

VILLAGE OF CAMPTON HILLS

RESOLUTION

ACCEPTING PLANNING STAFF ASSISTANCE SERVICES DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING

WHEREAS, the Village of Campton Hills ("the Village") has applied for staff assistance services through the Chicago Metropolitan Agency for Planning ("CMAP"), to update the Village of Campton Hills Comprehensive Plan; and

WHEREAS, the Village's request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan's implementation; and

WHEREAS, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding ("MOU") and a Scope of Services that will guide staff assistance services to be provided by CMAP;

NOW, THEREFORE BE IT RESOLVED BY THE VILLAGE OF CAMPTON HILLS:

- Section 1: the Campton Hills Village Board supports this project to update the Village of Campton Hills Comprehensive Plan.
- Section 2: the Campton Hills Village Board accepts the offer of staff assistance services by CMAP.
- Section 3: the Campton Hills Village Board authorizes the Village President to finalize and execute a Memorandum of Understanding with an attached Scope of Services.
- Section 4: the Campton Hills Village Board recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.
- Section 5: This resolution shall be effective as of the date of its adoption.

Passed this 19<sup>th</sup> day of April, 2011 by roll call vote as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Trustee Laura Andersen	X			
Trustee Susan George	X			
Trustee Jim Kopec	X			
Trustee Albert Lenkaitis, Jr.			X	
Trustee Mike Millette	X			
Trustee John Strauss	X			
President Patsy Smith				

APPROVED THIS 21st DAY OF April, 2011.

Patsy Smith

Patsy Smith, Village President

(SEAL)

ATTEST:

Carolyn Higgins

Carolyn Higgins, Village Clerk

## CMAP MOU – Local Technical Assistance Program

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
  - Scope of work for LTA staff will be jointly determined by CMAP and applicant
  - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
  - Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
  - Periodic check-ins (frequency to be determined based on need) between applicant and CMAP management – include discussion / evaluation of staff performance
  - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)
2. Equipment, space, and networking
  - CMAP will provide each LTA staff with laptop (including MS Office and GIS; other software on request) and phone
  - If applicant wishes LTA staff to be locally based, applicant must provide adequate work space (adequacy to be mutually determined by applicant and CMAP; a cubicle or other designated area is expected)
  - CMAP can provide printers for the use of LTA staff if needed; this will be based on applicant preferences
  - Networking is TBD based on conversations between CMAP and applicant IT staff; will be done in a way that does not compromise the security of either network
  - Allocation of space and setup of computer resources will occur before LTA staff begin work
3. Access to resources
  - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
  - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
  - The applicant will provide access to all relevant internal data, reports, and other information
  - The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project
4. Demonstration of local support
  - Applicants will be required to pass a resolution supporting the project at their governing board before work will begin
5. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to be CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The Village of Campton Hills hereby agrees to the conditions outlined in this Memorandum of Understanding.

## **Scope of Work - Draft**

# **Comprehensive Plan – Village of Campton Hills**

The following is a proposed outline of the steps to complete the Comprehensive Plan for the Village of Campton Hills as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance program. CMAP staff will work closely with Village of Campton Hills Plan Commission and committees to undertake the planning assignment. The planning process has been created to involve the public throughout the process to ensure that it is truly the community's plan. CMAP staff will work through a steering committee consisting of individuals selected by Village of Campton Hills to educate about the goals and objectives of the GO TO 2040 Plan and to ensure that the final product supports as many of the plan's themes as possible.

### **Steering Committee**

CMAP staff recommends that a steering committee consisting of Village of Campton Hills residents, business owners, community leaders, and elected and appointed officials to be created to assist in guiding the development of the plan. The Plan Commission may serve the Steering Committee role.

### **Approximate Timeline**

The following scope of work is designed to be completed in approximately 10-12 months, however, this timeline can change based upon a number of factors such as meeting schedules and availability of necessary data.

### **Copies**

Each deliverable will be provided to Village of Campton Hills Plan Commission and members of the Steering Committee (if different) via electronic format. A total of 30 hard copies of all draft and final plans prepared for public review will be prepared and provided to key Village of Campton Hills representatives for distribution. Additional copies will be provided for an additional fee as approved.

