



**MEETING AGENDA OF THE  
PLAN COMMISSION & ZONING BOARD OF APPEALS  
REGULAR MEETING**

**To be Held at**

**Gewalt Hamilton Engineering Offices\***

**625 Forest Edge Drive, Vernon Hills**

**Tuesday, July 7, 2015 at 7:00 P.M.**

**1. Call to Order**

**2. Visitor Business**

**3. New Business;**

**a) PUBLIC HEARING: Consideration of a request for a Temporary Moratorium on Development Activities in the Village of Long Grove submitted by the Village of Long Grove.**

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

**4. Old Business; None.**

**5. Approval of Minutes; June 2, 2015**

**6. Other Business;**

**7. Adjournment:**

**Next Regular Meeting – August 4, 2015**

**Village Board Representative; (7/14/15) Commissioner Cohn.**

The Village of Long Grove is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to phone David Lothspeich, Long Grove Village Manager at 847-634-9440 or TDD 847-634-9650 promptly to allow the Village of Long Grove to make reasonable accommodations for those persons.

\* Location change due to remodeling of Village Hall

**MEETING  
PROCEDURES**

Plan Commission meeting follow the procedures outlined below. In the spirit of fairness to all parties, any of these procedures may be modified for a particular item at the discretion of the Chair.

1. Introduction of item by the Chair.
2. Village Staff's summary of Petition.
3. Presentation by the Petitioner.
4. Public Testimony and Comment.
5. Cross-Examination.
6. Response by the Petitioner.
7. Questions by the Commission.
8. Commission Discussion and Deliberation.
9. Commission Action.



Trip to:

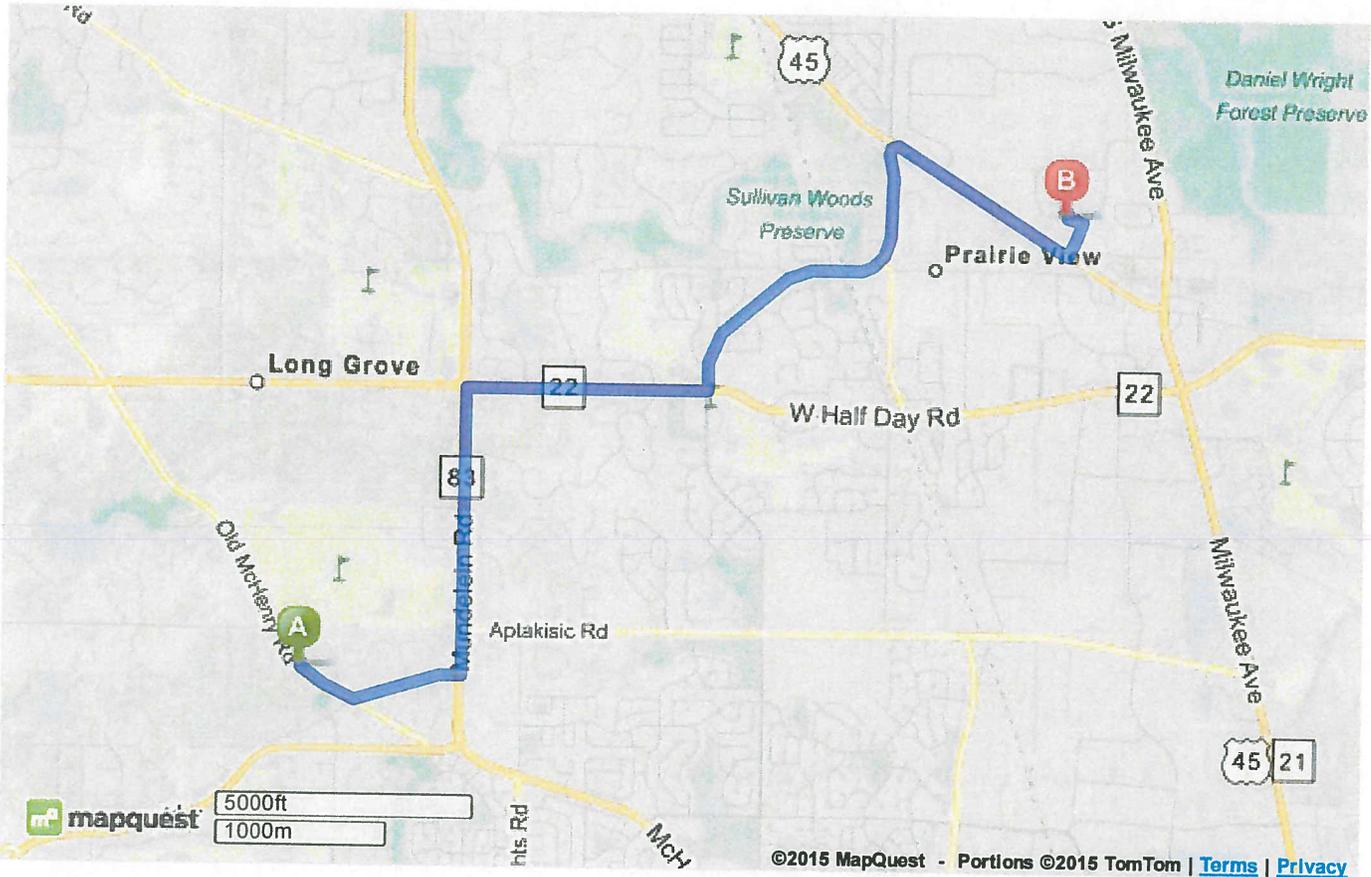
**625 Forest Edge Dr**

Vernon Hills, IL 60061-4104

5.48 miles / 10 minutes

Notes

Empty rectangular box for notes.



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MEMORANDUM

TO: Village of Long Grove Planning Commission & Zoning Board of Appeals  
FROM: JAMES M. HOGUE, Village Planner  
DATE: July 1, 2015  
RE: Public Hearings – Development Moratorium & Village Plan Update

At the June 9<sup>th</sup> 2015 Village Board Meeting the Board referred both the Development moratorium and Village Comprehensive Plan Update to the PCZBA for Public Hearing.

**PUBLIC HEARING: Consideration of a request for a Temporary Moratorium on Development Activities in the Village of Long Grove submitted by the Village of Long Grove.**

The Village Board referred this item to the PCZBA for public hearing and recommendation. Please see the attached memorandum from the Village Attorney regarding the exact role of the PCZBA in this matter.

The goal of the development moratorium is to avoid any applications for development which may be inconsistent with the recommendations to be included in the update of the Comprehensive Plan for the Village. The geographic areas for consideration in the moratorium are attached and include most vacant properties in the Village and in particular the “sub-areas” found in the current comprehensive plan for the Village.

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

The Village has published and posted legal notice requesting consultant qualifications (RFQ) from qualified firms and individuals for an update of the Village of Long Grove Comprehensive Plan. The current plan for the village was adopted in 2000.

The RFQ is attached. It is anticipated that the plan update will review all plan elements but focus on opportunities for future sales tax generating development within the village and in particular the “sub-areas” found in the current Village Comprehensive Plan. It is anticipated that these areas of the Village will offer the greatest potential for future development opportunities.

Per the general Scope of Work identified in the RFQ the Village is seeking consulting services to perform the following tasks;

- Meetings with Village Staff to review the project schedule and identify stakeholders and begin the data collection process and project “kick-off”;
- Data collection and tabulation including solicitation of public\stakeholder input;
- Creation of maps and graphics as required;
- Review and analysis of existing goals, objectives and policy statements;
- Identification of future land use patterns with an emphasis on economic development opportunities;
- Implementation strategies for identified planning concepts;
- Meetings with the general public, staff, the Village Planning Commission (PCZBA) and Village Board as required.
- Final development of a plan document, including maps and graphics, which builds upon past planning accomplishments and provides an update to the current Comprehensive Plan for the Village based upon public input, community desires, and PCZBA and Village Board input.

It is likely this scope will become more refined once a consultant has been selected to assist the Village with the plan update.

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.

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

**VILLAGE OF LONG GROVE**

**ORDINANCE NO. 2015-O-\_\_**

**AN ORDINANCE ESTABLISHING A 90-DAY MORATORIUM  
APPLYING TO BUILDING PERMITS AND ALL ZONING APPLICATIONS  
WITHIN SPECIFIED AREAS OF  
THE VILLAGE OF LONG GROVE**

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Adopted by the  
President and Board of Trustees  
of  
the Village of Long Grove  
this \_\_\_th day of \_\_\_\_\_, 2015

Published in pamphlet form by direction  
and authority of the Village of Long Grove,  
Lake County, Illinois  
this \_\_\_th day of \_\_\_\_\_, 2015

VILLAGE OF LONG GROVE

ORDINANCE NO. 2015-O-\_\_

AN ORDINANCE ESTABLISHING A 90-DAY MORATORIUM  
APPLYING TO BUILDING PERMITS AND ALL ZONING APPLICATIONS  
WITHIN SPECIFIED AREAS OF  
THE VILLAGE OF LONG GROVE

**WHEREAS**, the Village of Long Grove (the "**Village**") last undertook a thoroughgoing review of its Comprehensive Plan in 1999 (the "**Comprehensive Plan**"); and

**WHEREAS**, in order to ensure that the Comprehensive Plan fully reflects the current conditions and policy directions of the Village, the Village Board of Trustees (the "**Village Board**") has directed the Village Plan Commission/Zoning Board of Appeals ("**PCZBA**") to review and update the Comprehensive Plan (the "**Plan Review**"); and

**WHEREAS**, although the Village has successfully preserved its character in accordance with the Comprehensive Plan since 1999, changes in the national and global economy, as well as in the development patterns of the metropolitan area have emphasized the need for the Village to give detailed and careful attention to certain areas within the Village (the "**Critical Review Areas**") as part of the Plan Review in order to ensure that the Village is well-positioned in the local and regional markets to attract the type of development that is consistent with the character of the Village and supportive of the Village policies and economy; and

**WHEREAS**, in order to ensure that short-term development activities neither disrupt the Plan Review process nor proceed in a manner that may be adverse to the policy directions that emerge from the Plan Review, the Village Board has directed the PCZBA to consider the adoption of a temporary moratorium of building and zoning activities within the Critical Review Areas; and

WHEREAS, pursuant to notice duly published in the \_\_\_\_\_, the PCZBA conducted a public hearing on July 7, 2015, concerning the imposition of a temporary 90-day moratorium with regards to the consideration of zoning applications or the issuance of building permits for properties within the Critical Review Areas; and

WHEREAS, at the conclusion of the public hearing, the PCZBA made findings and recommendations concerning the imposition of the proposed moratorium by the Village Board; and

WHEREAS, having considered the findings and recommendations of the PCZBA, the President and Board of Trustees have found and determined that the imposition of a temporary 90-day moratorium with regards to the consideration of zoning applications or the issuance of building permits for properties located within the Critical Review Areas, as set forth in this Ordinance, is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, as follows:

**SECTION ONE:**      **Recitals.** The foregoing recitals are incorporated into and made part of this Ordinance by this reference.

