



MEMORANDUM

TO: Village of Long Grove Planning Commission & Zoning Board of Appeals
FROM: JAMES M. HOGUE, Village Planner
DATE: November 23, 2015
RE: Public Hearing – Village Plan Update

PUBLIC HEARING: Consideration of an update and proposed amendments to the Village of Long Grove Comprehensive Plan submitted by the Village of Long Grove.

At the November 10th Village Board Meeting the Board unanimously accepted Teska associates as the most qualified and experienced planning consultant to serve the Village during the updates to the Comprehensive Plan and to implement/attract economic development for the future.

Attached is the scope of services presented by Teska. Staff is currently working with the consultant to provide background information to them (mapping, demographics, etc.) in order to have a framework in place to “kick off” the project in after the holidays.

If individuals wish to give testimony at this point in time they may do so. This is likely to be an on-going agenda item however for at least the next several months. This item should be continued to a date and time specific at the conclusion of this meeting.

Should you have any questions or concerns feel free to contact me at (847) 634-9440.



November 10, 2015

James M. Hogue
Village Planner
Village of Long Grove
3110 Old McHenry Road
Long Grove, Illinois 60047

Dear Jim:

We are very pleased to be selected for further consideration and are confident that the Teska Team will be the best fit for Long Grove based on our knowledge of the Village, the area, and extensive experience with similar communities. As requested, we have provided a complete description of the work plan, meetings, engagement, and deliverables in the attached Scope of Services. Highlighted below are some of the key elements of the proposed scope that we believe fulfill the desires of Long Grove.

Public Engagement

Involvement of the community takes many forms to ensure that all residents and stakeholders have an opportunity to participate and are encouraged to do so through creative and fun events, as well as with interactive web-based tools. These activities provide opportunities for personal interaction as well as contributing from home. We have reduced the number of meetings and propose a wide range of 11 different engagement activities that are summarized below:

- **Comprehensive Plan Steering Committee meetings (4)** – At the most basic level, our team will interact with and take direction from this committee that typically consists of a broad cross section of key stakeholders and Village officials. In lieu of the steering committee, the Plan Commission can serve as the primary review body.
- **Project Website** – a unique dedicated URL providing an online forum to access reports, the project calendar, share and opine on ideas, and submit comments.
- **Community Remarks©** – an interactive Google map of Long Grove will be embedded into the project website, allowing users to drag-and-drop icons onto the map and add their comments, ideas (even upload photos!).
- **PlanIt Smart Phone App©** – the smart phone app allows residents to find out what is going on with the project, contact the consultant or Village, and submit an observation, idea or photo directly from their phone. The current App developed by Teska for Downtown Glencoe has nearly 300 downloads.
- **Chalk-Talk©** – portable idea chalkboards provide a fun way to engage residents in multiple settings.
- **Business Development Survey** – follow-up to the recent community-wide survey to delve more deeply into business development perceptions, preferences and aspirations of local residents and business owners.

- **Promotional Materials** – publicize the survey, public meetings, and other engagement activities via announcements on the Village and project websites, posters, flyers, business style info cards, and mailed postcards.
- **Stakeholder Focus Group Interviews** – opportunities for direct interaction with key community leaders and business interests.
- **Participation in Local Events** – hosting a tent or booth at public events, such as the Holiday Open House and St. Patrick's Day celebration at "patties on the Square," to engage residents in fun activities.
- **Public Workshop & Design Charrette** – interactive and creative hands-on workshop and design charrette designed to encourage residents to work together in developing a common vision of the future for Long Grove.
- **Public Open House & Public Hearing** – forums for both informal conversations and formal presentation of the final plan recommends.

Cost Proposal and Schedule

We propose a budget of \$76,000 for the completion of all phases and tasks described in the Scope of Services, which represent only a 2% percent increase over the original cost estimate. This budget accounts for extensive public outreach activities and tools we believe are both necessary and desired by the Village to ensure community involvement and a transparent process. This cost proposal does not include optional tasks, but does include all expenses. We welcome an opportunity to further refine the budget and scope to meet the needs and desires of the Village. We anticipate that the project will be completed within 9 months of contract approval. However, we can accelerate the process or plans for specific areas based on Village desires.

