

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE LAKOTA GROUP AND
THE VILLAGE OF DOWNERS GROVE**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Professional Services Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and The Lakota Group ("Lakota Group"), for assistance with the Central Business District Zoning Codes, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.
2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.
3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.
4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:
Attest: _____
Village Clerk

THE LAKOTA GROUP

December 11, 2001

70 West Erie, 4th Floor

Chicago, Illinois 60610

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Central Business District - Zoning Change

Professional Services Agreement between **THE LAKOTA GROUP** and **VILLAGE OF DOWNERS GROVE**.

The following is a proposal to assist the Village of Downers Grove (Village) in changing its zoning code related to its Downtown - Central Business District (CBD). Through this assignment the Village intends to address the following CBD code related issues:

- the Village's technical requirements need to be revised or expanded to encourage more quality development based on current trends in planning and design;
- the technical requirements need to more accurately reflect the planning direction the Village desires for new development;
- the document needs to be more user-friendly for developers, planners, landscape architects, attorneys, architects and Village officials.

Lakota's work plan for this assignment will include tasks listed below as requested by the Village. The Planning Team (Team) will include Senior Village Staff and Lakota. The Village's Deputy Village Manager - Operations will serve as a liaison to Lakota. The Village Attorney will review the zoning changes regarding legal requirements. If more review is needed, the Village will retain a land use/zoning attorney as a sub-consultant to review document changes and advise the Village on legal matters related to the changes and regulatory requirements.

A Land Use Review Task Force has been created to lead this effort. It will be appointed by the Village Manager at the direction of the Village Council. Lakota will work closely with the Task Force to:

- further define the mission and goals of the study;
- gain input on zoning issues/needs/procedures;
- clarify the downtown development direction,
- review/refine zoning district boundary and text changes.

PROJECT TASKS:

PHASE 1: PRELIMINARY ZONING CHANGES

TASK 1: BOUNDARY REVIEW

Conduct a review of the current CBD boundary based on future development potential. This will include a review of the Downtown Master Plan, current planning studies, and Village goals for the area as well as a field review of land use and physical conditions.

TASK 2: DRAFT BOUNDARY MAP

Prepare a first draft CBD boundary map.

TASK 3: TASK FORCE MEETING (Meeting #1)

Conduct a Task Force meeting to review/discuss project mission/goals, zoning issues/needs/procedures, and the first draft CBD boundary map. Also discuss the current downtown planning studies.

TASK 4: DEVELOPMENT CODES REVIEW

Conduct a more detailed review of the Zoning Ordinance and other codes related to development:

- Zoning Ordinance (1998)
- Subdivision Code
- Stormwater Ordinance
- Design Standards (from codes and RFP's)
- Landscape, Signage, and Parking Regulations
- Planned Developments
- Developer Review Process
- Plan Submittal Requirements

TASK 5: ZONING ISSUES OUTLINE

Prepare an outline of code issues related to new development. The outline will be used as a base to prepare text/map changes and as "talking points" for the Task Force. It will address:

- policy/plan relationships
- technical requirements
- readability and ease of use

TASK 6: TASK FORCE MEETING (Meeting #2)

Conduct a Task Force meeting to discuss the zoning code/ordinance review and zoning issues outline.

TASK 7: PRELIMINARY ZONING TEXT CHANGES

Prepare changes/additions to text based on the code review, issues outline, and Task Force input. Prepare simple graphics/images to help illustrate text where needed. Test the zoning changes/revisions with prototypical development scenarios as well as the study concepts recently generated by Lakota.

TASK 8: REFINED BOUNDARY MAP

Refine the draft CBD boundary map.

TASK 9: TASK FORCE MEETING (Meeting #3)

Conduct a Task Force meeting to discuss preliminary text changes, concept test studies, and refined boundary map.

TASK 10: REFINED ZONING TEXT-MAP CHANGES

Refine the CBD zoning text changes and map based on input from the Task Force.

TASK 11: GRAPHIC ILLUSTRATIONS

Refine the simple black/white graphics that visually depict hard to understand zoning text as well as guidelines.

PHASE 2: COMMISSION-COUNCIL REVIEW

TASK 1: COUNCIL-PLAN COMMISSION REVIEW (Meeting #4)

Conduct a joint meeting of the Plan Commission and Village Council to review the Issue Outline, Text/Map Zoning Changes, and Graphics/Illustrations.

TASK 2: FINAL ZONING CHANGE DOCUMENT

Based on input from the Commission-Council meeting, prepare a Final Zoning Change Document.

TASK 3: COUNCIL-COMMISSION PRESENTATION (Meeting #5)

Present the final Zoning Change document to a joint meeting of the Plan Commission and Village Council for final review and approval.

PROJECT PRODUCTS:

- New CBD Boundary Map.
- Text Changes including Guidelines. (for insertion into overall Zoning Ordinance)
- Simple Graphics/Images (for illustration of text).
- Consensus Building on new Zoning direction with Task Force, Commission, and Council.

PROJECT SCHEDULE:

- Phase 1: Preliminary Zoning Changes 2-4 Months
- Phase 2: Council/Plan Commission Review 1-2 Months

PROJECT TERMS:

Lakota shall be compensated with a professional fee as follows. Provided, this is a not to exceed contract and, except for reimbursable items, fees shall not exceed \$26,303 with the prior written approval of the Village.

Phase 1: Preliminary Zoning Changes & Phase 2: Commission-Council Review	\$25,050
<u>Reimbursable Expense Estimate (approximately 5% of fee):</u>	<u>\$ 1,253</u>
PROJECT NOT TO EXCEED TOTAL	\$26,303

In addition to the above fee, reimbursable expenses will be billed at 1.1 times direct expense. Reimbursable expenses related to this project will include:

- **Travel** (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)
- **Delivery** (faxes/postage/messenger/express)
- **Photography** (film/processing)
- **Copying/Reproduction**
- **Computer Plots**
- **Long Distance Communication**
- **Renderings/Models** (if requested by client)
- **Special Supplies** (if extra markers/graphic tape/panatone needed)
- **Miscellaneous** (municipal documents, special reports, data)

Additional services requested of Lakota will be conducted on an hourly basis and billed according to Lakota's current billing rates.

Lakota Hourly Billing Rates (2001):

Senior Principal	\$150
Principal	\$135
Project Manager	\$105
Senior Planner/Urban Designer/Landscape Architect	\$90
Planner/Urban Designer/Landscape Architect	\$75 - \$85
Research/Drafting Staff	\$65
Administrative/Operations Staff	\$50

This agreement does not include: real estate market, financial feasibility, fiscal impact, civil, traffic, soils or environmental studies/engineering; property surveys; legal reviews/writing or building design. This agreement may be terminated by either party 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or messenger.

The Lakota Group appreciates the opportunity to provide the Village of Downers Grove with continued Professional Planning/Design Services.

John LaMotte, AICP
Principal

Signature

Printed Name

Title

Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515-4776

Date