**SECTION TWO:**      **Temporary Moratorium.**

- A.      **Establishment.** Beginning on \_\_\_\_\_, 2015, at 12:01 a.m., no application for a building permit, Zoning Code amendment, or other required building or zoning approval relating to any lot located within any of the Critical Review Areas as depicted on Exhibit A to this Ordinance will be accepted or processed by the Village, and no permit or approval authorizing any the construction or development upon any lot within a Critical Review Area will be issued by the Village ("***Temporary Moratorium***").
- B.      **Limited Time Period.** The Temporary Moratorium, unless sooner terminated by Ordinance duly adopted by the Village Board without further notice or hearing, will remain in full force and effect for a limited period of 90 days and shall terminate at 12:01 a.m. on \_\_\_\_\_, 2015. The Village Board may, without further public notice or hearing, extend the Temporary Moratorium for a period not to exceed 90 additional days by adopting a further ordinance to effect such extension.
- C.      **Exceptions.** Notwithstanding the limitations set forth in Section 2.A of this Ordinance:

1. The Temporary Moratorium will not apply to building permits related exclusively to interior changes upon a zoning lot, so long as such permit otherwise satisfies all code requirements.
2. An applicant for a building permit relating to any construction or development on a lot within a Critical Review Area may seek an exception from the provisions of the Temporary Moratorium by filing a request for relief with the Village Clerk. Such request for relief will be considered by the Village Board without any published notice or hearing. The Village Board may grant relief from the Temporary Moratorium by an ordinance or resolution duly adopted by the Village Board.
3. An applicant for any zoning approval relating to any construction or development on a lot within a Critical Review Area may seek an exception from the provisions of the Temporary Moratorium by filing a request for relief with the Village Clerk. Such request for relief will be initially considered by the Village Board without any published notice or hearing. The Village Board, in its discretion, may refer the applicant's request for relief to the PCZBA for a public hearing following notice similar to that required for a special use permit. Based on the evidence presented at such hearing, the PCZBA will make a recommendation to the Board of Trustees. Following receipt of the PCZBA's recommendation, the Board of Trustees may, by ordinance, grant such applicant an exception to the provisions of the Temporary Moratorium, as well as any other zoning relief that may be included in the applicant's request.
4. In order to obtain an exception to the provisions of the Temporary Moratorium, an applicant must demonstrate by clear evidence, and the Board of Trustees must determine in its sole and absolute discretion, that: (i) the effect of the Temporary Moratorium has caused or will cause an economic hardship on the applicant; (ii) the applicant has no other reasonable use of the property in question other than the proposed construction or development; (iii) the applicant has made substantial investment in the development affected by the Temporary Moratorium, which investment was made in reasonable reliance on the regulations in effect prior to the Temporary Moratorium and without knowledge of pending changes in such regulations (including this Temporary Moratorium); and (iv) the construction of the proposed development complies with all other Village ordinances, regulations, and rules. In addition, the Village Board may grant an exception to the Temporary Moratorium if the Village Board determines in its legislative discretion that the relief from the Temporary Moratorium is in the best interests of the Village and its residents.

- D. **Pending Applications.** The Temporary Moratorium will not apply to any construction or development on a lot within a Critical Review Area for which final approval has been granted and for which all required building permits have been issued prior to the effective date of this Ordinance.

**SECTION THREE:** **Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2015.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

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**EXHIBIT A**

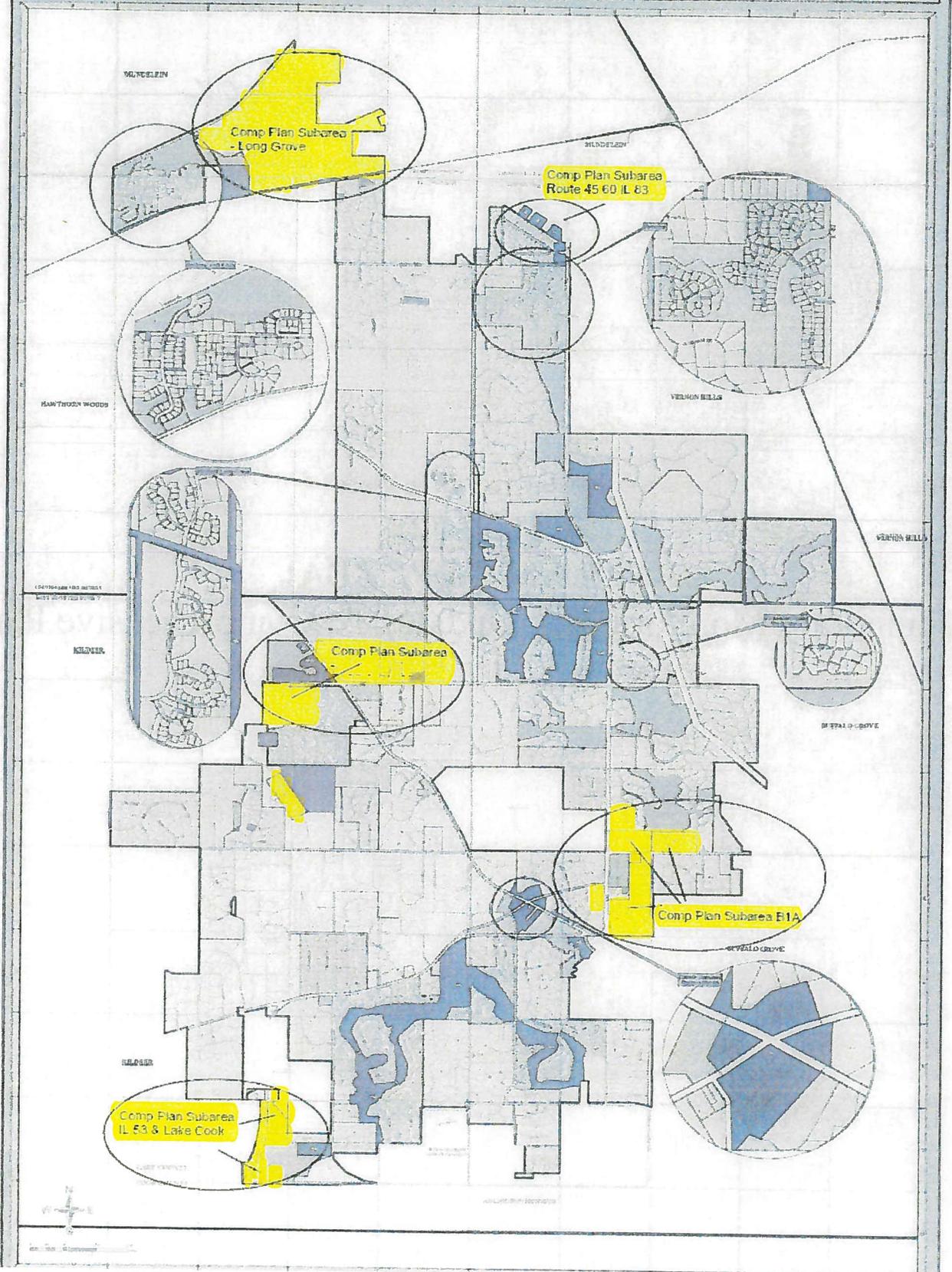
**Map of Critical Review Areas**



City of Vernon Hills  
11211 W. Lake Street  
Vernon Hills, IL 60061  
630.431.1000

# 2015 Zoning & Street Atlas

City of Vernon Hills  
11211 W. Lake Street  
Vernon Hills, IL 60061  
630.431.1000





VILLAGE OF  
LONG GROVE  
Long Grove, Illinois 60047-3635  
(847) 634-2440

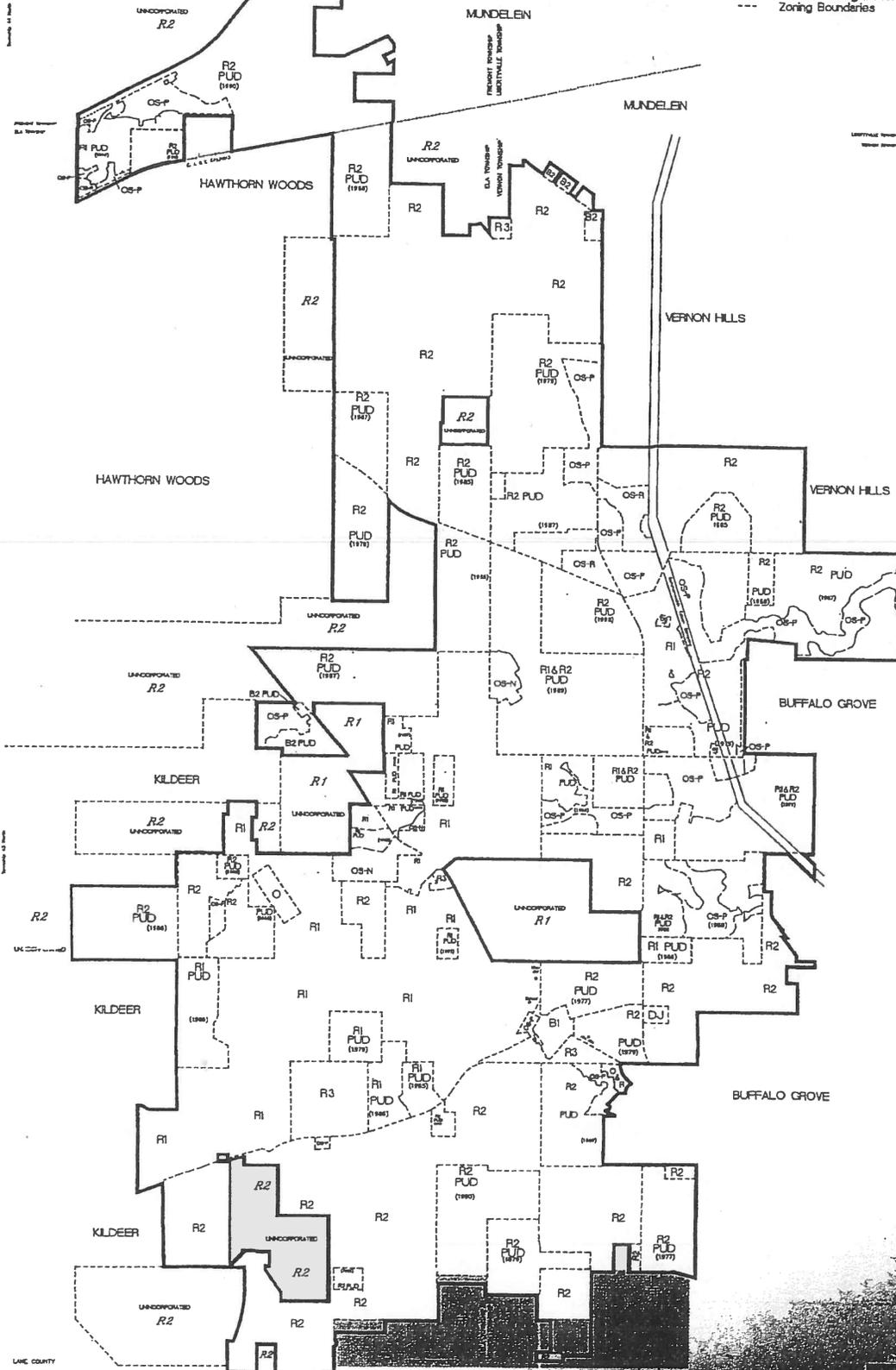
# ZONING MAP

Effective as of March, 2000



SCALE 1" = 200'