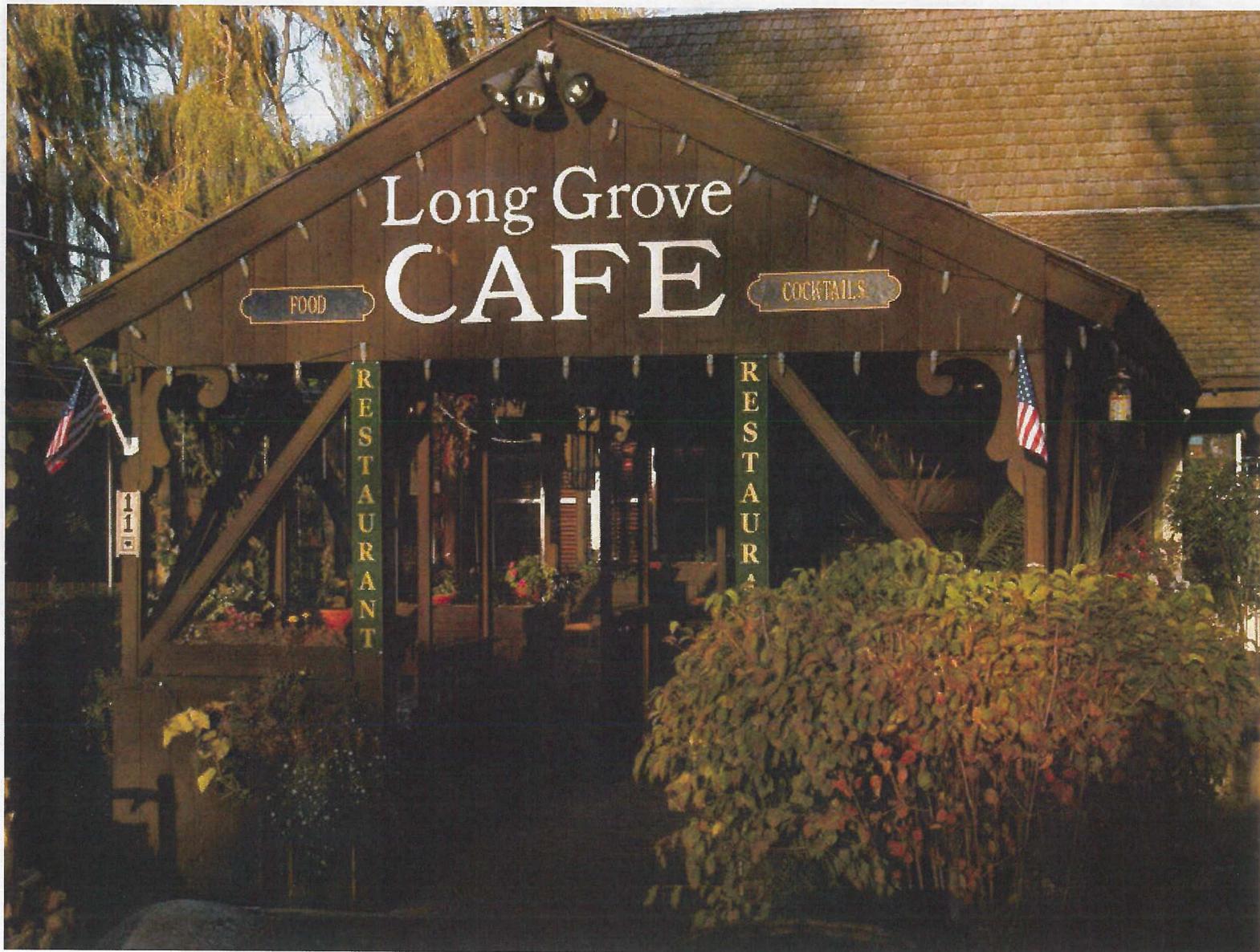
The Teska/BDI team is enthusiastic about the opportunity to prepare the update to the Comprehensive Plan for the Village of Long Grove. Long Grove will benefit from BDI's long-term working relationship with both Teska Associates and the Village. Teska brings an extensive history and knowledge of the area, and experience with many private and public sector clients. Teska's expertise in land use, urban and ecological design, and creative public engagement, will build on previous studies by providing a unified, cohesive plan that represents both the character and the desires of the citizens of Long Grove. This means that our team can build upon these existing relationships to quickly grasp the economic development opportunities and make Comprehensive Plan recommendations that advance development while preserving Long Grove's legacy.

If you have any questions, please do not hesitate to call me.

Sincerely,



Konstantine T. Savoy, AICP
Principal/Project Manager



SCOPE OF SERVICES

Phase 1 | Project Initiation

Phase 2 | Public Engagement Process

Phase 3 | Community Assessment—Planning Framework

Phase 4 | Community Vision Formation—Planning Goals & Objectives

Phase 5 | Specific Sub Area Plans

Phase 6 | Final Plan Preparation & Adoption

Phase 7 | Implementation



Phase 1 | Project Initiation

Project Management. All drafts of major project report deliverables will be provided to the Village to allow sufficient time for review. Formal deliverables (drafts and final reports) will be provided at least two weeks in advance of their release to the Steering Committee. Interim deliverables will be provided at least one week prior to review.

■ Task 1.1

Project Initiation Meeting: The Teska Team will attend one meeting with Village staff to review in detail the scope, schedule and responsibilities for all work, communications, and the role and composition of the Steering Committee.

**Deliverables: Final work schedule and list of information needs.*

■ Task 1.2

Base Map: The Teska Team will use GIS mapping data provided by the Village to create new project base maps.

**Deliverables: Base map(s) of the Long Grove planning area in a format compatible with the Village's GIS system.*

■ Task 1.3

Field Reconnaissance: The Teska Team will conduct a field reconnaissance of the Village's planning area in order to gain familiarity with existing conditions, including its physical and visual character, and recently approved projects.

