



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Village Board of Trustees
Tuesday, March 05, 2024
6:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE MINUTES

1. Approval of the Minutes for the **February 20, 2024** Village Board Meeting

PUBLIC COMMENT (Limited to 3 minutes per speaker)

PRESIDENT'S REPORT

2. Annual Report of the **Police Pension Fund**
[Presented by: Alan Harbut]
3. Appointment and Confirmation of **Roger Needham** to the **Police Pension Board** for the Village of Roscoe, Illinois for a full 2-year term.(Full Term: May 2024 – May 2026).

TREASURER'S REPORT

4. Cash Report and Bills
5. Approval of Bills
6. Year to Date, Revenues and Expenditures

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda, and will be discussed and approved separately.

MOTIONS AND RESOLUTIONS (Final action)

- 7.** Approval of **Ordinance 2024-04**, making appropriations for the fiscal year beginning January 1, 2024 and ending December 31, 2024.
- 8.** Approval of **Resolution 2024-R09**, authorizing entering into a Professional Services Agreement with Vandewalle & Associates, Inc. to provide municipal planning and zoning administration services for the Village of Roscoe.

NEW BUSINESS (First reading or suspend rules)

QUESTIONS AND REPORTS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Market Value Summary:

	Current Period	Year to Date
Beginning Balance	\$6,130,320.49	\$5,455,741.10
Contributions	\$162,287.51	\$446,915.99
Withdrawals	\$0.00	(\$90,000.00)
Transfers In/Out	\$0.00	\$0.00
Income	\$3,258.43	\$39,275.53
Administrative Expense	(\$161.31)	(\$1,315.85)
Investment Expense	(\$74.70)	(\$1,998.62)
Investment Manager Fees	(\$196.17)	(\$748.10)
IFA Loan Repayment	\$0.00	(\$4,301.11)
Adjustment	\$0.00	(\$228.40)
Realized Gain/Loss	\$960.63	\$6,943.95
Unrealized Gain/Loss	\$285,623.82	\$731,734.21
Ending Balance	<u>\$6,582,018.70</u>	<u>\$6,582,018.70</u>

Performance Summary:

	MTD	QTD	YTD	One Year	Three Years	Five Years	Ten Years	Inception to Date	Participant Inception Date
Net of Fees:	4.62%	8.74%	13.66%	13.66%	N/A	N/A	N/A	16.53%	10/03/2022

Contact Information: Illinois Police Officers' Pension Investment Fund, 456 Fulton Street, Suite 402 Peoria, Illinois 61602 Phone: (309) 280-6464 Email: Info@ipopif.org

Board

Wilder

Harbut

Needham

Olson

Roscoe Police Pension

**PO Box 873
Roscoe, IL 61073**

President: Chris

Vice President: Alan

**Secretary: Ryan Kelly
Trustee: Derek Lee
Trustee: Roger**

Treasurer: Mark D

February 16, 2024

**Roscoe Village Board
10631 Main St
Roscoe, IL 61073**

Dear Roscoe Village Board,

The Roscoe Pension Board wishes to refer the Village of Roscoe Board to the Actuary Valuation Report, prepared by the Illinois Department of Insurance dated November 6, 2023, which indicates a funding ratio of the pension of 75.2% as of the date of this report.

The Roscoe Police Pension Board hereby respectfully requests the Village Board of the Village of Roscoe, Illinois to commit to a minimum funding of no less than \$404,288 as indicated on the Actuarial report.

The Roscoe Police Pension Board respectfully reminds the Village of Roscoe Board of their obligation to the funding requirements of this pension under the State of Illinois statutes regulating and governing Illinois municipal pensions.

With the delivery of this letter to the Village of Roscoe Board, it is the wish of the Roscoe Police Pension Board that the Village Board will remain mindful and diligent in their commitment to properly funding the pension in the year 2024 when considering their budget.

Respectfully,

Roscoe Police Pension Board

SUMMARY OF REPORT

The regular annual actuarial valuation of the Roscoe Police Pension Fund, performed as of January 1, 2023, has been completed and the results are presented in this report. The contribution requirements are as follows:

Valuation Date	January 1, 2023
Total Statutory Contribution	463,429
Member Contributions (Est.)	<u>(124,216)</u>
Statutory Minimum Contribution	339,213
Phase In of 2022 Assumption Changes Impact	<u>65,075</u>
Statutory Minimum Required Contribution (after phase-in) ¹	404,288

¹ This calculation is determined in accordance with Section 3-125 of the Illinois Pension Code. This report should not be relied upon for purposes other than determining the current tax levy required under the Illinois Pension Code. The assumptions have been set based on expectations for all Article 3 funds in the State of Illinois. The actuarial methods are prescribed by the Illinois Pension Code and do not necessarily represent the approach recommended by either the actuary or the Police Officers' Pension Investment Fund.

**VILLAGE OF ROSCOE,
WINNEBAGO COUNTY, ILLINOIS**

ORDINANCE NO. 2024-04

**AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR
THE FISCAL YEAR BEGINNING JANUARY 1, 2024
AND ENDING DECEMBER 31, 2024**

**VILLAGE OF ROSCOE
WINNEBAGO COUNTY, ILLINOIS
ORDINANCE NO. 2024-04**

AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024 (APPROPRIATION ORDINANCE FY2024)

WHEREAS, the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, caused to be prepared in tentative form an Annual Appropriation Ordinance, and the Village Clerk has made the same conveniently available to public inspection for at least ten days prior to the holding a public hearing thereon; and

WHEREAS, a public hearing was held as to such Appropriation Ordinance on March 05, 2024, and notice of said hearing was given by publication of notice thereof in the Beloit Daily News on February 23, 2024 at least ten days prior thereto as required by the provisions of the Illinois Municipal Code, and all other legal requirements have been complied with; and

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the following sums, or so much thereof as hereby may be authorized by law, be and the same are hereby appropriated to pay all necessary expenses and liabilities of the Village of Roscoe, Winnebago County, Illinois, for the fiscal year beginning January 1, 2024, and ending December 31, 2024.

Section 2. Such appropriations, identified in **Exhibit “A”**, attached hereto, and incorporated herein by reference, are hereby made for the following objects and purposes:

SEE EXHIBIT “A”

Section 3. That an estimate of revenues by source anticipated to be received by the Village of Roscoe, Winnebago County, Illinois for the fiscal beginning January 1, 2024, and ending December 31, 2024, is attached hereto as **Exhibit “B”**, and is incorporated herein by reference.

Section 4. That this Appropriation Ordinance is adopted pursuant to procedures set forth in the Illinois Municipal Code.

Section 5. That, by a vote of two-thirds of the President and Board of Trustees of the Village of Roscoe, this Appropriation Ordinance may be revised by deleting, adding to, changing, or creating new objects or purposes for which appropriations have been or may be made. No revision of this ordinance shall be made by adding to the total amount appropriated unless additional funds have been made available during the fiscal year in the amount of the total appropriation so increased.

Section 6.: That the Village Clerk be and hereby is authorized and directed to publish this

Ordinance in pamphlet form, and this Ordinance shall be in full force and effect upon its adoption, approval, and publication as provided by law.

Section 7. That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion and provisions of this Ordinance.

Section 8. That a certified copy of this Ordinance shall be filed with the Winnebago County Clerk within 30 days after its adoption.