- R1 Residential Minimum 3 Acre Lots
- R2 Residential Minimum 2 Acre Lots
- R3 Residential Minimum 1 Acre Lots
- BI Historic Business District
- B2 Commercial
- O&R Office and Research
- O Office
- PUD Planned Unit Development
- FF Lake County Forest Preserve
- OS-N Open Space - Natural
- OS-P Open Space - Preservation
- OS-R Open Space - Recreation
- DJ Declaratory Judgement
- F1 Planned Zoning if Annexed
- R2 Planned Zoning if Annexed
- Zoning Boundaries



LAKE COUNTY  
COOK COUNTY

Sheet 10 East

ARLINGTON HEIGHTS



## Chapter 12

# COMMERCIAL AREAS

### Introduction

Commercial development has not played a major role in the evolution of the Village of Long Grove. The stated goals of this Comprehensive Plan seek to preserve a strong sense of rural character, protect the natural and environmental features of the area, and express a commitment to residential neighborhoods and traditional and historic styles. [1991]

The concept of preparing detailed subarea plans, as used in the Long Grove Plan, is based upon the community's need to prepare more definitive plans for those areas of the Village which are of a community level of importance due to their location in the Village. The intent of these plans is to give very specific guidance to developers on the type of plan that will gain Village approval. The areas covered by the detailed plans represent critical areas of the Village, or annexation areas where the developers need special guidance and where new forms of zoning may be required. These plans also reflect the severe environmental constraints of many of the remaining vacant sites in and around the Village. The visual aspects of the character of development which the Village expects is portrayed to provide guidance to developers and their architects and avoid lost time in reviewing and revising plans. Within the context of the Village Comprehensive Plan, these subarea plans further refine the Village Comprehensive Plan and, indeed, become a part of that Plan. These special subarea plans also shall serve as a guide for the future development of such important Village areas. [1991]

### Relationship of Detailed Subarea Plan Preparation to the Community Goals and Objectives

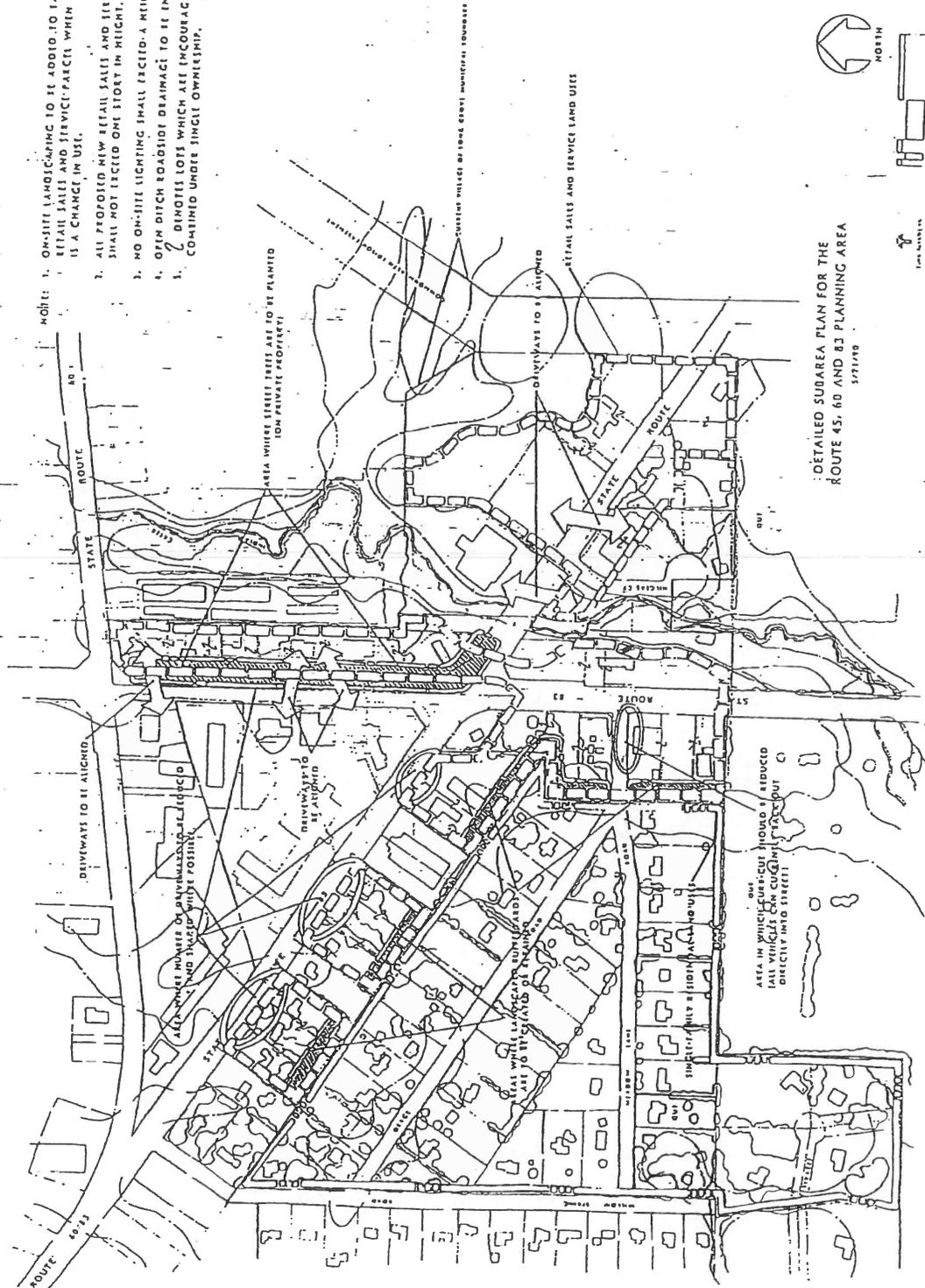
Since planning is a rational process, plans—including detailed subarea plans—should be based upon community produced and accepted goals and objectives. This will ensure that the plans are realistic, able to gain public support and are, consequently, implemented. The goals and objectives set forth in this Long Grove Plan were developed by the Village Plan Commission and interested citizens and are presented in greater detail in Chapter 3 of this Comprehensive Plan. These long-range goals and their supporting short-range objectives have important implications for detailed subarea analyses and planning in the Village. [1991]

Four commercially-oriented planning subareas and a new neighborhood identified by the Village Plan Commission include the Historic Business District, Route 22/Old McHenry Road, Routes 45/60/83, Lake Cook Road/Route 53, and Long Grove Station planning subareas. Subarea plans can be found in Appendix J. [1996]

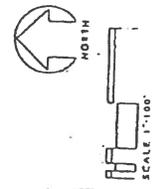
Figure J-1

DETAILED SUBAREA PLAN FOR THE  
ROUTE 45, 60 AND 83 PLANNING AREA

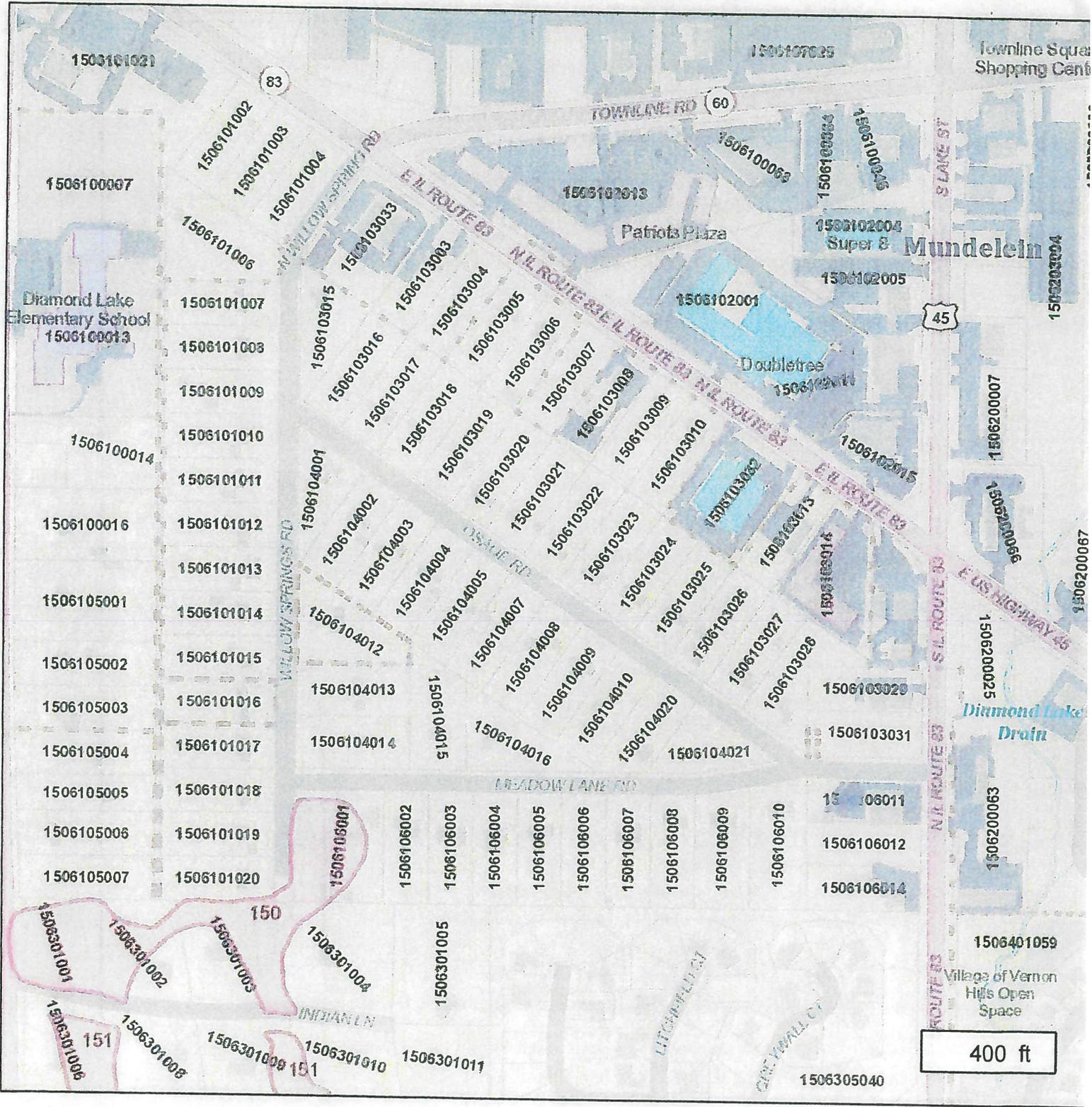
- NOTE: 1. ON-SITE LANDSCAPING TO BE ADDED TO EACH RETAIL SALES AND SERVICE PAVILION WHEN THERE IS A CHANGE IN USE.
2. ALL PROPOSED NEW RETAIL SALES AND SERVICE UNITS SHALL NOT EXCEED ONE STORY IN HEIGHT.
3. NO ON-SITE LIGHTING SHALL EXCEED A HEIGHT OF 15 FEET.
4. OPEN DITCH ROADSIDE DRAINAGE TO BE INCOURAGED.
5. DIMOTIS LOTS WHICH ARE INCOURAGED TO BE COMBINED UNDER SINGLE OWNERSHIP.