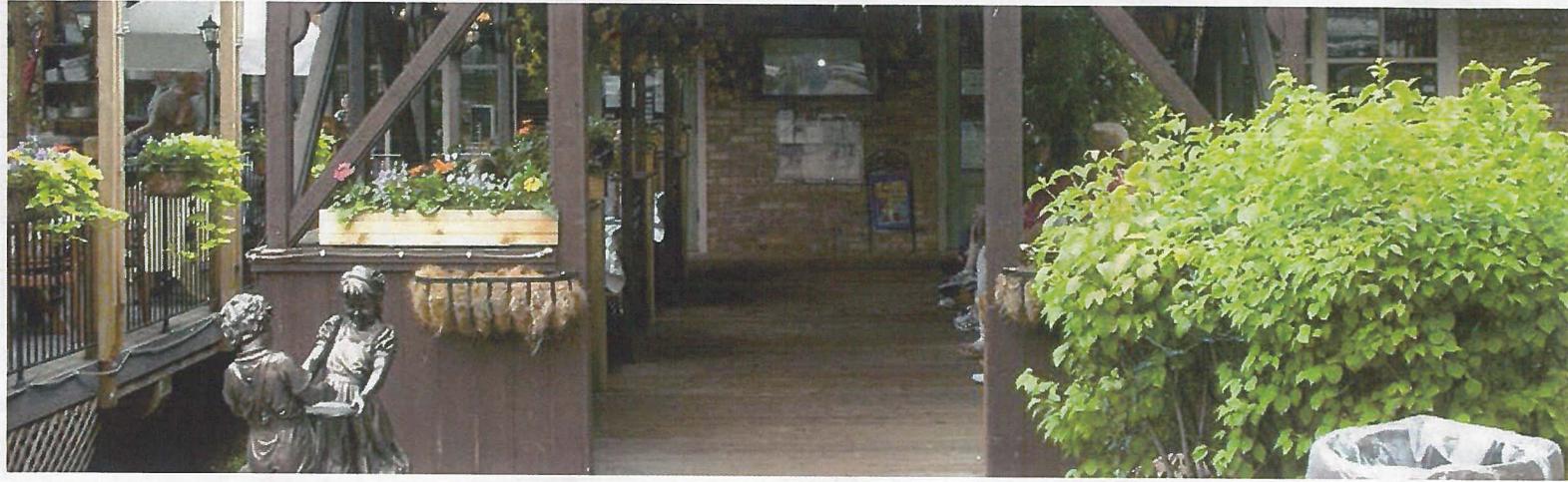
**Deliverables: Maps, photographs, and other graphics describing general land uses, planning and development issues and opportunities, and the image and conditions of key sub-areas of the community.*

■ Task 1.4

Kick-off Workshop with the Comprehensive Plan Steering Committee (CPSC): The Teska Team will meet with the CPSC to review prior plans, surveys, and reports, the approach to the plan update process, with specific attention to the public engagement process, and involvement of the CPSC in the community outreach process. This meeting will occur on the same day as the project initiation meeting in Task 1.1.

- **Issues and Priorities.** Teska will gather initial opinions and ideas from the Committee through the use of a SWOT (Strengths, Weaknesses, Opportunities, and Threats) exercise, or similar technique to identify issues and opportunities to be addressed in the plan update.
- **Vision Statement.** The Teska Team will provide a vision statement worksheet to be used by members of the CPSC, in conjunction with the results of the SWOT analysis, to prepare a vision statement. The purpose of this is to guide the comprehensive planning process and to establish a community ideal for Long Grove.

**Deliverables: PowerPoint presentation and vision statement worksheets.*



Phase 2 | Public Engagement Process (On-going)

Long Grove is a family centric Village with younger households that are likely tech-savvy. As a result, it is important to meet people where they're at thereby removing some of the travel and logistics that make it difficult for families and busy individuals to attend evening meetings and workshops. Working with Long Grove's HOA's through their e-newsletters will be a great connection to encourage residents to participate in web-based activities. Teska will also explore tying outreach to fun public events, including the Holiday Open House in Downtown and other events promoted by the Long Grove Business and Community Partners, (LGBCP) – for example the trivia nights hosted at Broken Earth Winery.

Emphasis will be placed on creatively engaging all community stakeholders to inspire feedback and ideas relative to local concerns and focus areas. Not only will the Teska Team present opportunities for interested residents to participate in, we will also seek out members of less-represented stakeholder groups to ensure the comprehensive plan is indeed encompassing of all residents' needs.

Several of the tasks described below will be on-going and occur throughout the entire planning process.

■ Task 2.1

Project Website: Teska will create and maintain a project website at the onset of the planning process, providing the community with an online forum to access interim reports, share and opine on ideas, submit comments and questions via feedback forms, participate in quick-polls, and monitor the overall progress of the planning process.

The website will integrate a "click to follow" tool so that residents and stakeholders receive email alerts when new items, documents, and information have been posted. The website will be optimized to be viewable on mobile devices.

**Deliverable: Project website*

■ Task 2.2

Business Development Survey, Promotional Materials: Business Development Survey.

This follow-up to the recent community-wide survey will delve more deeply into business development perceptions, preferences and aspirations from Long Grove residents. All members of the Long Grove community will have the opportunity to inform the planning team about their contacts and own business interest in adding commercial uses in the Village. This five to eight question survey will be distributed by Long Grove Business and Community Partners, Home Owner Associations and made available on the project website. The results will be used to create focus groups for specific commercial development typologies and made available in the Community Assessment Summary report.

Glencoe Downtown Tuneup Project Website & Mobile App





Phase 2 | Public Engagement Process (On-going)

Promotional Materials.

The Teska Team will create promotional materials to publicize the survey via announcements on the Village and project websites, notices in local newspapers, posters and mailed postcards. The Village will be responsible for all mailings and distribution of promotional materials.

**Deliverables: Electronic survey and promotional materials.*

■ Task 2.3

Stakeholder Focus Group Interviews:

The Teska Team will dedicate one day for conducting on-site focus group interviews with key public and private sector representatives who are considered by the Village to have specialized knowledge or access to resources related to the planning process. Emphasis will be placed on engaging local, small business and property owners within the specific sub-areas described in Phase 5.

The team will arrange for several concurrent sessions to maximize involvement, based on availability of meeting space at Village Hall or other public location. These sessions will occur in the morning and last into the early evening hours to accommodate varied work schedules. A limited number of other key individuals not available for focus group meetings will be interviewed by phone.