2024-R04				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED MARCH 05, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Published in pamphlet form by order of the Board of Trustees on March 05, 2024:

Village Clerk

EXHIBIT "A"
(Ordinance 2024-04

BUDGET & APPROPRIATIONS

EXHIBIT "B"
(Ordinance 2024-04)

ESTIMATED REVENUES

FILING CERTIFICATE

STATE OF ILLINOIS)
) ss.
WINNEBAGO COUNTY)

I, the undersigned, do hereby certify that I am the duly elected and qualified and acting County Clerk of the County of Winnebago, Illinois, and as such official do further certify that on the _____ day of March 2024, there was filed in my office a duly certified copy of Ordinance No. 2024-04 entitled:

AN ORDINANCE MAKING APPROPRIATIONS FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024 (APPROPRIATION ORDINANCE 2024)

duly passed by the Board of Trustees of the Village of Roscoe, Winnebago County, Illinois, on the 5th day of March, 2023 and that the same has been deposited in the official's files and records of my office.

GIVEN under my hand and the seal of said Winnebago County, Illinois this the _____ day of March 2024.

County Clerk of the County of Winnebago, Illinois

[SEAL]

Village of Roscoe
2024 Appropriation Ordinance - Exhibit "A"
January 1, 2024 to December 31, 2024

Budget & Estimated Expenditures

General Fund Expenditures

Village Hall

Salaries and Benefits	247,111
Supplies and Purchased Services/Contractual	684,915
Capital outlays	302,500
Transfers	1,566,763
Total Village Hall	<u>2,801,289</u>

Village Clerk Department

Salaries and Benefits	19,377
Supplies and Purchased Services/Contractual	4,950
Total Village Clerk	<u>24,327</u>

Code Enforcement Department

Salaries and Benefits	104,247
Supplies and Purchased Services/Contractual	13,000
Total Code Enforcement	<u>117,247</u>

Treasurer

Supplies and Purchased Services/Contractual	69,300
Total Treasurer	<u>69,300</u>

Liability Insurance

Supplies and Purchased Services/Contractual	222,603
Total Liability Insurance	<u>222,603</u>

Planning Department

Supplies and Purchased Services/Contractual	150,000
Total Planning	<u>150,000</u>

Human Resource Department

Salaries and Benefits	100,882
Supplies and Purchased Services/Contractual	2,700
Human Resource Department	<u>103,582</u>

Village Board

Salaries and Benefits	68,000
Supplies and Purchased Services/Contractual	5,000
Total Human Resource Department	<u>73,000</u>

Public Works Department

Salaries and Benefits	529,925
Supplies and Purchased Services/Contractual	296,623
Capital Outlays	1,226,851
Transfers-Garbage	490,000
Total Public Works Department	<u>2,543,399</u>

Parks Department

Salaries and Benefits	185,913
Supplies and Purchased Services/Contractual	111,550
Capital Outlays	837,000
Total Parks Department	<u>1,134,463</u>

Public Safety

Salaries and Benefits	2,927,974
Supplies and Purchased Services/Contractual	671,614
Capital Outlays	317,149
Total Public Safety	<u>3,916,737</u>

Total General Fund Expenditures**11,155,947**Street and Bridge Fund

Capital	100,000
Total Street and Bridge Fund	<u>100,000</u>

Motor Fuel Fund

Supplies and Purchased Services/Contractual	204,462
Capital	500,000
Total Motor Fuel Fund	<u>704,462</u>

Debt Service Fund

Principal, interest and fiscal charges	383,100
Total Debt Service Fund	<u>383,100</u>

Capital Project Fund

Supplies and Purchased Services/Contractual	85,200
Capital Projects	1,699,463
Total Capital Project Fund	<u>1,784,663</u>

Restricted Grant Fund

OSLAD Grant	600,000
Transfer in from ARPA Fund	1,428,774
	<u>2,028,774</u>

Village of Roscoe
2024 Appropriation Ordinance - Exhibit "B"
January 1, 2024 to December 31, 2024

Estimated Revenues

General Fund

General Government

Property Taxes	654,632
Video Game Revenue	515,000
Cannabis Use Tax	18,000
Retailer's Occupation Tax	2,055,000
Local Use Tax	467,000
State Income Tax	1,845,000
Corporate Replacement Tax	230,000
Donations	35,000
Liquor Licenses	141,200
Employee Registration Liquor	7,000
Liquor Licenses Violation	-
Other Licenses	-
Permits and Fees	20,000
Zoning Permits	7,500
Vending/Amusement License	4,100
Oversize/Overweight Permit	5,000
Design Review Fees	1,000
Sign Permits	500
Cable Franchise Fees	45,000
Gas Franchise Fees-Rock Energy	95,000
Gas Franchise Fees-Nicor	30,000
Notice of Violations	1,500
Sewer Fees	-
Interest Income	200,000
Credit Card Convenience Fees	1,000
Sale of Equipment (Vehicle)	28,000
Miscellaneous Income	17,000
Denali Plat One Impr Fund	15,000
Glenwood Estates Recapture	43,190
Property Taxes - Liability Insurance	80,000
Property Taxes - FICA	10,000
	6,571,622

Public Works Department

Shared Sidewalk Reimbursement	2,500
Miscellaneous Income	2,500
Sale of Equipment	12,500
	17,500

Parks Department - Revenue

Rent	30,000
Baseball/Softball Agreement	5,000
Miscellaneous Income	6,000
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	41,000

Public Safety - Revenue

Property Tax - Police Pension	466,580
Property Tax - Police Protect	467,417
Grants	20,000
Traffic Fines	80,000
DUI Fines	5,000
Drug Fines	100
Parking Citation	2,000
Police Agency Vehicle Fund	410
Notice of Violation Fines	5,000
Administrative Tow Fees	40,000
Miscellaneous Income	10,000
Sale of equipment	-
	<hr/>
	1,096,507

Total General Fund Revenue

7,726,629

Street and Bridge Fund

Property Taxes	30,000
	<hr/>
	30,000

Motor Fuel Fund

Motor Fuel Tax Allocations	482,200
Interest	35,000
	<hr/>
	517,200

Debt Service Fund

Excise Tax (Telecommunication)	111,000
Transfer from General Fund	272,100
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	383,100

Capital Project Fund

Transfer from public works - garbage	490,000
Transfer from General Fund	1,727,663
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	2,217,663

RESTRICTED GRANT FUND

OSLAD Grant	600,000
Transfer in from ARPA Fund	1,428,774
	<hr/>
	2,028,774

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R09**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF ROSCOE APPROVING AN AGREEMENT VANDEWALLE & ASSOCIATES, INC FOR ZONING AND PLANNING SERVICES

WHEREAS, the Village of Roscoe is empowered by Division 13 of the Illinois Municipal Code, to pass ordinances and laws regulating the use of land located within the corporate limits of the Village; and

WHEREAS, Section 11-13-3 of the Municipal Code provides that upon adoption of such zoning regulations, the Village shall designate those officers authorized to enforce the zoning ordinances of the Village; and

WHEREAS, Section §15-774(c) of the Village of Roscoe Code of Ordinances creates the “Office of Zoning Administration... under the direction of a Zoning Administrator, [who] shall have the responsibility of administering and enforcing the provisions of [the Village’s Zoning Code]”; and

WHEREAS, , Section §15-774(d) of the Village of Roscoe Code of Ordinances provides that “the Zoning Administrator shall be appointed by the President of the Village Board of Trustees with the approval of the Village Board of Trustees”; and

WHEREAS, the Village’s zoning administrator is currently serving in such position following the expiration of their appointed term; and

WHEREAS, the Village of Roscoe desires to engage the services of an outside firm to serve in the position of Zoning Administrator; and

WHEREAS, the Village President has selected and presented for confirmation, Vandewalle & Associates, Inc, for appointment to the position of Zoning Administrator; and

WHEREAS, Vandewalle & Associates, Inc, is knowledgeable and experienced in the area of zoning and land use planning; and

WHEREAS, the Village Board desires to confirm the appointment of Vandewalle & Associates, Inc, as the Village’s Zoning Administrator, and to enter into a written agreement with Vandewalle & Associates, Inc, for the performance of such zoning administration services; and

WHEREAS, the Village of Roscoe is authorized and empowered by statute to amend and enforce the provisions of this resolution, and has determined that such changes are necessary to protect the health, safety, and welfare of Village residents; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Roscoe, that by the adoption of this Resolution:

Section 1. That the Village President’s Appointment of Vandewalle & Associates, Inc, as the Village’s Zoning Administrator is hereby confirmed.