## **Preliminary Scope of Work**

### **Step 1: Project Initiation**

The first step in the planning process is designed to "kick-off" the project. An overall goal of this initial step is to introduce CMAP staff assigned to this project to the Village of Campton Hills Planning Commission.

1a: Project Kick-Off Meeting – Introduce CMAP staff, process, scope of work, and preliminary timeline to the Plan Commission and committees. Identification / collection of relevant existing plans, studies, reports, and GIS data.

1b: Public Officials Workshop – CMAP provides Plan Commissioner Workshop training open to Village of Campton Hills Plan Commissioners. Details to be provided by CMAP staff.

## **Step 2: Community Outreach**

Community outreach will occur throughout the planning process; however, the key community outreach workshops, interviews, and other public input gathering techniques will help to identify community issues and opportunities for the Village of Campton Hills.

2a: Steering Committee Meeting

2b: Public Meeting

2c: Key Person Interviews & Focus Groups

2d: Business Owners & Managers Meeting

2e: Community Facilities & Service Providers Meeting

2f: Village Board Meeting

2g: Plan Commission Meeting (if other than Steering Committee)

*Deliverables: Summaries of all meetings. Key person interviews will be summarized, however, because they will be confidential, the actual notes from the meetings will be kept by CMAP staff.*

## **Step 3: Existing Conditions**

The third step of the planning process, which can proceed concurrent with the first step, includes the collection of data, information, studies, GIS data, and other available information regarding the existing conditions of the Village of Campton Hills and its planning area. Establishing an accurate and up-to-date picture of the area's existing conditions is critical to beginning the planning elements.

3a: Review Existing Plans, Studies, and Reports

3b: Demographics / Market Summary

3c: Image & Culture

3d: Issues & Opportunities

3e: Existing Conditions Report & Presentation

Topic Areas / Plan Chapters include:

- ≠ Land Use / Zoning
- ≠ Transportation and Infrastructure
- ≠ Community Facilities and Amenities
- ≠ Housing

- ≠ Water Resources
- ≠ Natural Resources and Green Infrastructure (including parks)
- ≠ Agriculture
- ≠ Historic Preservation
- ≠ Economic Development

*Deliverables: Existing Conditions Report.*

#### **Step 4: Visioning**

This step includes the creation of a shared vision for the Village of Campton Hills based on existing conditions, goals and objectives of the GO TO 2040 Plan, previous plans, studies, and reports, and community and steering committee input.

4a: Vision, Goals and Policies

4a: Community Workshop / Public Meeting #2

*Deliverables: Draft vision, goals, and policies. Summary of the results of the visioning workshop.*

#### **Step 5: Plans and Recommendations**

Based upon the previous steps of the planning process, particularly the Community Visioning Workshop, draft plans and recommendations will be prepared.

5a: Draft Policies, Maps, and Recommendations

5b: Draft to Steering Committee

5c: Public Meeting #3 / Open House

*Deliverables: Draft policies, maps, and recommendations.*

#### **Step 6: Implementation**

Comprehensive Plan implementation strategies will be developed including possible funding strategies, sources, and partners.

6a: Implementation Strategies

6b: Grants / Agency Assistance

6c: Funding Sources

*Deliverables: Draft implementation strategies, funding sources, and partners.*

## **Step 7: Draft Plan**

A Draft Plan for the Village of Campton Hills will be prepared and presented to the Steering Committee for review.

### 7a: Draft Plan and Recommendations

Potential Sections within the Draft Comprehensive Plan may include:

- Existing Conditions
- Land Use Plan
- Transportation and Infrastructure Plan
- Community Facilities Plan
- Natural Resources and Green Infrastructure Plan
- Implementation Strategies and Funding Recommendations

### 7b: Plan Commission Review

### 7c: Public Hearing

### 7d: Village Board Presentation

### 7e: Village Board Meeting to Approve

*Deliverables: Draft Plan and summaries of input received at each meeting, review and open house.*

## **Step 8: Final Plan**

Based upon the review and comments received from the Draft Comprehensive Plan, a final plan will be created and presented to the Plan Commission and Village Board for their consideration of adoption.

### 8a: Preparation of Final Plan Draft Plan and Recommendations

### 8b: Plan Commission Review

### 8c: Public Hearing

### 8d: Village Board Presentation and Adoption

### 8e: Final Plan Document

*Deliverables: Final Plan, electronic and hard copies, all data and information obtained and created during the planning process.*