**Deliverables: A summary of the comments and perspectives provided by community stakeholders in the Assessment Report.*

■ Task 2.4

Public Workshops, Design Charrettes & Open Houses:

In Phases 4 and 6, the Teska Team will facilitate an interactive and creative hands-on workshop and design charrette designed to encourage residents and Village staff to work together in developing a common understanding of issues and opportunities, and in creating their own vision of the future for Long Grove, particularly for key sub-areas identified in Phase 5.

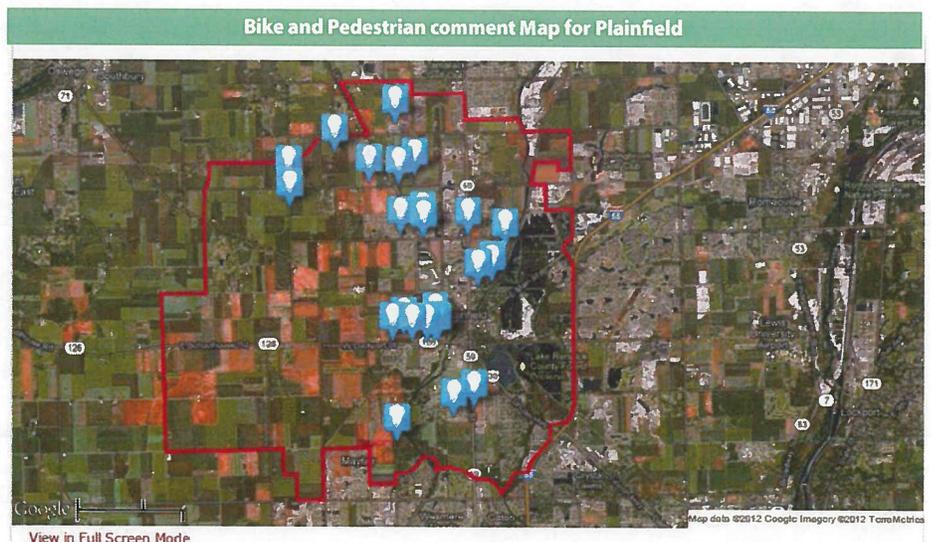
■ Task 2.5

Web-based Mapping Tool – “Community Remarks”©. An interactive map of Long Grove will be embedded into the project website, allowing users to drag-and-drop icons onto the map and add their comments,

ideas (even upload photos!) relative to the location. The “Community Remarks” digital mapping tool, assists residents in collaborating to identify issues and opportunities they would like to see addressed by providing place-based feedback. Features of Community Remarks include:

- Graphic ‘drag-and-drop’ icons by topic areas
- Comment notes
- Photo upload
- Idea Feed – Displays latest comment submitted
- Ability for users to click and view all comments submitted by other users

**Deliverables: An interactive web-based mapping tool available on the project web-site; summary of the comments provided by the community in the Assessment Report.*





Phase 2 | Public Engagement Process (On-going)

■ Task 2.6

“PlanIt” Smart Phone App ©: The smart phone app allows residents to learn more about what is going on with the project, contact the consultant or Village, and submit an observation, idea or photo directly from their phone. The app provides a convenient, entertaining tool for residents and businesses to contribute to the plan update. The current App for Downtown Glencoe has nearly 300 downloads.

- The app will include a project calendar, the project survey, project background and documents, and opportunities to share ideas, upload photos, ask questions and participate at any time in the process.
- Residents are invited to take a photo of a “like” or “dislike” related to the project and send it to the consultant – creating an inventory of input that will be used to define Long Grove’s character.
- We utilize push notifications and monthly **quick polls** to maintain momentum and hone in on key questions and opportunities. The Downtown Glencoe app has nearly 2,000 responses to six quick polls.

- The app will have a custom design to reflect Long Grove’s brand, and is compatible with iPhones and Android phones. Teska has developed apps for many projects including Glencoe’s Downtown TuneUp, Zone Champaign, the College Hill Neighborhood Plan in Greensboro, North Carolina, and are currently kicking-off such for Historic West Des Moines’ Master Plan.