Section 2. That such appointment shall be effective as of April 01, 2024, and shall run with the current term of the Village President, or until such time as a new appointment is presented by the Village President and confirmed by the Board of Trustees of the Village of Roscoe.

Section 3. That the Village President is authorized and to enter into an agreement with Vandewalle & Associates, Inc, to perform such zoning administration and planning services as outlined in the scope of services attached hereto as Exhibit “A”.

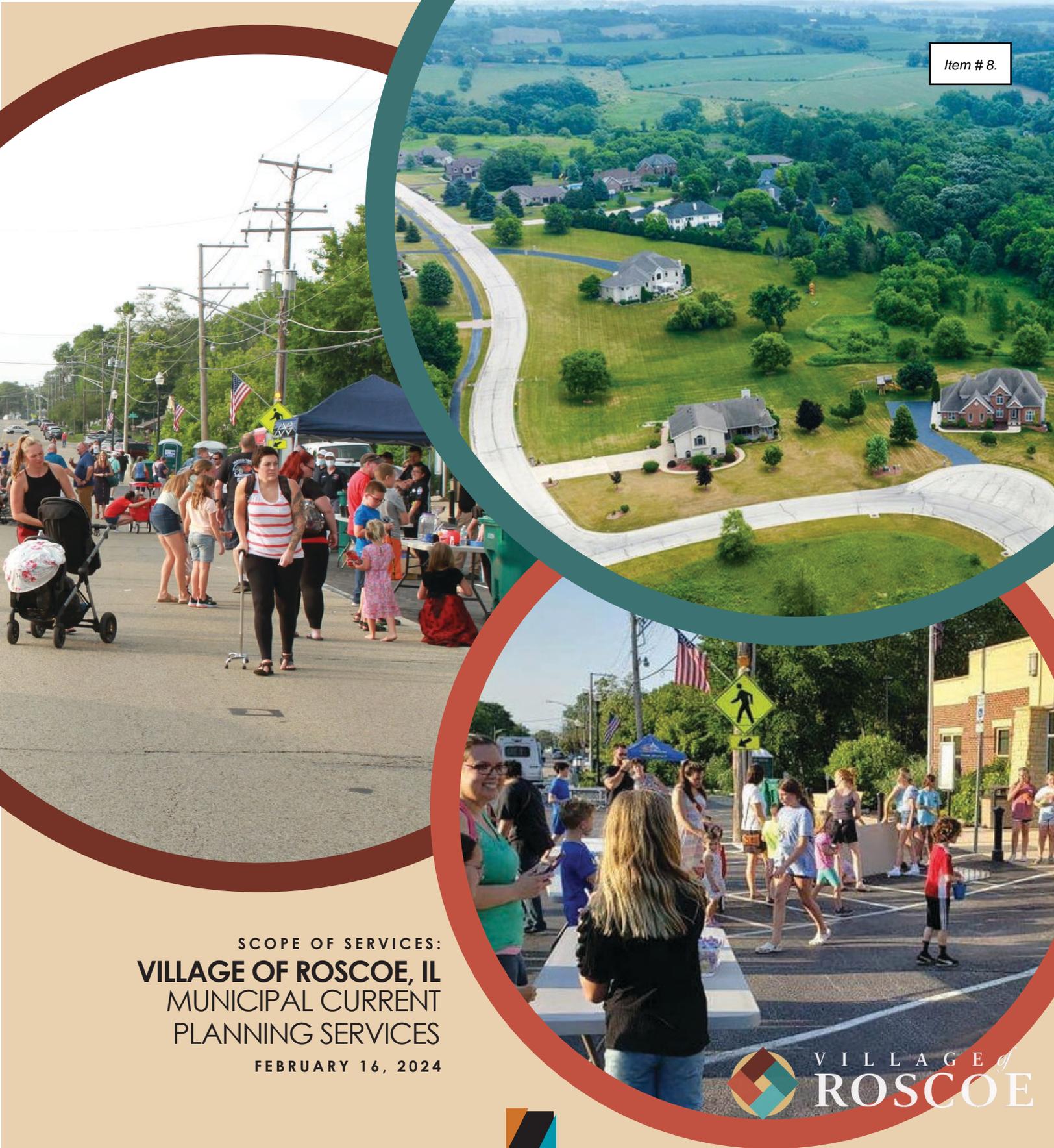
2024-09				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED MARCH 05, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK



SCOPE OF SERVICES:
VILLAGE OF ROSCOE, IL
 MUNICIPAL CURRENT
 PLANNING SERVICES
 FEBRUARY 16, 2024



**VANDEWALLE &
 ASSOCIATES INC.**

MILWAUKEE OFFICE: Global Water Center, 247 Freshwater Way, Milwaukee, WI 53204 | P: 414.988.8654
MADISON OFFICE: 120 E. Lakeside Street, Madison, WI 53715 | P: 608.255.3988 | vandewalle.com
PROJECT CONTACT: Elias Vareldzis, Assistant Planner | Email: evareldzis@vandewalle.com

LETTER OF TRANSMITTAL

Item # 8.



Josef R. Kurlinkus, Village Administrator
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

RE: Proposal for Municipal Planning Services

Dear Joe:

Thank you for your interest in working with VANDEWALLE & ASSOCIATES. This proposal provides a high level of cost-effective, on-demand services to all residents, businesses, and property owners in Roscoe seeking assistance with the Village's full gamut of land development regulations and administrative permits.

Vandewalle & Associates is a multidisciplinary planning and economic development firm comprised of over 20 talented community planners, economic development specialists, urban designers, landscape architects, and GIS mapping specialists. Assistant Planner Elias Vareldzis will be the Village's primary contact, supported by Principal Planner Scott Harrington and Lead Associate Planner Jackie Mich. Elias Vareldzis holds a master's degree in urban planning, has participated in numerous comprehensive plan updates and zoning code updates, and has provided development review services for several communities in southern and southeastern Wisconsin. Prior to joining Vandewalle & Associates, Elias was the Planning Assistant/Floodplain Manager for the City of Glendale, Wisconsin.

Jackie and Scott are both members of the American Institute of Certified Planners. Jackie and Scott have extensive experience with comprehensive plan updates, plan amendments, zoning code rewrites, and zoning code amendments. Scott was the Assistant City Administrator and Director of Development for Moline for four years and has worked with nearly a dozen clients in Illinois since joining the firm. Jackie and Scott are now working in Elk Grove Village, Illinois, on a community-wide redevelopment master plan. Currently, Vandewalle & Associates provides on-call planning and zoning review services to approximately 18 municipalities. A complete firm description and resumes for Elias, Jackie, and Scott are attached.

While a contract consultant can never provide the same level of accessibility as a full-time Village employee, our proposal provides exceptionally high quality services at very affordable rates. The first part covers a wide range of on-demand services including phone and email consultations, and quick reviews and approvals of administrative permits all for a low flat rate. The second part covers the processing of applications for review by the Zoning Board of Appeals and Village Board with all costs paid for by the respective applicants.