DETAILED SUBAREA PLAN FOR THE  
ROUTE 45, 60 AND 83 PLANNING AREA  
5/7/1970



# Lake County, Illinois



Lake County  
 Department of Information Technology  
 18 N County St  
 Waukegan IL 60085  
 (847) 377-2373  
 Map Printed on 6/3/2015



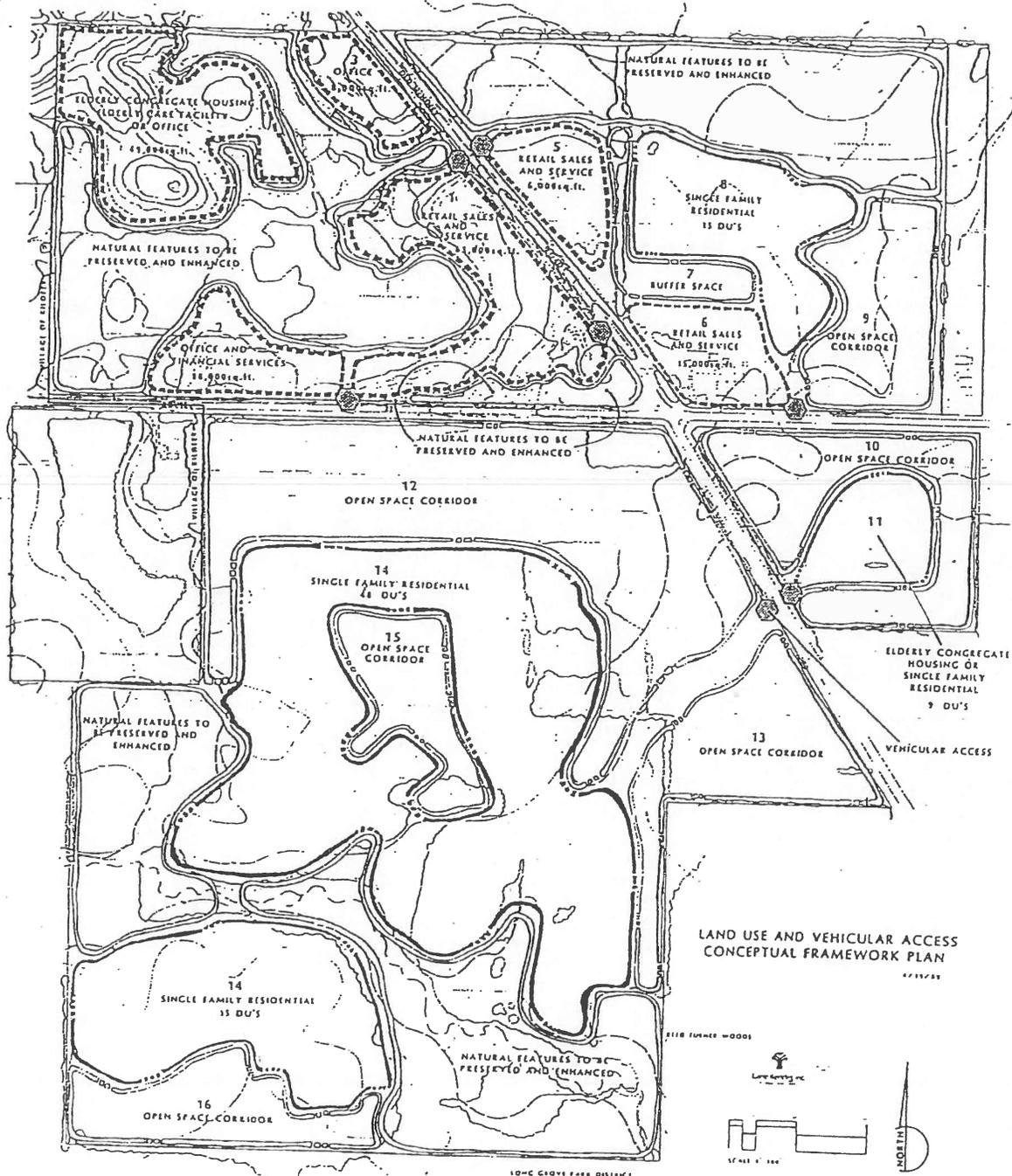
-  Tax Parcels
-  Municipalities
-  ADID

**Disclaimer:**

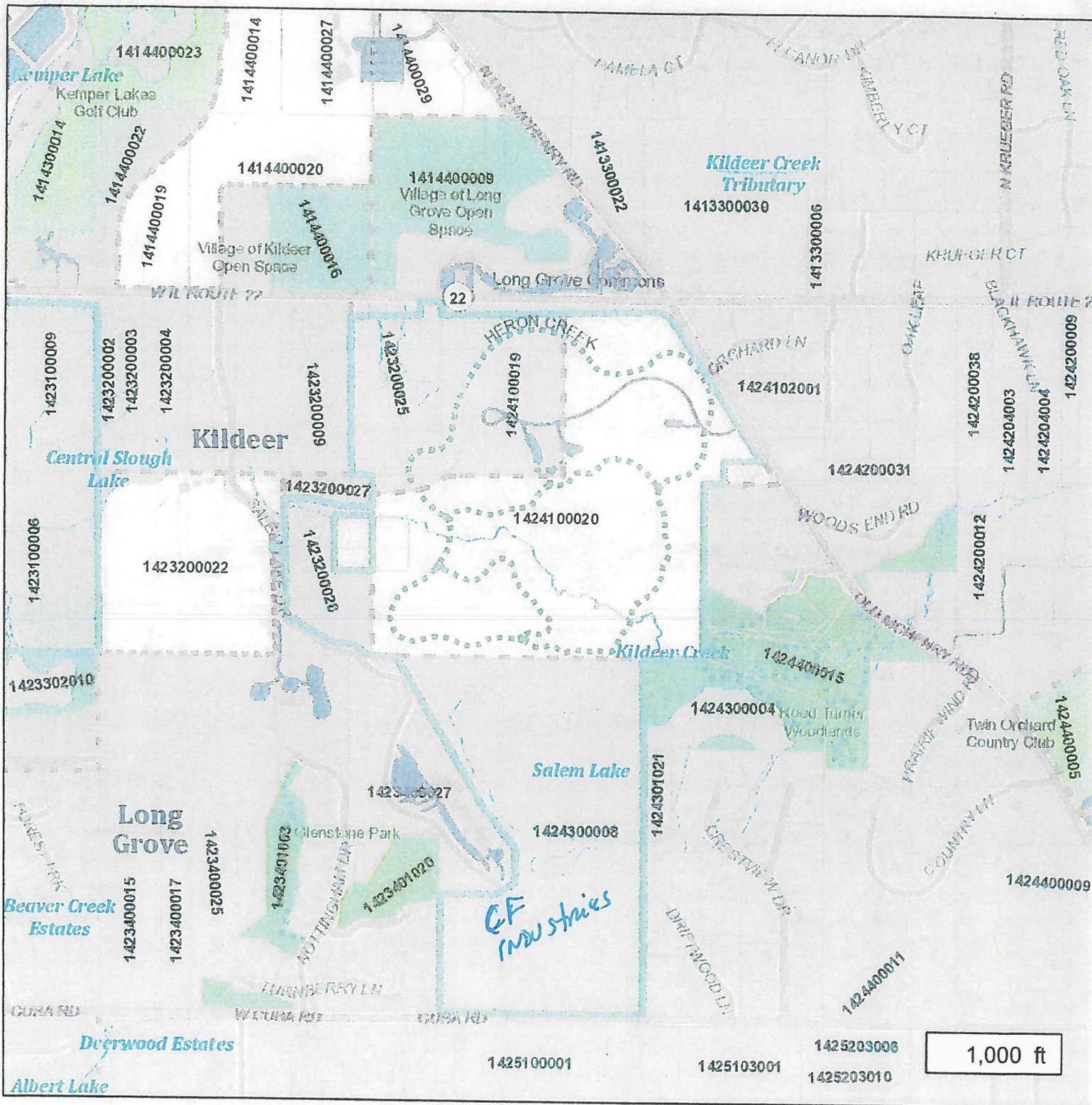
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Figure J-2

DETAILED SUBAREA PLAN FOR THE ROUTE 22/  
OLD MCHENRY ROAD PLANNING AREA



# Lake County, Illinois



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 Department of Information Technology  
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- Tax Parcels
- Tax Parcels
- Municipalities
- Forest Preserves
- Trails



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Figure J-3

DETAILED SUBAREA PLAN FOR THE  
LAKE COOK ROAD/ ROUTE 53 PLANNING AREA (PLAN A)