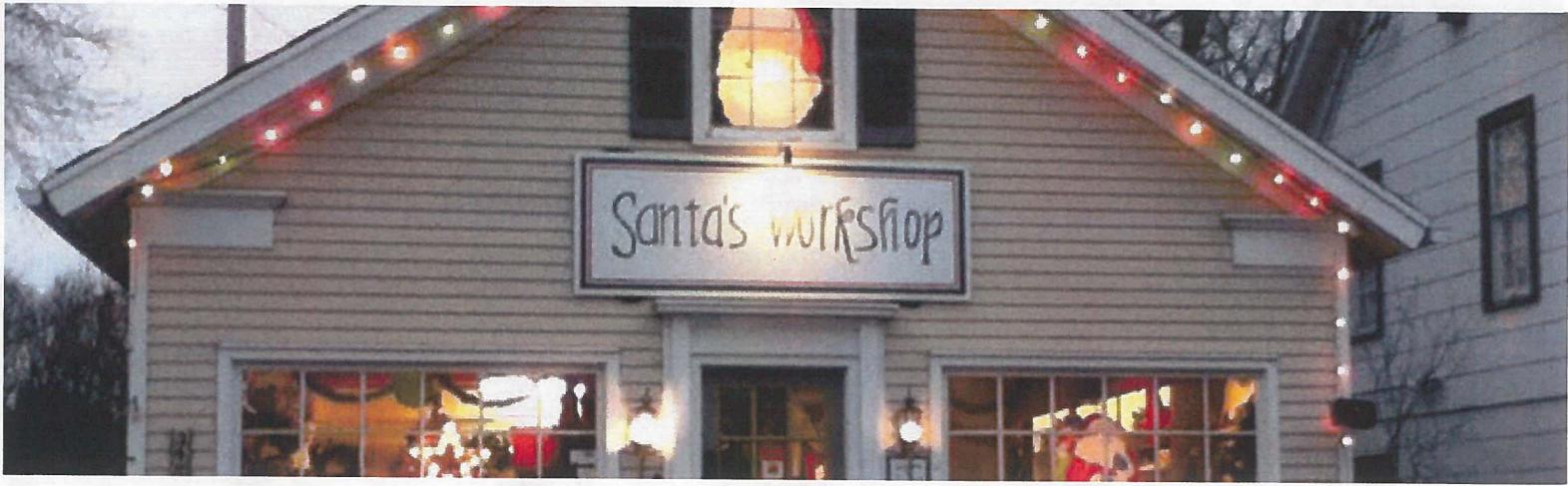
App Application Interface

The application interface is clean, simple and relates stylistically with project website. The main screen shows six buttons (details below) similar in layout to the example at right. The app is free to download and users would have the option to receive push notifications (i.e. mobile updates of latest news and events posted to project website). Alternately, users can also choose to opt out of receiving these notifications. Lastly, no advertisements are part of the app.

Button Details

- 1 About**
Provides background information and project study areas.
- 2 Resources**
Includes links to draft documents, past plans, and Village resources.
- 3 Calendar**
Lists upcoming meeting, events, and workshops.
- 4 Submit an Idea | Ask a Question**
Includes an interactive form encouraging users to enter ideas and upload photos with captions to further input.
- 5 News**
Shares the latest news and events posted to the project website.
- 6 QuickPoll**
A series of quick-hit, multiple-choice questions that allow users to answer polls and see instant results that demonstrate how others in the community are responding.
- 7 Gallery**
Allows users to take a visual tour of the study area via an array of area photos.

**Deliverables: “Plan It” Smart Phone App©.*



Phase 2 | Public Engagement Process (On-going)

■ Task 2.7

“Chalk-Talk”©: Portable idea chalkboards provide a fun way to engage residents in multiple settings – local events (such as Broken Earth Winery’s Trivia Night, public facilities, and local stores. The chalkboards would be ‘mad-libs’ style encouraging people to fill-in-the-blank with ideas, with the LGBCP ‘You Love it’ brand. Teska will supply the construction specifications for the chalkboards.

Example verbiage:

I ♥ ----- about Long Grove.

I’d ♥ to see ----- in Long Grove.

The Village could take part in this by incentivizing feedback by providing a chance to win a wine certificate or gift basket filled with local goods (Olive Tap, Beans and Leaves, the Popcorn Shop) if people share ideas. Format: They would supply their name, email and idea to enter the drawing. This tactic would build awareness in a fun and delicious way -- also, all emails would be added to our website’s “follow” list to receive updates of project news automatically. We could even tally in a couple of questions as part of the trivia if the hosts are open to such!

*Good food + good wine = great ideas...
More fun, more done!*

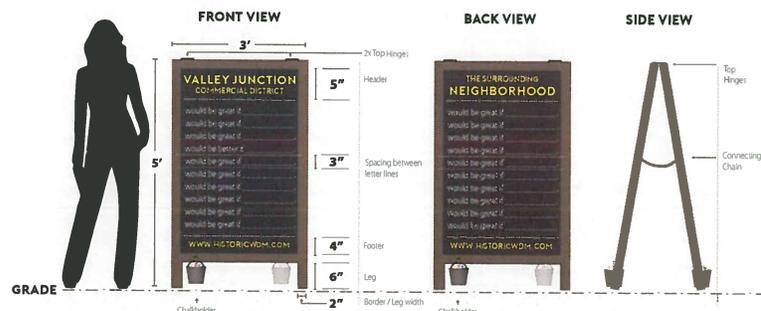
■ Task 2.8

Participation in Local Events (Optional):

The Teska team may host a tent or booth at public events, such as the Holiday Open House and St. Patrick’s Day celebration at “Patties on the Square” to engage residents in fun activities to contribute ideas and to share information about the plan process. The St. Patrick’s Day in March would be a unique opportunity to highlight plan alternatives showcasing plan concepts or other key recommendations. In lieu of Teska’s attendance, we can provide materials that can be used by Village staff or members of the CPSC.

West Des Moines Chalk-Talk Boards

COMMERCIAL + RESIDENTIAL IDEA BOARD



- Mounted via a small cup hook and mini bucket, positioned on opposite side of comment area so as not to hinder writing in the lower areas of the board.
 - Mounted via a small cup hook and mini bucket, positioned on opposite side of comment area so as not to hinder writing in the lower areas of the board.

SCALE 0 6" 12" 18" 24"

Date: 10.27.15 Building Specifications for Idea Board Location: Valley Junction Events	HISTORIC WEST DES MOINES IDEA BOARDS Header / Footer font color to match Valley Junction brand #62546E Chalkboard Plans Dark Wood Frame	
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Phase 3 | Community Assessment—Planning Framework

■ Task 3.1

Land Use & Transportation:

Land Use. The Teska Team will review and evaluate the existing land use pattern, natural resources, access to commercial opportunity areas, the regional development context in relation to major job centers, retail centers, and access to regional and interstate highways systems, as well as the land use and transportation issues and plans in surrounding communities. In particular, the Teska Team will focus on special development sub-areas identified in Phase 5 to identify general site conditions, environmental features, and other planning issues influencing future development potential.