The attached proposal contains the following four components:

1. On-Demand Services
2. ZBA Application Processing
3. Other Services as Requested
4. Zoning Administration Transition Plan

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Item # 8.

To maximize our availability at economical rates, Elias will serve as our primary contact for the Village and its customers under the general guidance of Scott and Jackie. Elias will rely on his five years of professional experience, deep zoning knowledge, and strong interpersonal skills to provide highly efficient and capable zoning administrative services. As the face of Roscoe's zoning administration services, he will be responsive, attentive, and will seek to anticipate the Village's and applicants' needs whenever possible. Further, for those times when Elias may not be available for on-demand services, Jackie or Scott will substitute at no additional cost. The Village and its customers also can efficiently draw upon Scott, Jackie, and the rest of the firm's specialized expertise as needed, while keeping costs to a minimum.

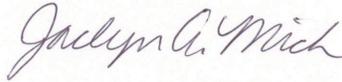
We know that this is a new arrangement for the Village and for us. As processes are fine-tuned and workloads shift, we all recognize that some adjustments will need to be made after an initial trial period. We propose reviewing the terms of this proposal after three months in order to ensure that the Village is receiving a high level of cost-effective zoning administration services.

We would like to thank you for inviting us to propose services for this important role, and we look forward to discussing it with you in greater detail.

Sincerely,



Scott Harrington, AICP
Principal Planner



Jackie Mich, AICP
Lead Associate Planner



Elias Vareldzis
Assistant Planner

SCOPE OF SERVICES

Item # 8.

ON-DEMAND SERVICES

All of the following services will be provided for a flat monthly rate of \$2,000, which includes approximately 16 hours of Elias' time and 4 hours of Scott's and/or Jackie's time plus all related expenses.

1. PHONE/EMAIL CONSULTATIONS AND INITIAL PRE-APPLICATION DISCUSSIONS

- Every Tuesday and Thursday from 9:00 am to 11:00 am – Elias will be available during these dates and times to answer questions over the phone or over email. In the event calls or emails arrive during these times when Elias is busy assisting other customers, Elias will respond as soon as he is available.
- All Other Business Dates and Times – Phone calls or emails received during all other times will be returned within one business day of receipt if not sooner.

2. ADMINISTRATIVE PERMIT REVIEW AND APPROVAL

The following permit applications will be reviewed and a decision made within two business days or less of receipt of a complete application. The types of decisions will include: approved, approved with conditions, denied, or more information required. In the event additional information is required, a decision on the permit will be made within two business days of receipt of the additional information.

- Sign Design Review Permits
- Temporary Signs/Banner Permits

3. COORDINATION WITH VILLAGE STAFF

Elias will coordinate with Village staff on determining application fees, transmitting documents, notice requirements, preparing ZBA agendas, assembling meeting packets, and similar administrative functions.

ZBA APPLICATION PROCESSING

APPLICATION TYPES

Applications requiring review and approval by the ZBA and/or Village Board will be reviewed on a fee-for-service basis. The Village will collect an upfront escrow fee from applicants, and additional funds may be required as necessary to complete the review and all associated activities. The Village should determine the desired escrow fee amount. As simple zoning permit could cost as little as \$300, while a Special Use Permit involving all of the steps on the next page could cost \$2,500, and applications involving multiple rounds of review would result in even higher costs. Applications requiring review and approval by the ZBA and/or Village Board include:

- Zoning Permits
- Sign Designs Requiring Exceptions
- Design Reviews
- Appeals of Administrative Decisions
- Site Plan Reviews
- Special Use Permits & Revocations
- Variances
- Preliminary and Final Plats
- Annexations
- Zoning Map Amendments
- Zoning Code Text Amendments
- Comprehensive Plan Amendments



Mount Horeb Downtown Plan Rehabilitation & Development Opportunities

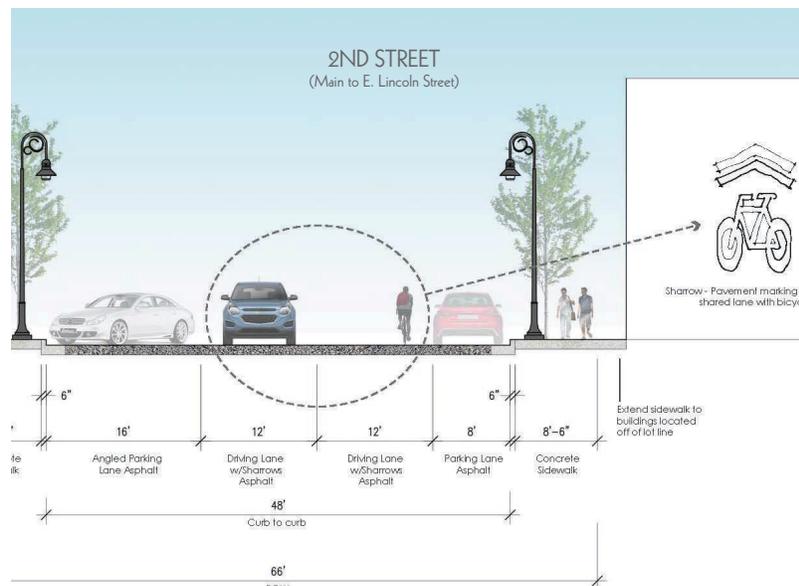
SCOPE OF SERVICES

Item # 8.

APPLICATION PROCESSING ACTIVITIES

Application processing services will consist of all of the following, as applicable:

1. Meetings, phone discussions and emails with applicants
2. Review of application materials for completeness
3. Review of application materials for compliance with all applicable local codes and ordinances
4. Meetings, phone calls and emails with Village staff, other Village consultants and outside agencies also engaged to review and provide comments on an application
5. Preparation of draft notices for review and finalization by the Village Attorney/Clerk prior to Village publication in the local newspaper and mailing to surrounding property owners as required by Code and/or state statutes
6. Preparation of a staff report to the ZBA/Village Board including:
 - Location, size, existing use, surrounding uses, zoning, and future land use category of the property
 - Summary of the request
 - Primary codes and ordinances applicable to the request
 - Evaluation of the request and its compliance with applicable codes and ordinances
 - Summary of comments provided by Village staff, other Village consultants and/or outside agencies engaged to review the application
 - Professional recommendation, which may include: approval, approval with conditions, or denial
7. Preparation of draft Findings of Fact for ZBA action where required by code
8. Virtual or in-person attendance at a ZBA meeting to present the staff report and answer questions from the Board (as directed by Village staff)
9. Review and comment on draft ZBA minutes as prepared by others
10. Preparation of draft Village Board resolutions or ordinances for review and finalization by the Village Attorney
11. Virtual or in-person attendance at Village Board meetings (as directed by Village staff)
12. Review and comment on draft Village Board minutes, prepared by others, as they pertain to items presented by Vandewalle & Associates
13. Preparation of letters notifying applicants of final action taken by the Village



Mount Horeb Downtown Plan Streetscape Section

OTHER SERVICES AS REQUESTED

VANDEWALLE & ASSOCIATES is available to assist with other planning services as requested by the Village. Cost estimates will be provided as needs are defined by the Village. Examples of such services include.