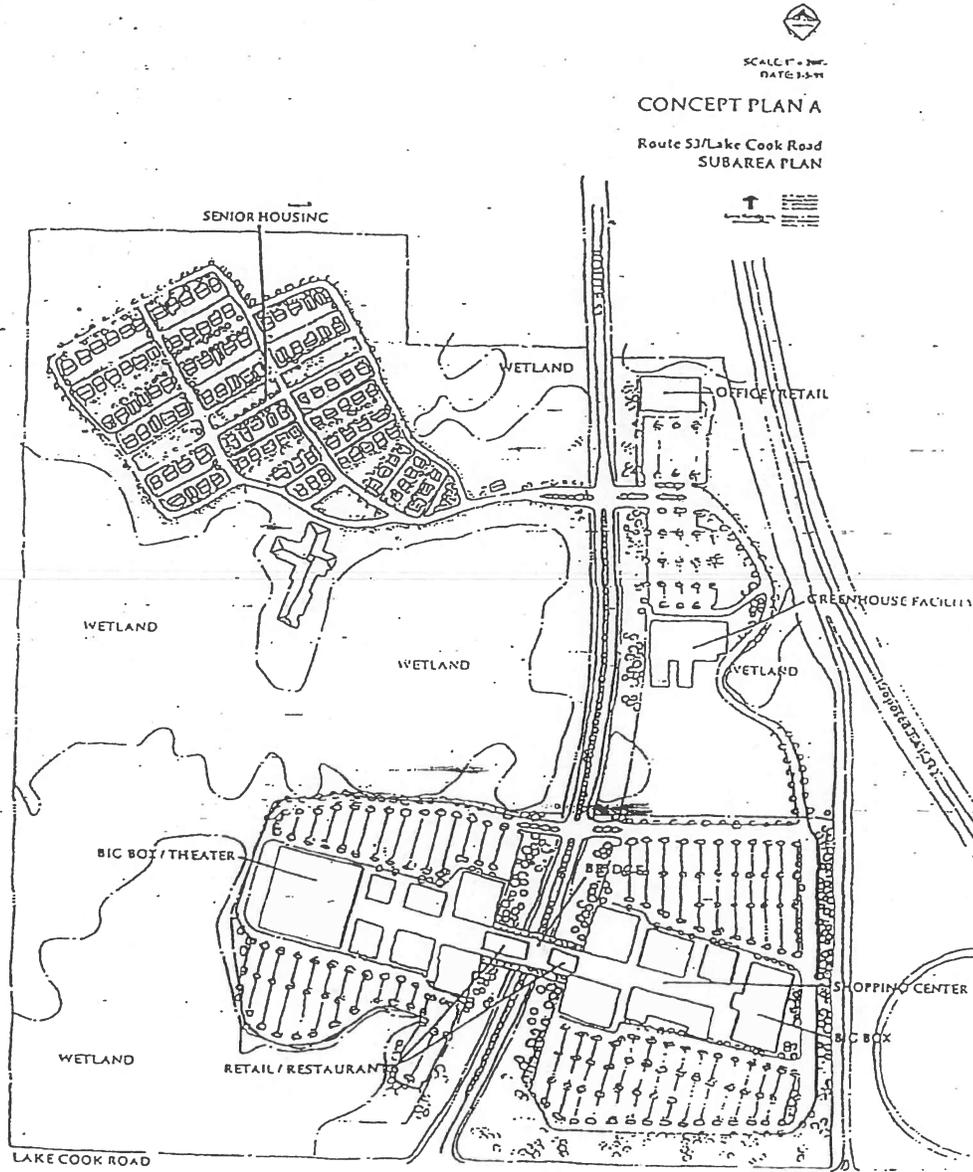


Figure J-4

DETAILED SUBAREA PLAN FOR THE  
LAKE COOK ROAD/ ROUTE 53 PLANNING AREA (PLAN B)

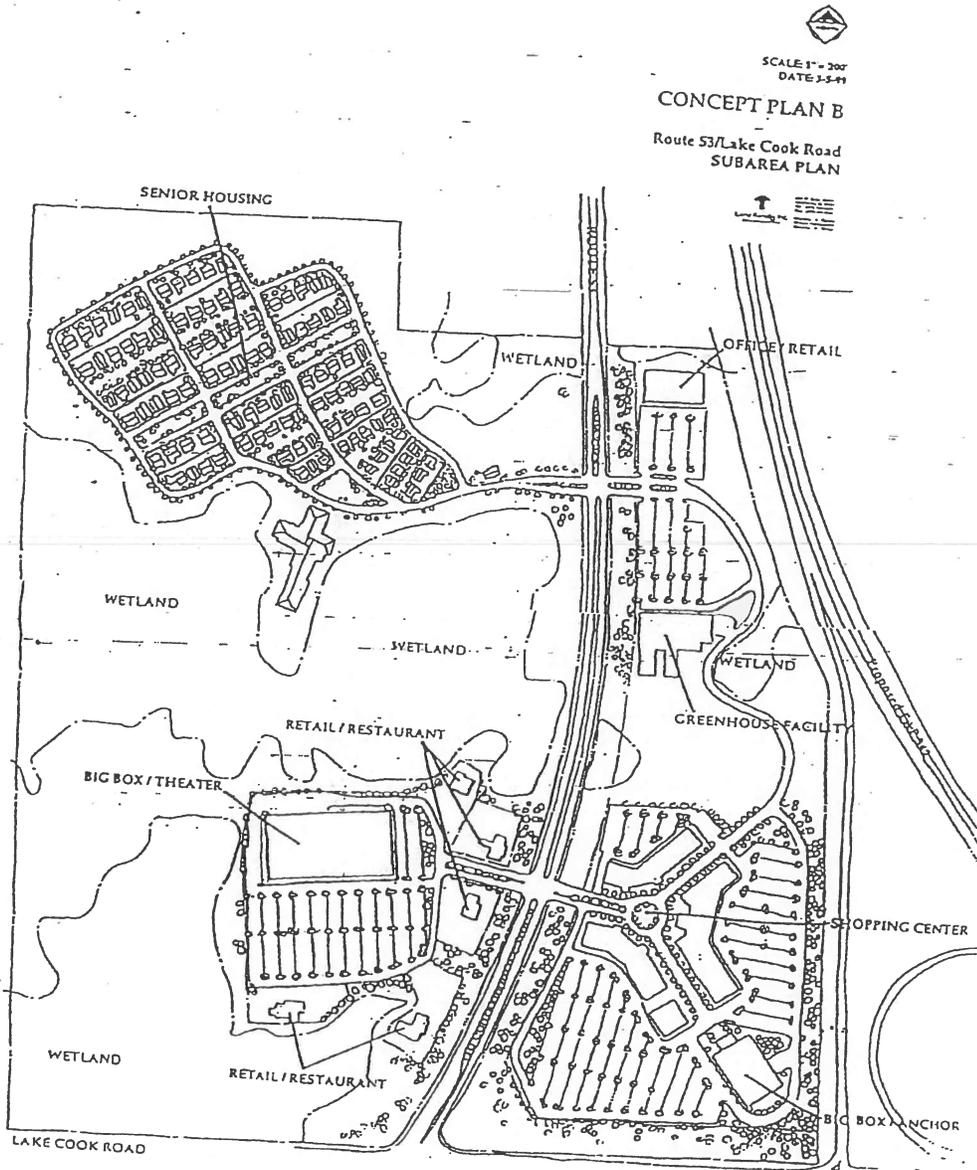
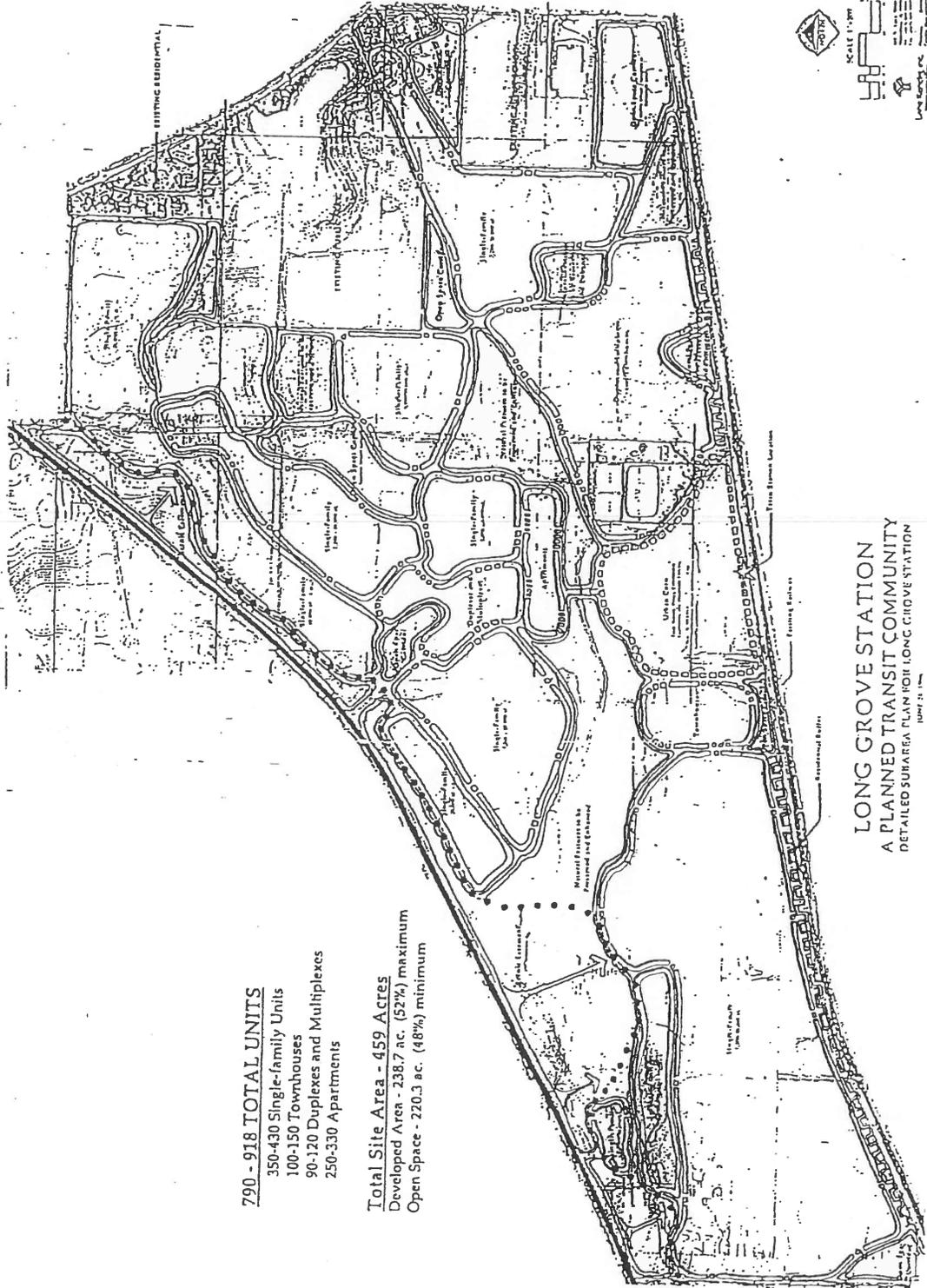




Figure J-5

DETAILED SUBAREA PLAN FOR THE  
LONG GROVE STATION PLANNING AREA



**790 - 918 TOTAL UNITS**  
 350-430 Single-family Units  
 100-150 Townhouses  
 90-120 Duplexes and Multiplexes  
 250-330 Apartments