Transportation. The Teska Team will work with the Village's engineer, and interview representatives from PACE, Lake County, IDOT, CMAP and the Route 53/120 Corridor Advisory Council to develop an understanding of local and regional transportation plans, including regional bicycle and pedestrian path plans. We will also review and incorporate the recommendations of the 2004 Long Grove Traffic Study.

■ Task 3.2

Socio-Economic & Demographic Analysis and Forecasts: Using data provided by CMAP— and other sources, Teska will review and update local and regional demographic and economic trends and projections from previous Village, County and metropolitan/regional plans. This information is used to understand the future of Long

Grove and the composition of its resident population and its labor force, both now and into the future.

■ Task 3.3

Community Utilities, Facilities and Telecommunications:

Utilities. The Teska Team will meet with the Village Engineer to obtain information on current plans or studies addressing water supply and distribution, wastewater collection and treatment, and storm water management to determine the impact on growth and redevelopment. The resulting analysis will identify the ability and limits for the Village to develop and expand given current supply and infrastructure.

Facilities. The Teska Team will review readily available information regarding existing and future public facility needs, and will interview representatives of agencies responsible for the schools, parks and recreation, library, fire protection, law enforcement, and other civic or cultural facilities to determine capacity deficiencies or surplus and ability to handle new growth.

Telecommunications. An analysis of telecommunications infrastructure will help the Village evaluate its readiness to meet the needs of its residents and businesses. The Teska Team will interview Village officials, local service providers and local businesses to document the capabilities of local telecommunication service providers to provide quality service to residents and

businesses. In particular, the Teska Team will contact local internet service providers to assess their present and future capacities to deliver fiber optic and high-speed internet access. Similarly, the present and future capacities of cell phone service providers will also be provided.

■ Task 3.4

Economic Analysis: Lead by BDI, the Teska Team will identify marketplace support for existing uses and potential business opportunities that could be contained in the commercial clusters in Long Grove. BDI will analyze the current relative position of Long Grove's Historic Downtown and other commercial opportunity sites identified in Phase 5 within the regional marketplace.

BDI will propose a future market positioning and marketing strategy that improves economic contribution of these important commercial clusters to Long Grove's tax base. This analysis will reveal Long Grove's opportunity to capitalize on recent changes in the retail landscape caused by Internet and Omni-Channel sales. This analysis will examine the opportunity for Long Grove to add uses that complete its local economy.

Fostering entrepreneurship, finding opportunities for residents to move their businesses to Long Grove, adding businesses producing high quality foods and arts, and encouraging telecommuting will be examined as ways to increase Long Grove's business activity.



Phase 3 | Community Assessment—Planning Framework

■ Task 3.5

Housing: Lead by BDI, the Teska Team will examine opportunities for Long Grove to provide a housing choices catering to empty nesters, seniors, and young professions and families while respecting the community's unique history of large lots and rural landscaping. This analysis will use demographic projections, Census and CMAP data to identify the housing types necessary for aging Long Grove residents and also for residents who grew-up in Long Grove to find housing appropriate for them as they gain independence and form families.

■ Task 3.6

Green Technology and Sustainability: The Teska Team will conduct an analysis of local green technology and energy conservation programs and policies to explore what initiatives are currently underway in the Village and to explore possible opportunities for new programs.

■ Task 3.7

Community Assessment Summary Report: The Teska Team will prepare a report synthesizing key issues and summarizing the findings made in the course of the work in Phases 1, 2 and 3. This will be a graphically oriented report, using maps and images to describe issues and opportunities, together with text to provide a comprehensive analysis of the problems, opportunities, patterns and trends affecting the Village, and the future development of vacant lands and the redevelopment of underutilized properties.

**Deliverable: Digital copy of the Community Assessment Summary Report.*

■ Task 3.8

CPSC Meeting: The Teska Team will attend one CPSC meeting to review the findings from the Community Assessment report to seek consensus on the key issues and opportunities to be addressed further and to be presented publicly to the community in the next phase.



Phase 4 | Community Vision Formation & Planning Goals & Objectives

During this phase, the Teska Team will facilitate an interactive public workshop to engage citizens and other stakeholders in the establishment of a common vision for future development in Long Grove. This workshop is intended to generate new ideas, build consensus, and encourage ownership of the planning process.

■ Task 4.1

EnVision Long Grove - Public Workshop & Design Charrette: The Teska Team will involve citizens and stakeholders in developing consensus of the community as it exists today and opportunities for the future. This workshop is planned to occur early in the planning process. Serving as both an educational and feedback opportunity, the Teska Team will solicit public input and educate the community about demographic trends and forecasts, the changing nature of commercial and residential real estate markets, transportation and other planning issues facing Long Grove.

Part A: Community Assessment Report

Presentation Findings from the Community Assessment report in the previous phase will be presented to workshop participants for comment. The Community Assessment report will be provided to the community for review on the project website prior to the workshop.

Part B: Ranking of Key Community Issues and Opportunities

Using the information obtained from the community in the phases above, Teska will provide a summary list of

key community issues and opportunities identified by the Long Grove community. Workshop participants will rank all issues using an interactive electronic keypad voting system, and will be given an opportunity to amend the list of issues not on the list for consideration by participants during the voting process. Results will be provided immediately for review by participants.