- Streamlining of current review processes, including revisions to permitting processes, application forms, and related documents
- Comprehensive Plan Amendments (initiated by the Village)
- Small Area/Corridor Plans
- Annexation Studies
- Record keeping
- Zoning map updates
- Zoning text amendments
- Fee schedule review and revisions
- Additional research, studies, and reports
- Additional presentations and meetings
- Applying for funding from community and economic development grant programs

Zoning Administration Transition Plan

Before assuming all of the Village's Zoning Administration services, we suggest formalizing a transition period in which we can take advantage of the knowledge and experience of Village staff. The best way to accomplish this would be to begin the contract on March 1. During the month of March, we would accomplish the following transition steps in lieu of the typical monthly on-demand services described on page 4. This transition period would include the following components:

1. One day-long site visit in which we will become immersed in the Village's current processes and environment. This day will involve:
 - A driving tour of the Village led by a Village representative
 - A meeting with the current Zoning Administrator and/or permit technician/clerk to review current processes and procedures
 - A meeting with all Village staff, consultants, and outside agencies involved in reviewing and commenting on development applications (i.e. Village engineer, fire district, water and sewer utility, park district, etc.) order to understand their specific roles in the review process
2. Elias will observe the zoning administration process throughout March in order to understand the individual roles and tasks involved in the current process. This will include observing:
 - Actions taken on all administrative permits
 - Key correspondence with ZBA applicants
 - Staff reports, findings of fact, Village Board and ZBA agendas, notices, resolutions, etc. prepared by staff
 - Attend virtual meetings with prospective applicants (in an observation role only)
3. Elias will attend a Village Board and ZBA meeting to introduce himself to each body and observe the meeting formats and decision-making processes.

By doing the above, we would be thoroughly prepared to take on the full extent of Zoning Administration duties by April 1. This would be billed on a time and materials basis.



VANDEWALLE & ASSOCIATES: WHO WE ARE TOP-LEVEL TEAMS TURNING ASSETS INTO ECONOMIC OPPORTUNITIES, TRANSFORMATIONAL PROJECTS, AND IMPACTFUL SOLUTIONS

Vandewalle & Associates is a collection of passionate professionals with expertise in disciplines that converge to best impact change and make places work better for people.

Tools we use:

- Community planning and zoning
- Comprehensive Planning
- Urban design and land use planning
- Park and open space facility planning
- Multi-layered asset analysis
- Economic strategy
- TIF planning and assistance
- Development financial analysis
- Market analysis
- Redevelopment and revitalization
- Design and architecture
- Marketing
- Project & community branding
- Real estate expertise
- Public-private partnerships
- Graphic storytelling
- Multilingual community outreach

Established in 1976, V&A has been a Midwest leader in place-based analysis, economic strategies, visioning, planning, and implementation for more than four decades. We work in partnership with our clients to identify core, place-based opportunities and translate them into strategic plans and innovative projects.

Please visit our website for more information on our firm: www.vandewalle.com.

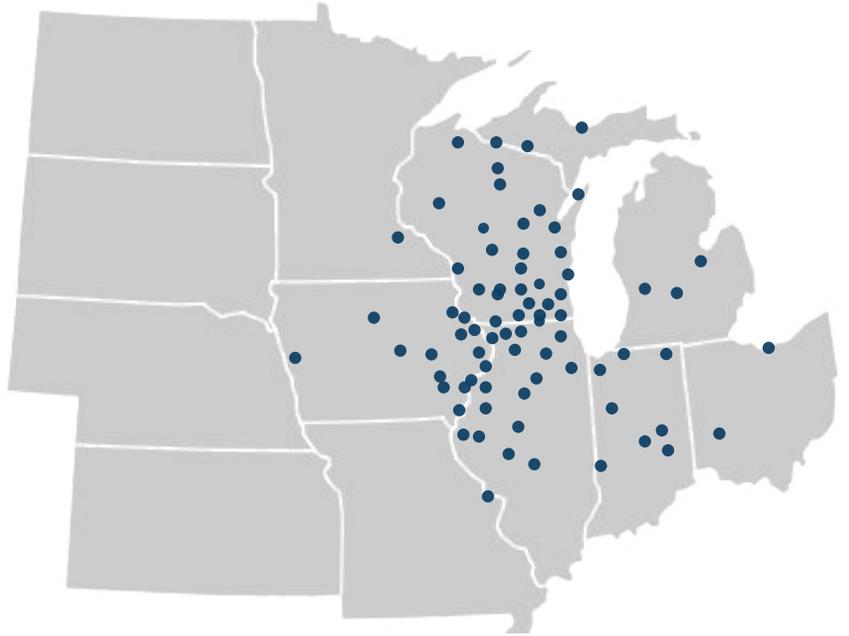


2 offices
40+ years



KEY WAYS V&A HELPS CREATE IMPACT

Having a Midwestern heart and focus. We have worked to assess, position, and transform some of the Midwest's largest metropolitan regions as well as its smallest towns and villages, and worked with its global corporations.



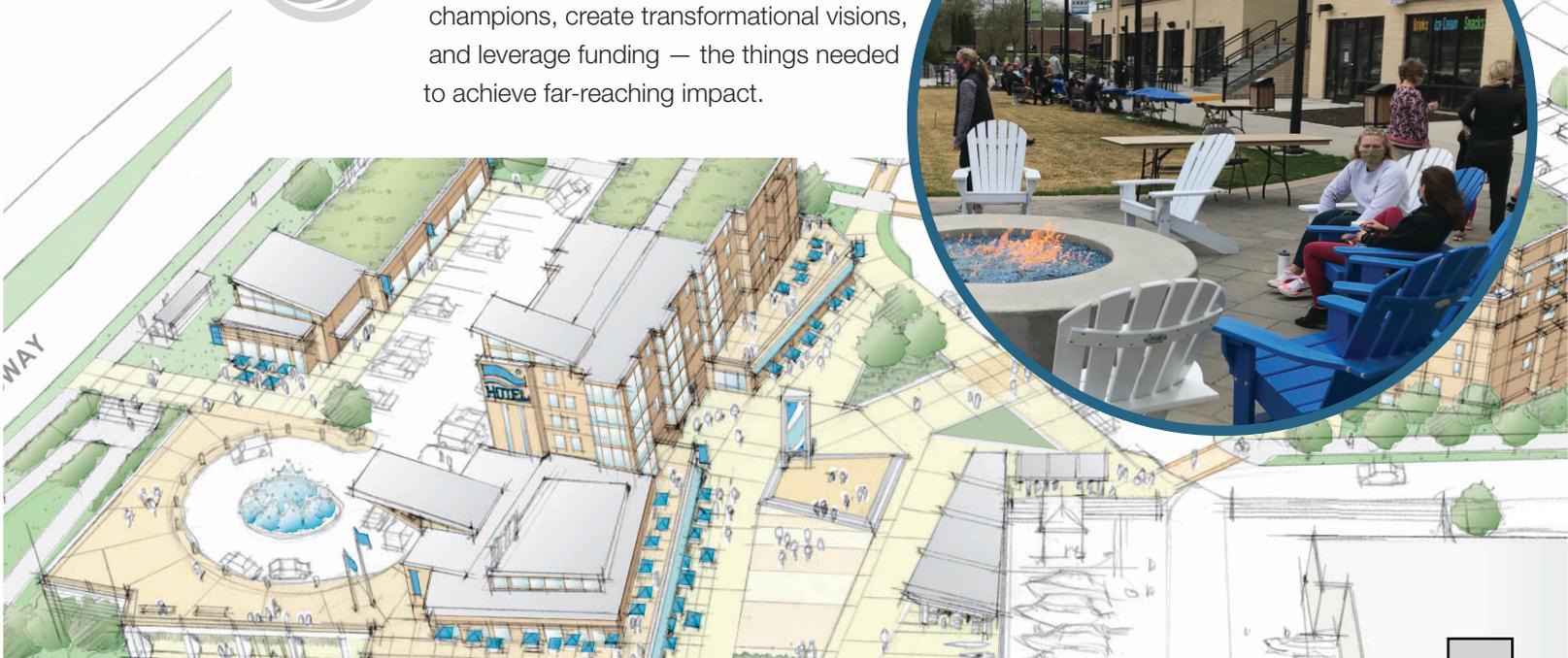
Innovation is what we do best. Our professionals have worked together for decades to solve complex problems, forge and test new processes, and grow areas of expertise.