**Total Site Area - 459 Acres**  
 Developed Area - 238.7 ac. (52%) maximum  
 Open Space - 220.3 ac. (48%) minimum

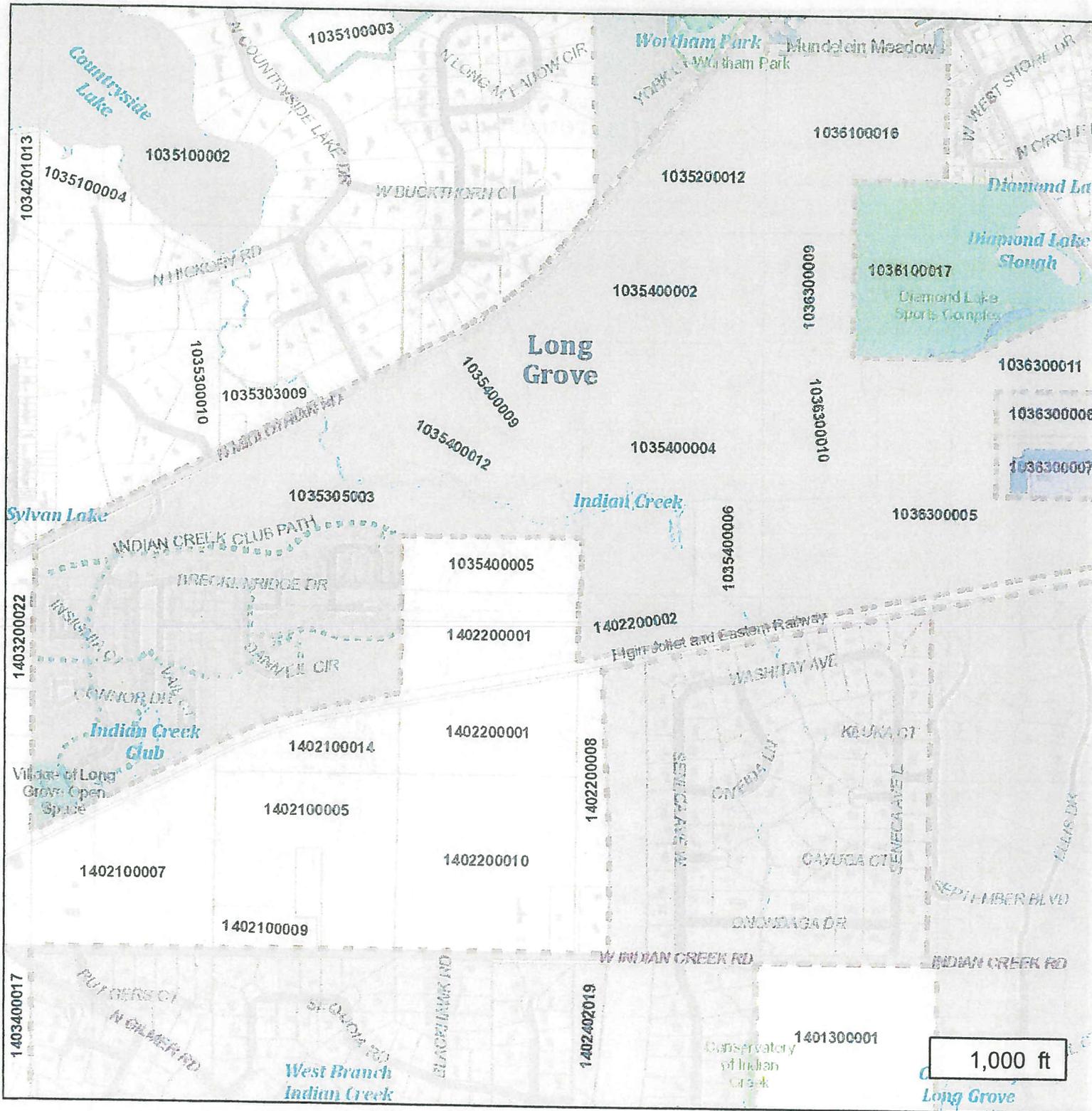
**LONG GROVE STATION**  
 A PLANNED TRANSIT COMMUNITY  
 DETAILED SUBAREA PLAN FOR LONG GROVE STATION  
 JUNE 21, 1999

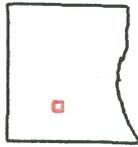
Figure J-6

LONG GROVE STATION SUBAREA:  
TYPICAL POD DEVELOPMENT



# Lake County, Illinois





**Lake County**  
Geographic Information System

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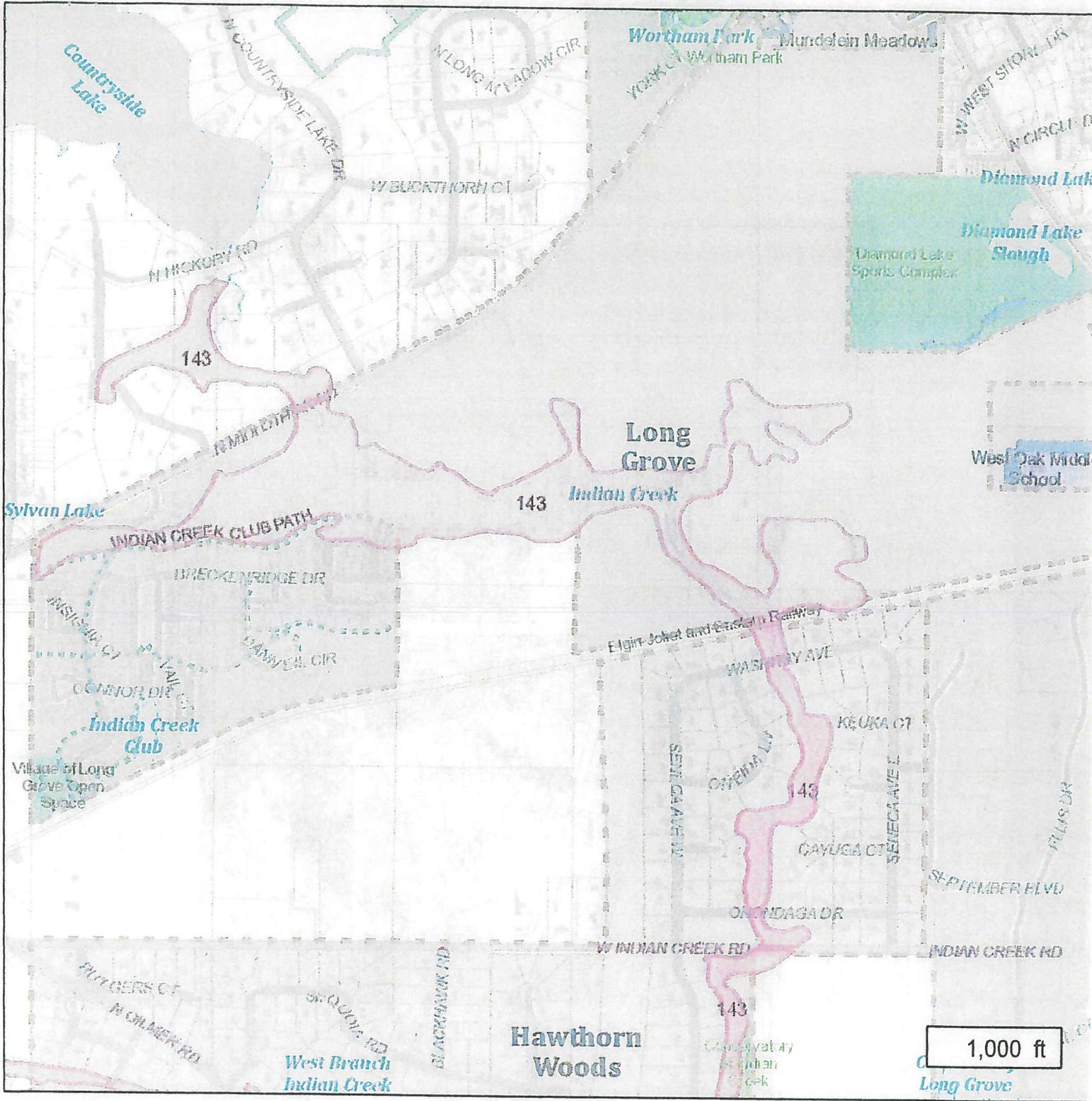
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-  Tax Parcels
-  Trails
-  Tax Parcels
-  Municipalities
-  Forest Preserves

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# Lake County, Illinois



1,000 ft



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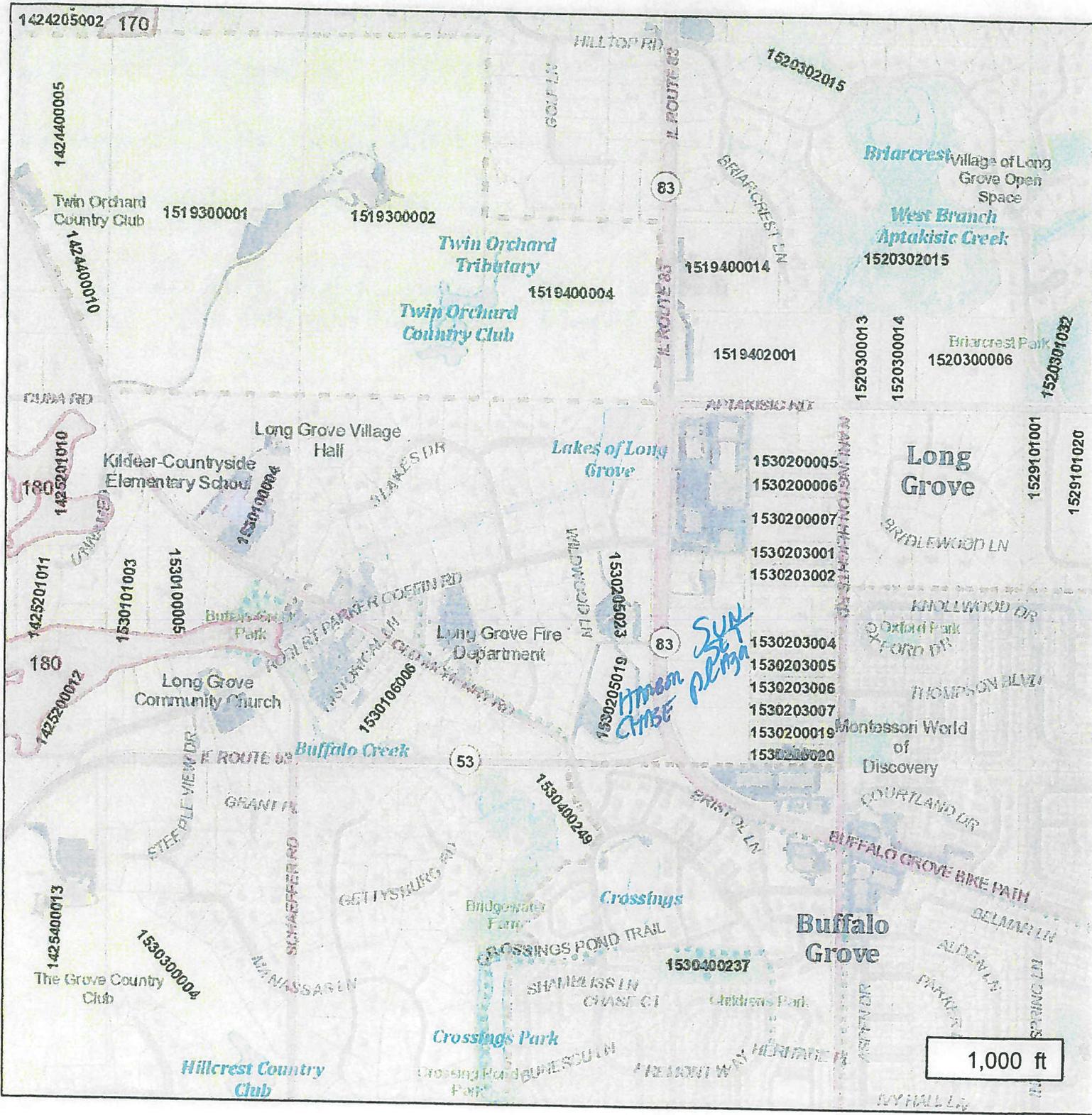
- Tax Parcels ■ ADID
- Municipalities
- Forest Preserves
- Trails —