Part C: 'Building the Vision' © - Design Charrette

The Teska will facilitate a hands-on exercise to provide opportunities for all participants to cooperatively create plans for each specific sub-areas identified in Phase 5. Using base maps and "Plan-it-Toys"©, three-dimensional block models of various types of development created by Teska, participants work together in small table groups using these mapping tools to communicate their preferred land use and urban design ideas more effectively in a visual form.

The purpose of this cooperative exercise is to provide an opportunity for all ideas to

be expressed by creating their own "vision" for each sub-area. Results from the design charrette will be incorporated into development and design guidelines for each specific sub-area. With the assistance of a workshop facilitator from the Teska Team, each small group will create its own vision for Long Grove, and will present their findings to the larger group.

**Deliverables: Summary of the workshop results*

■ Task 4.2

Draft Policy Guidelines - Goals & Objectives and Community Design Guidelines:

The Teska Team will update the goals and objectives, based on the information obtained from previous phases, to serve as guiding principles for the Plan update, incorporating existing design guidelines development by the Village, and as provided in previous Village plans.

**Deliverables: Draft goals, objectives and design guidelines.*





Phase 5 | Specific Sub-Area Plans

The Teska Team recognizes that certain sub-areas within Long Grove require a more focused and detailed planning effort to address specific long-term development issues and opportunities, including land use, bike, pedestrian and traffic circulation, environmental characteristics, and market potential.

■ Task 5.1

Specific Sub-Area Plans: The Teska Team will undertake a comprehensive analysis and creation of detailed land use and development concept plans for each sub-area. Detailed, conceptual site development plans will be prepared to illustrate recommended planning and design principles for building placement, pedestrian and traffic circulation, landscaping and buffering, and other relevant issues. These concept plans will serve as specific guides for the evaluation of development proposals and actions required by the Village to encourage development, such as zoning changes.

The plans may include detailed site concept plan sketches or design guidelines for high priority development areas. Based on information obtained in the RFQ process the following areas will be the focus of more detailed planning studies:

- Historic Downtown and Village Center Area (Route 83/53/Aptakistic Road)
- Route 22/Old McHenry Road
- Lake-Cook Road/Route 53
- Routes 83/60/45
- Midlothian Road

**Deliverables: Sub-area plan report with detailed and general site development plans, graphics and design guidelines for each Specific Area, with supporting text.*

■ Task 5.2

CPSC Meeting: The Teska Team will attend one meeting with the CPSC to present and discuss the Specific Sub-Area Plans.

■ Task 5.3

Refine Specific Sub-Area Plans: Based on comments from the CPSC meeting, the Teska Team will refine the recommended Specific Area Plans for incorporation into the draft comprehensive plan.

■ Task 5.4

Architectural Renderings & 3D Illustrations (Optional): The Teska Team will provide high quality architectural perspective renderings and 3D computer models at an oblique aerial perspective and street level view of the Downtown/Village Center, or another special area as determined by the Village, after recommended approval by the CPSC. These renderings will be used at the public open house and public hearing to help people envision the character and environments proposed for each sub-area, and will be useful in marketing materials.

Downtown Highwood





Phase 6 | Final Plan Preparation & Adoption

The products and information generated in each of the preceding phases are synthesized in this phase to formulate a long-term strategic development plan for the entire Village.

■ Task 6.1

Future Land Use & Transportation Plan:

Land use and transportation will be developed in an integrated fashion to ensure accessibility matches the demands of businesses and residents to create a sustainable future. The Future Land Use plan will incorporate the results of the previous phases, and relevant design principles from the Village 2000 Plan and 2006 amendments. The Plan will identify land use, density, access and urban design recommendations for all remaining development opportunities in the Village. The Future Land Use & Transportation Plan element will express the community's vision and identified development opportunities and related transportation improvements to ensure balanced growth, while minimizing the impacts of the potential Route 53 extension.

The transportation component will emphasize the preferred land use and design guidelines for long-term transportation improvements, such as the Route 53 extension, and multimodal opportunities throughout the Village. Community connectivity (pedestrian and bikeways) will be an important consideration in this effort, with a focus on linking neighborhoods, shopping and employment areas, the Historic Downtown and Village Center, and other key community facilities within the

community, and to destination uses in adjacent communities.

Fiscal Impact Cost-Benefit Analysis (Optional):

Teska will compile and average Village budget/audit data to establish metrics to be used in a Fiscal Impact Cost-Benefit analysis to determine general estimates of potential revenues and service costs associated with various development options for sub-areas and unincorporated areas. The result will be a Fiscal Calculator© developed by Teska, together with a user manual. The fiscal calculator would be a deliverable to allow Village staff to continue to run scenarios using Excel spreadsheets. Long Grove has several sources of data posted online, including budgets and audits, which will be used in the analysis. In addition, we will obtain data on large capital costs year-over-year to account for anomalies in expenses.

■ Task 6.2

Community Facilities, Utilities and Telecommunications Plan:

The Plan element will utilize the results of the analysis in Phase 3 to identify areas requiring improved capacities and the expansion of public facilities and utilities to serve existing and new growth areas.

■ Task 6.3

Parks & Natural Resources Plan:

This Plan element will document existing capacities and potential expansion of public parks, recreation areas, stormwater management areas, and preservation of natural resources based on Long Grove Park District plans, and previous of the Village and Lake County. The Plan will address potential strategies to improving access to local recreational areas and forest preserves.

MANUAL

Village of Winfield, Illinois
FISCAL IMPACT CALCULATOR

Prepared by Teska Associates, Inc. | June 2015

Getting Started

Navigation 101: Things to Know
The Fiscal Impact Calculator incorporates the following sections noted below. Taken together they will assist and navigate you through operating the fiscal impact calculator.