Building communities and impacting lives. We are here to make places work better for people — with the insights, project management, and market expertise needed to create and advance complex plans that set a clear course for the future.



Creating projects that transform. We are adept at helping our clients discover hidden opportunities, secure project champions, create transformational visions, and leverage funding — the things needed to achieve far-reaching impact.



Vandewalle & Associates is a Wisconsin leader in providing outstanding and cost-effective community planning services.

Our objective with our municipal planning services practice is to provide our municipal clients with carefully customized personnel and services to best meet their needs.

Municipal Planning. Our approach for municipal planning services has several components:

- Working in many communities as their on-call planner for years and even decades has provided our firm with unparalleled consistency in service, institutional knowledge, and a true connection to the community.
- Ongoing work is allocated between the local team to be as cost-effective as possible – providing a best-fit or blend between experience and billing rates.
- When specialized assignments arise, our local team is able to call on Vandewalle & Associates’ team of more than twenty professional planners and designers. These include our company core of eight principals and president – each of whom has been with us for more than twenty years, and have a combination of almost 200 years of professional experience. This approach gives our municipal clients immediate access to the most experienced and diversely-skilled planning firm in the Midwest.

Our service model works well. We have been serving many of our municipal clients for more than 15 to 25 years. These clients include Fontana, Lake Geneva, Delavan, Bayside, Edgerton, Cross Plains, Jefferson, Johnson Creek, Watertown, Oregon, Mount Horeb, Fort Atkinson, Middleton, Monroe, and Shawano. In growing communities where planning needs are expanding, we are often the last on-call planning consultant before a community hires in-house planning staff.

Recognized for Excellence. Vandewalle & Associates has received both state and national recognition for developing a system of planning and development for small and mid-sized communities. In 2004, the firm was recognized by the Wisconsin Chapter of the American Planning Association (APA-WI) for Outstanding Contribution to Planning in Wisconsin. Vandewalle & Associates’ approach to community planning services is based on this award-winning approach. In 2017, Vandewalle & Associates was recognized by APA-WI for two projects – the Village of Oregon Sign Code and the Madison Metropolitan School District Enrollment Projections Study – that both received the Excellence in Planning Award from the Wisconsin Chapter of the American Planning Association. In 2020, Vandewalle & Associates received the Excellence in Planning Award from APA-Wisconsin for the City of Wausau Zoning Code and Zoning Map. We also regularly present at the APA-Wisconsin Planning Conference - which we did twice in 2022.

Virtual Meetings: Using Technology Effectively

With companies, institutions, and workers striving to keep the momentum going while handling business remotely, Vandewalle & Associates has ready access to a diverse array of web tools to keep projects moving, information flowing freely, and all team members on the same page:

Online Public Engagement. As the ability to hold public meetings will be limited for the foreseeable future, Vandewalle & Associates is able to provide interactive virtual options, which offer advantages over in-person meetings. We have access to tools such as:

- Online surveys through SurveyMonkey or Polco
- PowerPoint presentations recorded with full audio and the option to auto advance, which can be distributed electronically
- Digital interactive mapping through Map.Social
- Interactive webinars held through Adobe Connect
- Broadcast announcements through an email blast

Client Communication and Project Management. As alternatives to face-to-face communication, we have several options available that allow the exchange of ideas, documents, and more. These options are immediately available and regularly used by V&A staff:

- Microsoft Teams
- GoToMeeting
- Zoom / Webex
- Adobe Connect
- ESRI Crowdsource Reporter

Development Review. We provide outstanding on-call development review services. Typically, these services include attending monthly development review staff meetings and plan commission meetings, preparing and presenting reports and recommendations on development proposals, and site inspections to ensure compliance with approved site plans, architectural details, landscaping, lighting, signage, and conditions of operation. Where development activity is sporadic, we reserve dates for all the above, and then attend as requested by the municipality.

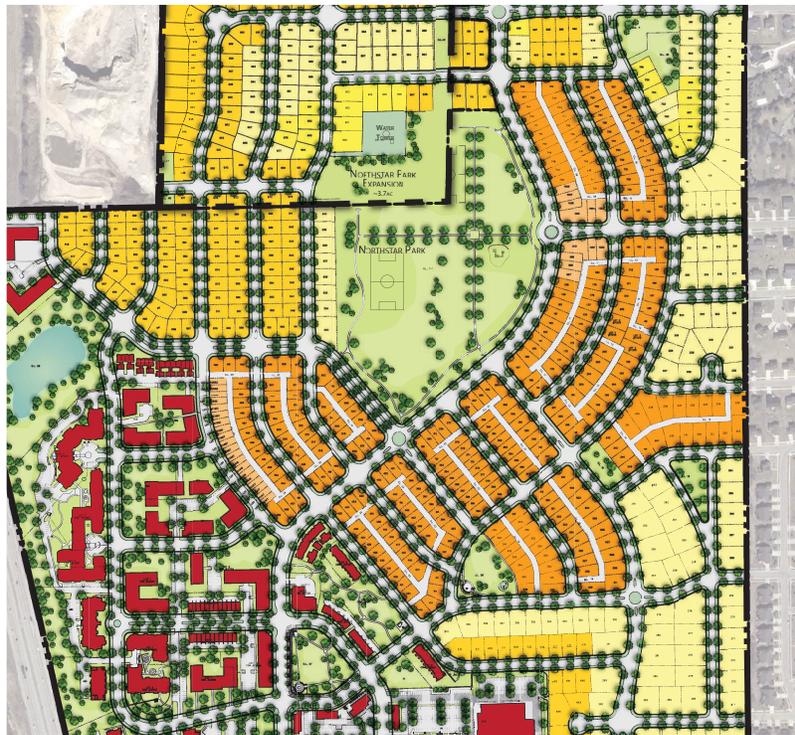
Our firm prides itself on a tradition of building and sustaining the confidence of the plan commission, elected officials, zoning board of appeals, and other municipal bodies to review development in an effective and predictable manner, with an efficient process that yields improved results for the community, nearby properties, and the applicant.

Our experience is particularly deep in communities where redevelopment is predominant, and projects must achieve a win-win balance on tight sites with challenging economics and where the preservation and enhancement of community and neighborhood character is a high priority.

Local Regulations. Vandewalle & Associates is Wisconsin's leader in customizing zoning, subdivision, official mapping, urban design, landscaping, and sign regulations to effectively implement local objectives.

Our ordinances are carefully designed to work in communities that have limited staff resources by providing:

- Regulations that are crafted to attain community objectives while responding to the economics of development specific to the municipality
- Zoning districts that are fully customized for each community, with clear relationship to municipal plans
- Complete descriptions of all procedures
- Detailed application checklists
- Complete code definitions, including effective land use descriptions which can accommodate evolving and new forms of development and commerce, and specific examples of such uses
- Effective graphics to convey information
- Tables to enable quick reference
- Clear cross-relationships between zoning, subdivision, and official mapping requirements.



Grandview Commons Compiled Plan - Madison, WI

Comprehensive Plans. Vandewalle & Associates has more than 40 years of experience in preparing comprehensive plans that are designed to become a reality.

Because of our broad range of expertise, our comprehensive and neighborhood plans are firmly grounded in the specific economic realities of the community, and seek to leverage each community's unique assets to accomplish municipal priorities and community benefits. We firmly believe that a strong vision for the planning area is essential to enhance community character, economic development, environmental protection, and the quality of life.