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# Lake County, Illinois



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18 N County St  
Waukegan IL 60085  
(847) 377-2373

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Tax Parcels

 Municipalities

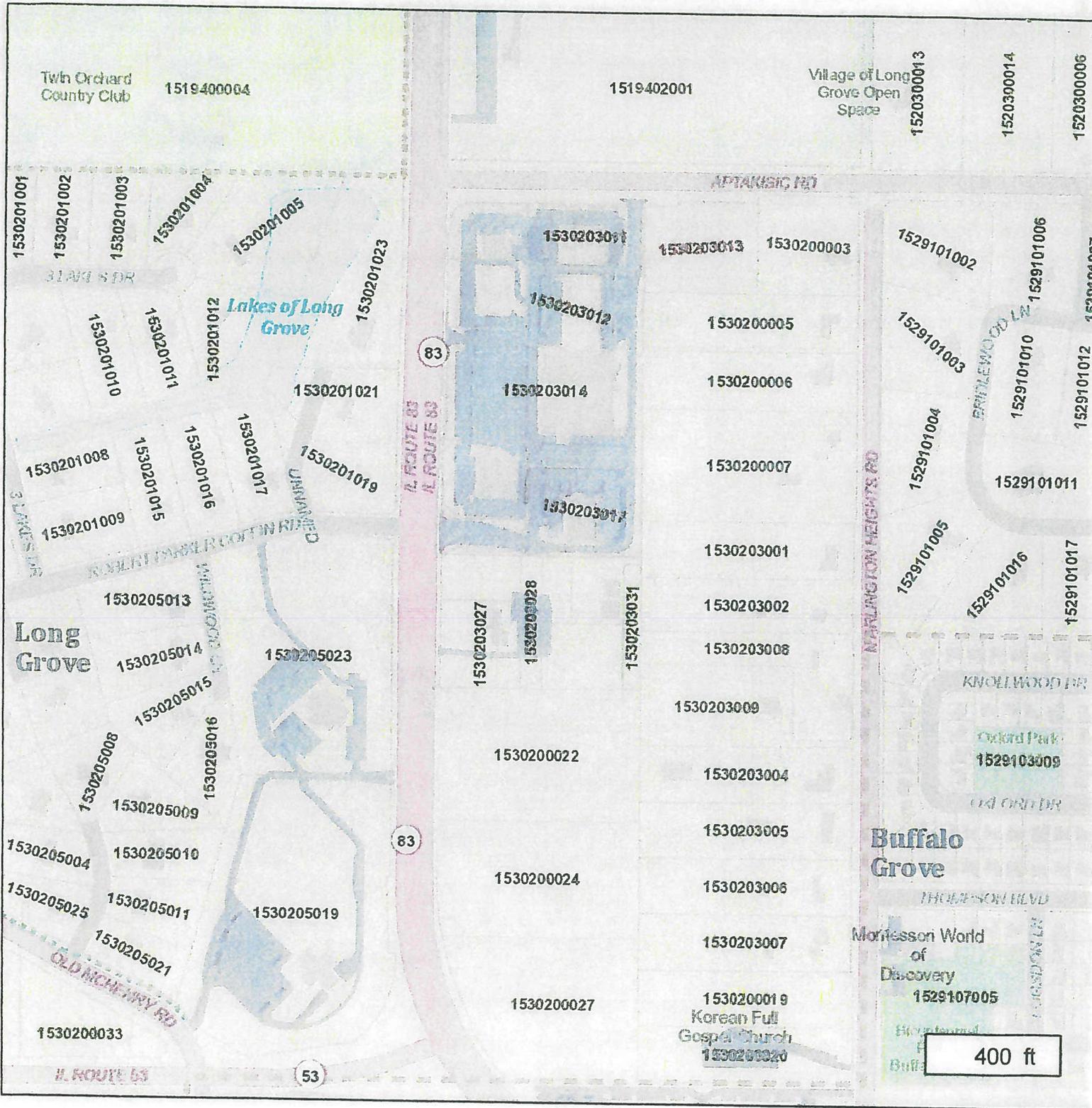
 Trails

 ADID

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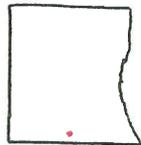
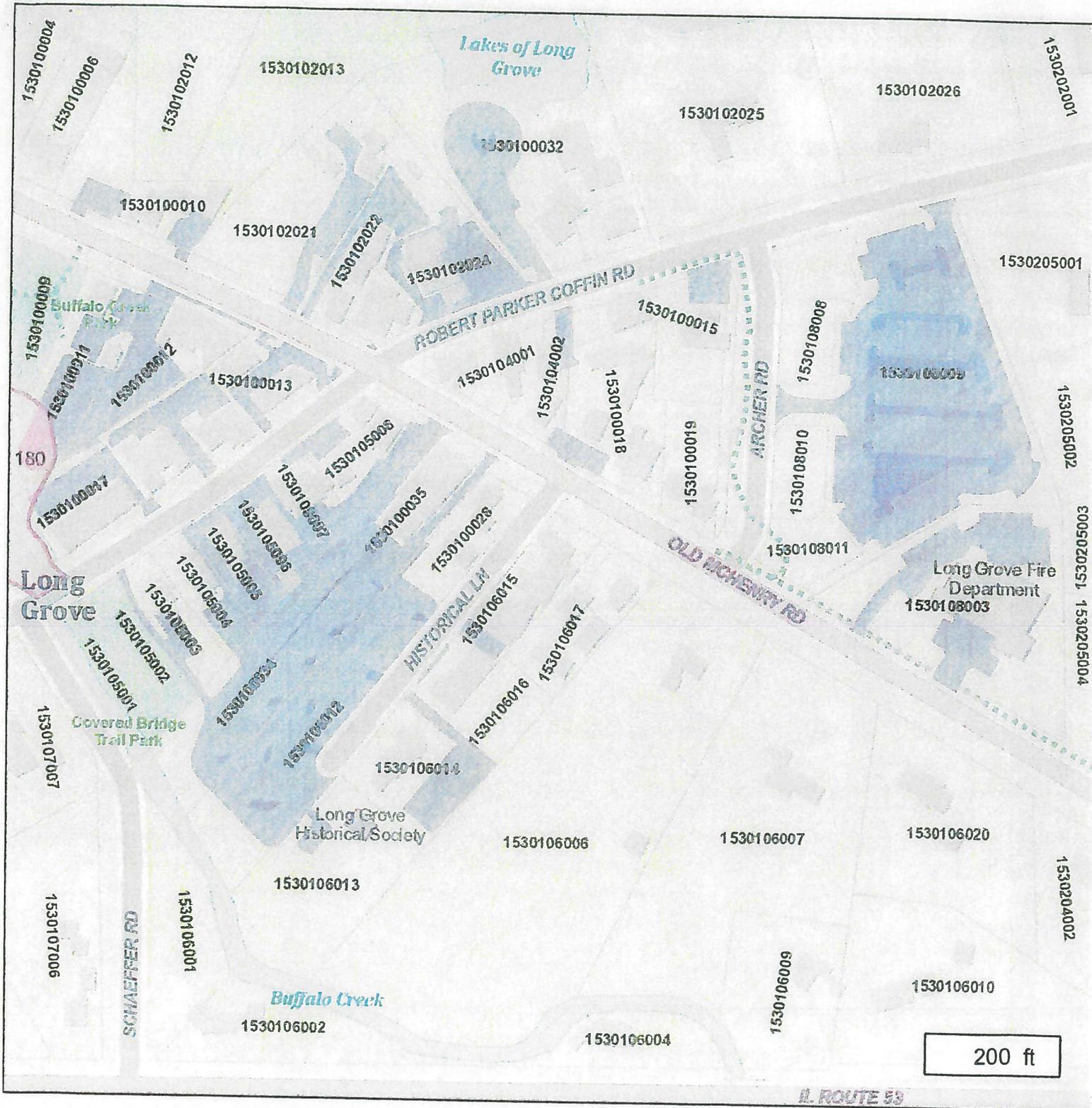
- Tax Parcels
- Municipalities
- Trails



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# Lake County, Illinois



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-  Municipalities
-  Trails
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*Village of Long Grove, Illinois  
Comprehensive Plan Update Project*

## **Request for Qualifications**

### **Overview**

The Village of Long Grove, Illinois is seeking qualifications from interested and qualified firms, individuals or entities to update the Comprehensive Plan for the village.

The current Comprehensive Plan was adopted in April of 2000 and builds upon the foundations laid in previous planning efforts. It is envisioned that this plan update will continue to build upon the planning foundations of the past while addressing the future needs of the village. While all pertinent elements of the existing plan should be considered, special consideration should be given to the various sub-areas identified in the current plan. Other areas with development (or possible redevelopment) potential should also be identified and considered in this planning effort. In particular, opportunities for sales tax generating development or redevelopment in these areas, is strongly desired. The sub-areas of the Village are largely located on the periphery of the Village and offer the greatest opportunity for future development in the community. Implementation strategies should also be included in the plan update.

