5 Steering Committee Meeting #3: Review of Updated Sign Regulations
- Task 3.6 Village Plan Review & Adoption Process for Updated Sign Regulations

PHASE 4 DESIGN & DEVELOPMENT GUIDELINES

- Task 4.1 Review of Existing Design & Development Guidelines
- Task 4.2 Village Code Workshop #2: Discussion of Design & Dev Guidelines
- Task 4.3 Preparation of Updated Design & Development Guidelines
- Task 4.4 Village Staff Meeting #4: Review of Updated Design & Dev Guidelines
- Task 4.5 Steering Committee Meeting #4: Review of Updated Sign Regulations

PHASE 5 SUBAREA & SPECIAL TOPICAL PLANS

- Task 5.1 Village Staff Meeting #5: Identification of Subareas
- Task 5.2 Subarea Concept Design Charrette
- Task 5.3 Preparation of Subarea Concept Plans
- Task 5.4 Comprehensive Housing and Retail Market Analysis
- Task 5.5 Utilities and Infrastructure Plan

PHASE 6 DRAFT PLAN RECOMMENDATIONS

- Task 6.1 Preparation of Draft Plan Recommendations
- Task 6.2 Village Staff Meeting #6: Draft Plan Recommendations
- Task 6.3 Steering Committee Meeting #5: Draft Plan Recommendations
- Task 6.4 Refinement of Draft Plan Recommendations

PHASE 7 FINAL PLAN PREPARATION, REVIEW & APPROVAL

- Task 7.1 Preparation of Final Comprehensive Plan
- Task 7.2 Village Staff Meeting #7: Review of Final Comprehensive Plan
- Task 7.3 Refinement of Final Comprehensive Plan
- Task 7.4 Village Plan Review & Adoption Process