Our plans guide future growth and redevelopment to create vibrant neighborhoods and downtowns, expand the mix of community services and housing choices, address long-term public safety and environmental objectives, and enhance the community's ability to attract a more diverse and sustainable tax base.

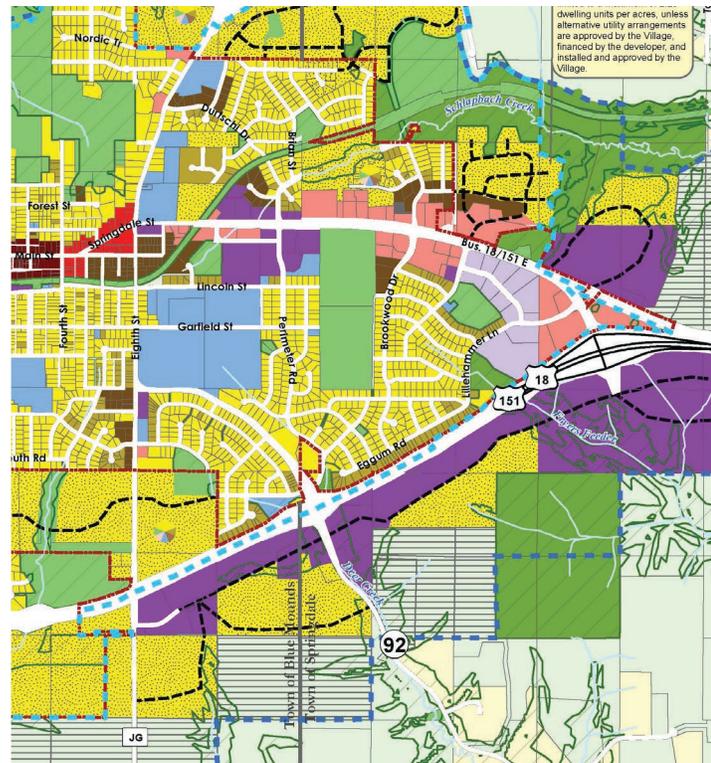
Our plans are committed to meaningful public participation. Our planning processes use diverse cost-effective participation techniques to prioritize public input at the beginning of the planning effort, and clear communication to shepherd the plan through adoption.

Finally, our plans are often designed to assist with subsequent grant applications and fundraising efforts by communicating key concepts with visually-compelling graphics and maps.

Redevelopment & Revitalization Planning.

Vandewalle & Associates prides itself on getting projects built. Our success in the field has been our ability to balance creative and visionary planning with pragmatic attention to project execution. Our projects are designed to be 'market driven' and based on an in-depth understanding of the local economic as well as physical landscape. Most of our principal staff, in addition to having solid city planning and design credentials, have additional training in urban economics, economic-geography, or real estate.

Most of our large redevelopment projects have involved upfront market analysis to determine the depth and direction of the local real estate market, and the absorption potential of various types of space. This work provides an early "reality check" to help provide direction to the planning process, and can help identify any unfulfilled market niches within the locality or region. Vandewalle & Associates' success in the redevelopment arena is also attributed to our ability to identify specialized niches for urban sites for which no historic market may be known to exist. In real estate parlance, this is known as "making the market" or "positioning" a site through a careful selection of mutually supporting land uses or economic



Mount Horeb Comprehensive Plan Future Land Use Map



McDaniel Park Concept - McFarland, WI

activities that have the potential to take advantage of unusual land use synergies and/or local/regional economic development initiatives. In all of our projects we seek to leverage local economic development opportunities to capitalize on a community's unique assets.

Zoning & Subdivision Ordinance Preparation.

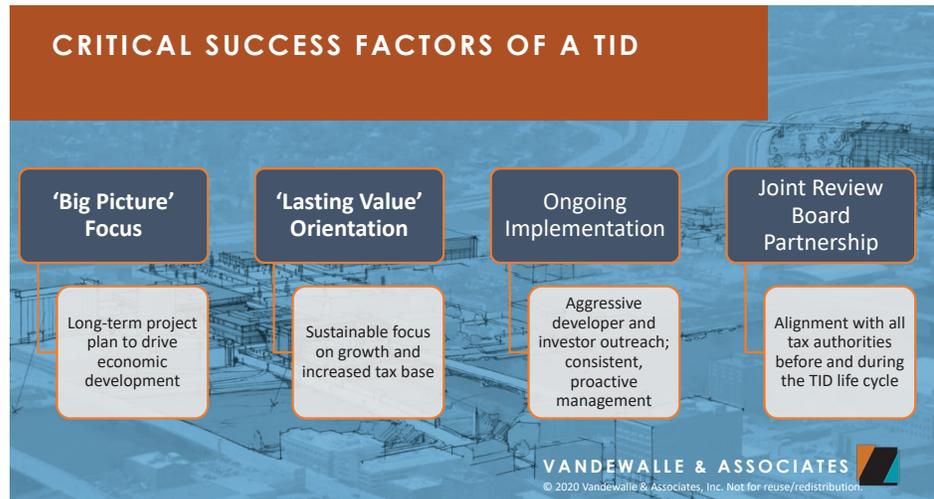
Vandewalle & Associates staff takes great pride in our ability to implement our client communities' goals and objectives through ordinance preparation. More directly, our firm includes regionally recognized experts in zoning and subdivision regulations. Our expertise and knowledge in both time-tested and cutting edge regulatory techniques enables us to create ordinances to both be easily administered and match changing development trends. Zoning and subdivision regulation can be complicated and controversial. Without proper project management, a sound working strategy, and ongoing local involvement, regulatory rewrites by consultants often fail and local officials are left to deal with the mess. Our experience has taught us that the most effective approach arranges the process in a series of steps, organized around working sessions with local officials and other interested parties. Our proven approach builds strong working relationships with key local staff and officials who have been and will be on the "front lines" of zoning and subdivision decisions.



South River Loop Revitalization - Racine, WI

Tax Incremental Financing

Plans. Vandewalle & Associates plays a critical role in establishing the economic development goals and boundaries for each Tax Incremental Financing Plan. We place special emphasis on ensuring that each district plays a complementary role in economic development, rather than competing with one another. We have developed a unique and proven approach for successful planning, optimization, and implementation of a TID.



Grant Writing Experience and Success.

Vandewalle & Associates understands that municipal budgets are tight, now more than ever. The firm has documented success in the preparation of implementation-related grant applications. Vandewalle & Associates has been successful in assisting our clients in securing more than \$93 million in state and federal grants and assistance for brownfield assessment, reuse planning, remediation, regulatory closure, and redevelopment. The firm has also successfully obtained grants for other purposes such as housing improvements, energy initiatives, recreational facilities, comprehensive planning, and detailed planning initiatives in a variety of communities. The firm develops relationships with key state and federal agencies and tracks opportunities within the context of frequently-changing state and federal programs and fiscal priorities.

As an example of our successful grant writing work, Vandewalle & Associates assisted the City of Lake Geneva on their Grant submittal for TAP Grant Funding. The City was awarded \$835,316 in TAP grant funding to develop a new bike/ped trail connecting a State Park, schools, and other community assets to Geneva Lake.

Housing. Planning and building cities and townscapes that are both functional and exciting lies at the heart of Vandewalle & Associates' professional practice. We excel in designing timeless and memorable urban environments that are tailored to local conditions and are rich in local character. We bring our skills to a variety of complex challenges, including comprehensive planning; downtowns, special districts, transit-oriented, mixed-use developments; urban corridor redevelopment plans; brownfield site reuse planning; neighborhood redevelopment projects; market and economic impact analysis; and architectural design guidelines. Within all of this work, housing is often a cornerstone component. We utilize the following practices, on a regular basis, for client communities across Wisconsin. See below for more details.

