



**VILLAGE OF ELBURN  
COMMITTEE OF THE WHOLE MEETING  
MONDAY, JUNE 17<sup>th</sup>, 2019  
7:00 PM**

1. Call To Order
2. Roll Call
3. Public Comment
4. Comprehensive Plan Review
5. Other Business
6. Adjournment



## MEMO

To: Village Board  
From: John Nevenhoven, Village Administrator  
Subject: Comp Plan Scope of Work  
Date: 6/5/19  
Strategic Action Plan: LTR-5

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Reviewing and updating the Comprehensive Land Plan is Long Term – Routine (LTR) goal #5.

Staff and Kon Savoy Consulting group have worked together to develop a scope of work for the Comp Plan. The attached scope of work is missing three important components:

- Study the sub-area north of Rt. 38 between Anderson Road and just west of Rt. 47. The study will include primary infrastructure locations, primary road locations, and bike/pedestrian path locations.
- Study connectivity between the southeast quadrant, downtown, and the Elburn Station TOD unit.
- Study the south Rt. 47 corridor sub-area and the impacts of the I-88 and Rt. 47 interchange.

Staff recommends including the additional components into the scope of work.

# Elburn Comprehensive Plan Update

The following Scope of Work provides the individual steps or tasks and deliverables to be taken by the Savoy Consulting Group (SCG) for the update of Elburn's 2013 Comprehensive Plan. All documents will be provided to the Village in digital PDF format for posting on the Village's website, with the final documents provided in MSWord and Adobe Illustrator formats.

**Budget Proposal.** The following phases and tasks will be completed for a not to exceed fee of \$21,000, inclusive of expenses.

**Project Management.** All drafts of major project report deliverables will be provided to the Village staff to allow sufficient time for review. Formal deliverables (final drafts reports) will be provided at least two weeks in advance of their release to the Village officials or the public.

To simplify the effort, any changes to the text, data will include a notation at the end of each modified paragraph with the year of the revision (2019). I will also provide a track-changes version of the document showing the proposed changes. All updated maps will also have a new revision date.

## Phase 1: Background Information and Draft Plan Update

### Task 1.1 Village Staff Meeting & Data Collection

SCG will meet with Village Staff to review current issues, past and current development plans, and changes in Village policies. This will include public utility planning that has or will have an impact on future Village growth plans. The Village will provide digital copies of all previous text and digital maps and graphics contained in the current version of the Comprehensive Plan.

### Task 1.2 Stakeholder Interviews

Key persons to be interviewed include elected and appointed officials, representatives from the Kane County Regional Planning Commission, and other persons or agencies identified by the Village as having a unique perspective on the future of Elburn.

### Task 1.3 Community Open House

An open house session will be held to provide an informal means of soliciting public comment on the issues, opportunities, strengths and weaknesses facing Elburn today. This session will be organized and conducted by SCG and Village Staff to provide additional opportunities for interested persons to be informed and provide comment prior to preparation of the updated Plan.

### Task 1.4 Prepare Draft Comprehensive Plan Update

Based on the information collected from previous tasks, SCG will prepare a draft update to the Comprehensive Plan and maps. This update will focus on the following topics and chapters:

- Background information/demographic studies
  - SCG will incorporate recent NIU study findings into the updated plan or reference this report.



- Update Objectives in all Chapters of the Plan
- Chapter 1
  - Snapshot of Elburn (update data)
  - Mission statement
  - Vision statement
- Chapter 2
  - Land Use Plan map
  - Primary and Long-term growth areas
    - Growth Strategies Plan
  - Residential Plan map
  - Commercial Plan map
- Chapter 3
  - Regional Transportation Initiatives
    - Metra West line
    - MAP 21 (replace with new bill – FAST Act)
  - Transportation Plan map (focus on update to the bike trail plan)
- Chapter 4
  - Facilities (expanded/improved Village Hall), Utilities, Parks, and other public facilities.
- Chapter 5
  - Natural Resources Plan Map
- Chapter 6 (No change)

**Task 1.5 Plan Commission Review - Draft Comprehensive Plan Update**

SCG will attend one Plan Commission meeting to present the draft recommendations and facilitate a discussion of the changes to be incorporated into the final draft of the Comprehensive Plan for the public review in Task 2.1.

**Phase 2: Public Review and Adoption**

**Task 2.1 Public Hearing**

SCG will present the Final Draft Zoning Ordinance at one public hearing meeting before the Plan Commission. SCG will provide a summary of the major changes to the ordinance and offer a brief explanation of the reasons for the changes. The Plan Commission will recommended approval of the draft plan with or without additional changes for consideration by the Village Board.

Deliverable: PowerPoint presentation.

**Task 2.2 Village Board Final Approval**

SCG will attend one meeting of the Village Board to review the final draft plan update as recommended by the Plan Commission and discuss further modifications as necessary.

Deliverable: A digital copy Final Draft Comprehensive Plan, in Adobe InDesign and PDF formats, incorporating revisions as directed by the Village Board.

..... Completion of Scope of Services .....