<p style="font-weight: bold; font-size: x-small; margin: 5px 0;">Purpose of the Fiscal Calculator (page 2)</p> <ul style="list-style-type: none"> • Measure the financial impact of new development • Compare the impact of different land use developments • Prepare for expenditures as a result of new developments 	<p style="font-weight: bold; font-size: x-small; margin: 5px 0;">Overview of the Models (page 3)</p> <ul style="list-style-type: none"> • Status Quo model :: applies existing conditions • Optimal model :: includes additional Village personnel to provide better services • TIF model :: evaluates proposed developments in the Downtown TIF District 	<p style="font-weight: bold; font-size: x-small; margin: 5px 0;">Using the Three Models (Step - by - Step) (page 4)</p> <ul style="list-style-type: none"> • 1) Enter Existing Land Uses • 2) Enter Acres and Linear Feet of Proposed Land Use and Services • 3) Additional Revenue / Expense Adjustment • 4) Review Impacts 	<p style="font-weight: bold; font-size: x-small; margin: 5px 0;">Appendix (page 11)</p> <ul style="list-style-type: none"> • Formula Descriptions and Land Use Assumptions • Overview of Resources
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■ Task 6.4

Economic Development Plan: Using the results of the Economic Analysis in Phase 3, BDI will lead the Teska Team in developing recommendation for the placement and type of commercial development that will maximize the quality of Long Grove's local economy and insure a strong position in the regional economy. This element will guide short and long-term economic development initiatives and identify policies designed to increase Village tax revenue.

■ Task 6.5

Housing Plan: Recommendations addressing housing types to serve the Long Grove community will be developed based on the information developed in the Housing analysis. This plan element will prioritize housing opportunities based on the market demand and the needs of existing and future residents.

■ Task 6.6

Green Sustainability Plan: The Teska Team will use the results of the green technology and sustainability analysis in Phase 3 to identify and provide recommendations for incorporating green strategies into the Long Grove's long-range plan. This plan element will identify sustainable practices, including energy conservation, green infrastructure and stormwater management best practices to be employed throughout the community.

■ Task 6.7

Implementation Action Plan: The Teska Team will identify the key planning actions and strategies necessary to carry out the recommendations established in the Comprehensive Plan. It is the Implementation Action Plan that transforms the Comprehensive Plan from a static document of recommendations to a fluid document instructing community action. The purpose of this plan element is to develop a 'working plan' rather than a 'shelf plan,' by establishing short, medium and long-term implementation strategies.

The Teska Team will work with Village Staff to identify the key projects related to capital improvements, major development and redevelopment projects, responsible agencies or organizations, potential financial resources, and anticipated phasing. The Implementation Action Plan is a dynamic planning tool that should guide capital improvement programming and budgeting, and be used to monitor progress.

■ Task 6.8

Preliminary Draft Comprehensive Plan:

The Teska Team will submit a digital PDF copy of the preliminary draft Comprehensive Plan prior to the meeting with the CPSC. This plan will be provided for Village staff review prior to submittal to the CPSC. The Assessment report will be provided as an appendix.

**Deliverables: The Teska Team will submit one digital copy of the draft plan to the Village and CPSC.*

■ Task 6.9

Meeting with the CPSC: The Teska Team will attend one meeting with the CPSC to present and discuss the preliminary Comprehensive Plan recommendations.

■ Task 6.10

Meetings with Long Grove HOA's (Optional): The Teska Team will meet with the membership of local HOA's to provide an informal opportunity to learn about the plans key recommendations and receive feedback.

■ Task 6.11

Final Draft Comprehensive Plan for Public Open House & Public Hearing:

Based on input from meetings in previous phases, the Teska Team will prepare and submit one original and one digital PDF copy of the Final Draft Comprehensive Plan document in advance of the public open house and public hearing.

**Deliverables: The Teska Team will submit one digital copy of the revised text and maps to the Village.*

■ Task 6.12

Public Open House and Public Hearing:

The Village will provide appropriate public notices and will hold a public hearing before the Long Grove Plan Commission to receive citizen comments on the recommended Comprehensive Plan. Prior to the hearing, the Teska team will be available during a public open house for citizens to review draft plan recommendations and informally interact with the Team to ask questions and provide comments.

■ Task 6.13

Final Plan Revisions and Plan Commission Meeting:

Revisions to the final document will be made by the Teska Team to reflect the recommendations of the Plan Commission at the public hearing. The Teska Team will attend one meeting of the Plan Commission to review the revised plan for recommendation. One additional set of revisions will be made, if necessary, based in Plan Commission comments prior to submittal to the Village Board.

**Deliverables: The Teska Team will submit one digital copy of the revised text and maps.*

■ Task 6.14

Village Board Meeting: The Teska Team will attend one meeting with the Village Board to present and answer questions regarding the recommended Comprehensive Plan. The Village Board may adopt the Plan with or without amendments.

**Deliverables: The Teska Team will submit one digital copy of the revised text and maps.*

■ Task 6.15

Preparation of Approved Comprehensive Plan:

The Teska Team will make final revisions and submit one digital PDF version and one hard copies of the final Long Grove Comprehensive Plan.



Phase 7 | Implementation

■ Task 7.1

Zoning Ordinance and Development Process Recommendations (Optional): Based on the results of the Phase 3 assessment, Teska will provide a brief memorandum recommending updates and revisions to the ordinance and the zoning map, but will not draft language, text or other amendments to the ordinance or maps. We will prepare a summary document outlining observations and recommendations for enhancements to the Village's development approval process.