The Village has created a citizen survey which is being delivered to all Long Grove residents. The data collected from this survey should be useful as a starting point to identifying “goals and objectives” for the planning process and ultimately work to establish policy guidelines to best meet the present and future needs and desires of the Village of Long Grove.

The Village of Long Grove is providing this information to seek qualified consulting services and is responsible for selecting a consultant, providing a partnering relationship, and offering direction throughout the planning process. The Village seeks interested and qualified individuals, firm’s and/or entities to submit professional qualifications to assist in this planning process and the creation of an updated Comprehensive Plan for the Village of Long Grove.

### **Community Profile**

Although the Long Grove area was settled in the mid-1800’s, the Village of Long Grove was not incorporated until 1956 and maintains a unique community character which is very different and apart from “traditional” and neighboring suburban communities. Characterized by large residential lots and green open spaces the pristine charm of the village, dubbed “rural character”, has been established and maintained through thoughtful design and planning.

The community is also unique in that it does not levy a municipal property tax within its corporate limits. As such, limited municipal services are provided by the village. Much of the community is serviced by well and septic systems. The Village also contracts for various services such as police, engineering, legal and some public works assistance. Sewer and water service is provided to certain areas of the Village through agreement with Lake County. Limited public water service is currently available through the Village and the Village Board has identified water-system expansion as a capital improvement goal. The Village has secured a Lake Michigan water allocation and is also pursuing connection to Lake Michigan water sources. The concept of

limited government, supplemented by community volunteerism, has traditionally been one of the hallmarks of the Long Grove community.

Initial goals and objectives for the village were identified in 1957 soon after the Village was incorporated. The process was repeated in 1979, 1991 and again with the adoption of the current plan in 2000. Preservation of community character while permitting high quality development has been a long standing priority of village planning efforts.

Today Long Grove is an affluent, non-home rule community, located in Lake County, Illinois, approximately 35 miles northwest of Chicago. As of the 2010 census, the village has a population 8085 individuals and comprises approximately 12.5 square miles of land area. The Village maintains boundary agreements with certain adjoining communities. Few large undeveloped tracts of land remain within the corporate limits of the village.

## **Plan Elements**

The existing comprehensive plan is divided into fourteen (14) Chapters including; an Introduction; Village Overview; Goals and Objectives; Community History; Natural Environment; Community Character; Residential Neighborhoods and Housing; Recreation & Open Space; Fresh Water; Storm Water Drainage; and Sewer Systems; Community Facilities; Transportation; Commercial Areas (including sub-areas); Village Finances and Plan Implementation. Various maps, graphics and appendices are also included in the plan document.

A review and analysis of these plan elements should be undertaken as part of this process and include recommendations and modifications to meet current community needs as dictated by the citizen survey and other data collected through the planning process in order to provide a clear vision for the future of the village through the planning horizon.

Additionally, the village has noted an increase in the desired level of service from village residents yet a strong reluctance to fund these services primarily through property taxes. The plan should have a strong emphasis on economic development and in particular opportunities which may arise in the sub-areas as identified in the village. Downtown Long Grove, a cherished regional asset known for specialty shopping, should also be considered in sub-area analysis. However, striking a balance between high quality development opportunities while preserving the established community character will be a challenge this plan will need to address.

## **General Scope of Work**

The following are areas for general consideration in the proposal for consultant services;

- Meetings with Village Staff to review the project schedule and identify stakeholders and begin the data collection process and project “kick-off”;
- Data collection and tabulation including solicitation of public\stakeholder input;
- Creation of maps and graphics as required;
- Review and analysis of existing goals, objectives and policy statements;
- Identification of future land use patterns with an emphasis on economic development opportunities;
- Implementation strategies for identified planning concepts;
- Meetings with the general public, staff, the Village Planning Commission (PCZBA) and Village Board as required.

- Final development of a plan document, including maps and graphics, which builds upon past planning accomplishments and provides an update to the current Comprehensive Plan for the Village based upon public input, community desires, and PCZBA and Village Board input.

## **Consultant Selection Process**

The first step in the selection process is a Request for Qualifications (RFQ). Based on the qualifications submitted, the Village Board will identify the most qualified individuals, firms or entities. In the second step, the Board will issue a Request for Proposal (RFP) to a very limited group of the most qualified candidates. Recipients of the RFP invitation can be assured that the number of finalist applicants is limited. The individual, firm or entity offering the most desirable proposal within the general scope of work outlined above and in accordance with the RFP will be designated the most qualified candidate and will be asked to negotiate a final proposal with the village.

Prospective candidates should submit a statement of interest and qualifications (requirements noted below). The information submitted should be explicit and informative. Six (6) copies of each should be submitted along with a PDF format file that can be distributed electronically. Submissions should be limited to thirty (30) pages or less.

Two Village Trustees and Village of Long Grove staff, including contractual staff, will review the submitted qualifications and recommend one or more qualified individual, firm or entity to interview with the Village. After conducting interviews, one or more candidates will be recommended to the Village Board to receive RFP invitations. If after review by the Village, the credentials and experience of one candidate far exceeds those of all others, the Village Board, acting on the recommendation of staff, may choose to designate only that candidate to submit additional RFP documentation. The anticipated timeline for the first stage of the selection process is as follows:

- Deadline for RFQ submittal: July 20, 2015.
- Interviews with select qualified candidates: Beginning the Week of August 3<sup>rd</sup> 2015
- Recommendation to the Village Board: August 11, 2015
- Issuance of RFP to final candidate(s) September 8, 2015

## **Request for Qualifications**

### ***RFQ Submittal Requirements (limited to 30 pages Maximum)***

- A letter of interest including composition of the project team, principal in charge, project manager and/or principal contact;
- A Table of Contents;
- The names and responsibilities of all parties participating in the planning process;
- List and describe the principals for each firm, their length of association and general background;
- A concise narrative clearly indicating the nature and type of services that would be provided to the village;
- A strategy for plan creation and the ability to involve the public & stakeholders in the process;

- For each individual, firm or entity, a description of overall qualifications, specific experience on at least three (3) similar projects, and references for those projects;
- Provision of a list a comparable active projects including the project type, location and role of the firm in the project as well as current project status;
- Any additional information that will support the capability and experience of the candidate, firm or individual with projects of a similar nature. Comparable projects that are relevant should be described.

### ***RFQ Basis for Evaluation***

- Planning Expertise---Priority will be given to the candidate that has a history of similar projects and resources required to produce a high quality final planning document;
- Technical approach to addressing the unique needs of the Village of Long Grove;
- Creativity, appropriateness, and the ability to create a balance between the preservation of community character and fostering high quality development within the Village;
- Essential Organization and Personnel---In addition to the candidates overall capabilities and experience, attention will be focused directly on the personnel assigned to various facets of the project and the manner in which they will be organized and managed;
- Ability of the firm to complete the project in timely manner per established timelines and deadlines;
- References

### ***Where To Submit Responses***

Please submit responses to this RFQ to:  
 David Lothspeich; Village Manager  
 3110 RFD  
 Long Grove, Illinois 60047  
[dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net)

### ***Additional Information***

Additional Information: The Village of Long Grove has established a web site containing the current Comprehensive Plan and other pertinent community information including this RFQ document. The village web site can be accessed at [www.longgrove.net](http://www.longgrove.net).

Questions concerning the RFQ process should be directed to Village Manager David Lothspeich; e-mail; [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net) or James Hogue, Village Planner e-mail; [jhogue@longgrove.net](mailto:jhogue@longgrove.net) or by phone at (847) 634-9440.

### ***Conditions & Limitations***

The Village expects to issue an RFP to one or more qualified consulting firms, individuals or entities based upon the qualifications submitted in response to this RFQ. The Village of Long Grove fully reserves the right to reject any and all RFQ responses if the Village, in its sole discretion, determines that the submittals do not meet its goals and objectives of this project. A response to this RFQ should not be construed as a contract or an indication of commitment of any kind on the part of the Village, nor does the Village commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

**PUBLIC NOTICE  
VILLAGE OF LONG GROVE, ILLINOIS**

**NOTICE OF REQUEST FOR QUALIFICATIONS  
FOR CONSULTING SERVICES TO UPDATE THE  
COMPREHENSIVE PLAN  
FOR THE VILLAGE OF LONG GROVE**

PUBLIC NOTICE IS HEREBY GIVEN that the Village of Long Grove, Lake County, Illinois is seeking qualified consulting services for the creation of an updated Comprehensive Plan for the Village of Long Grove. A Request for Qualifications (“RFQ”) is available at the Village Hall Office, 3110 Old McHenry Road, during regular business hours, 8:00 a.m. until 5:00 p.m., on Weekdays and on the Village of Long Grove Web Page [www.longgrove.net](http://www.longgrove.net).

The deadline for the submission of proposals is no later than 4:00 p.m. on Monday, July 20, 2015. Please submit six (6) hard copies and one (1) electronic (.pdf) version of your proposal to Village Manager David Lothspeich at 3110 RFD, Long Grove, Illinois 60047. Please refer to the detailed RFQ and respond as outlined in that document. It is expected that one or more qualified candidates will be selected for interviews with the Village before recommendations are made to the Village Board. Based upon those recommendations, the Village Board will then select one or more candidates to receive a Request for Proposals (RFP) and be invited to submit a detailed proposal for this project.

If you have any questions regarding this request, please contact Village Manager David Lothspeich or Village Planner James Hogue during regular business hours, 8:30 a.m. – 5:00 p.m. Monday through Friday. Your attention to this matter is greatly appreciated.

David A. Lothspeich  
Village Manager  
Village of Long Grove  
847-634-9440  
[dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net)



To: Village of Long Grove  
From: Bridget Lane  
Subject: Commercial Areas Status  
Date: June 5, 2015

### Introduction

BDI was asked to provide a brief summary identifying the key challenges present at each commercial development area designated in Long Grove's Comprehensive Plan.

#### Route 83/53/ Aptakisic Road (includes the Historic Business District)

- Difficulty assembling multiple properties to create developable parcels
- Lacks full access at the intersection of 53 and 83
- Some properties lacking water and sewer
- Incompatible comprehensive plan land-use recommendation

#### Route 22 / Old McHenry Road

- Limited access
- Protection of natural resources limits development
- Low traffic counts (6,800 Old McHenry; 17,100 Route 22)

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#### Routes 45/ 60/ 83

- Incompatible comprehensive plan land-use recommendation
- Limited access
- Previous parking issues

#### Lake Cook Road/ Route 53

- Multiple jurisdictions
- Limited access
- Natural areas and storm water requirements
- Property owner objectives

### Next Steps

Since the Village does not own any of these properties, its role is facilitating connections between property owners and desirable tenants. With many commercial properties sharing common challenges, the Village has undertaken these initiatives:

1. Request a review of access improvement possibilities by the Village engineer.
2. Seek comprehensive plan revisions to better fit the desired land use.
3. Increase frequency of communication with property owners.