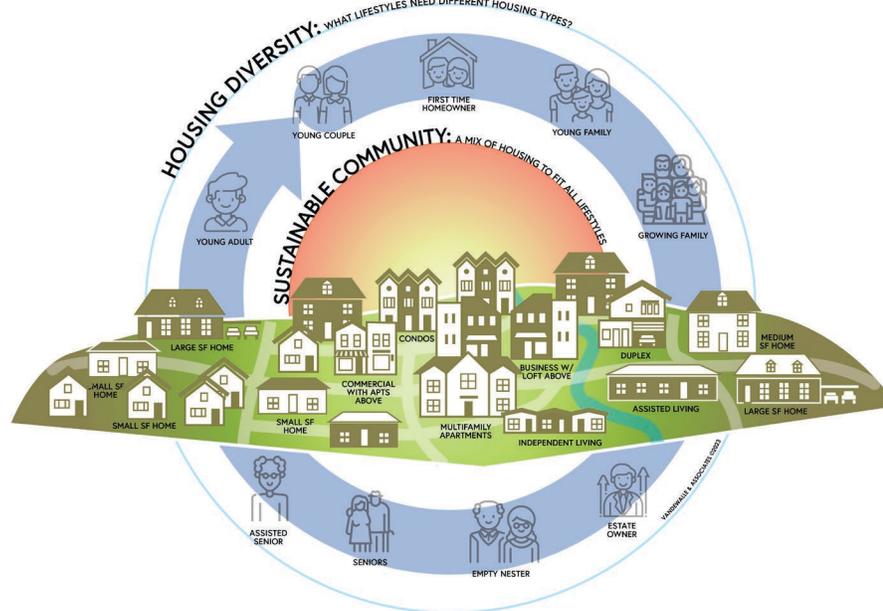
6 Steps to Funding Success

THOMAS F. ROZMARINER

Prepare your Grant to create jobs and enhance community resiliency and recovery

- 1 Identify the right project**
Uncover and prioritize possible projects by pursuing those with the highest impact in your community.
- 2 Coordinate with the funding entity**
Ensure your project is visible and meets funding objectives
- 3 Build strategic partnerships and position the project**
Create the art of the possible by identifying stakeholders and outlining how the project impacts the economy
- 4 Perform technical analysis & cost estimating**
Careful economic analysis & detailed cost estimates to ensure you request the proper funding
- 5 Submit the grant**
Write a compelling application, coordinating critical elements such as state and local letters of endorsement
- 6 Manage the project**
"Work" the project and conduct ongoing Grant administration

Vandewalle & Associates has supported client communities in securing **\$93 million** in funding, including during the past economic downturns. Let us help you prioritize projects and position your community for success.



BE PROACTIVE ABOUT YOUR COMMUNITY'S HOUSING SUPPLY.

Item # 8.

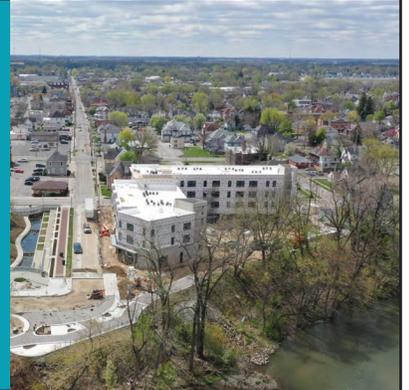


VANDEWALLE & ASSOCIATES INC.
Shaping places. Shaping change.

A COMPREHENSIVE APPROACH TO HOUSING AFFORDABILITY, SUSTAINABILITY, EQUITY, AND MIX



IN THE 1950S THE AVERAGE NEW HOME IN WISCONSIN WAS 2X THE AVERAGE INCOME. TODAY A NEW HOME COSTS NEARLY 9X THE AVERAGE INCOME.



FROM SMALL TOWNS TO MAJOR METROPOLITAN CITIES, housing challenges consistently rank as one of the top concerns of Midwestern communities today. The housing crisis may not look quite the same everywhere, but the crunch poses very real challenges in varying proportion and order of urgency:

- Shortage of attainable housing for workforce attraction
- Lack of affordable single-family homes for first-time buyers
- Racial inequity in housing
- Gentrification and displacement of low-income residents
- Lack of housing options from rental to single family to senior housing
- Zoning code restrictions



A SUCCESSFUL STRATEGY FOR THE COMPLEX HOUSING PROBLEM REQUIRES A FIVE-SIDED APPROACH.

1. COMPREHENSIVE PLANNING AND ZONING
2. NEEDS ANALYSIS
3. SUBDIVISION AND LAND PLANNING
4. FINANCING STRATEGY
5. DEVELOPMENT MANAGEMENT

A STRATEGIC PLAN TAILORED FOR EACH COMMUNITY. Consider that Vandewalle & Associates is the only Midwest planning partner with deep experience assisting with all five angles on housing success. V&A offers the most comprehensive package of housing planning tools and services available. From urban centers to rural communities, we can help assess and address a complex set of issues with a strategic housing plan that answers your community's unique needs, helps bring needed development and financing, and minimizes development risks.



VANDEWALLE & ASSOCIATES INC.
Shaping places. Shaping lives.

V&A 5 PILLAR HOUSING STRATEGY

TODAY'S HOUSING PICKS
WITH AFFORDABLE
HOUSING NOW
OUT OF REACH FOR
TEACHERS, NURSES AND
FIREFIGHTERS, THOSE
ESSENTIAL JOBS CAN BE
HARD TO FILL.

Item # 8.

1. COMPREHENSIVE PLANNING AND ZONING:

- Comprehensive Planning Framework
 - Setting up housing goals and needs
 - Identification of land uses
 - Planning for public facilities such as schools and water towers

2. HOUSING ELEMENT NEEDS ANALYSIS

- Updating the comprehensive plan to establish housing needs and goals and identify sites
- Market studies and detailed needs analysis of number of housing units and households served
- Zoning and subdivision reqs
 - Ensuring zoning regulations align with housing needs and that it can facilitate development in areas most appropriate
 - Facilitating housing diversity and encouraging an appropriate mix of unit types
 - Boundary agreements, urban service area amendments

3. SUBDIVISION AND LAND PLANNING:

- Site identification and acquisition
 - Proactively talking to landowners within or adjacent to boundary to understand intent
 - Evaluate existing needs including utilities and infrastructure capacity
 - Identify funding sources to help alleviate burden for creating new units
- Concept planning and cost estimating
- Rehab and neighborhood improvement and infill

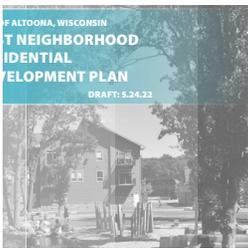
4. FINANCING STRATEGIES:

- TIF
 - Affordable housing fund/extend life of TIF
 - (Identify funding sources to help alleviate burden for creating new units)
- Tax credits
- ARPA and Bipartisan Infrastructure Legislation (BIL) funds and programs
- Private/corporate partnerships and contributions
- CDIs and non-profits
- Federal and state grants
- Special assessments

5. DEVELOPMENT MANAGEMENT:

- Developer RFPs and recruitment
- Project review and negotiations
 - Zoning and design
 - Financial assistance
- Project management
 - Phasing and coordinating public improvements with private development
 - Ongoing housing implementation and monitoring
 - Regional collaboration

THREE MORE REASONS OUR URBAN HOUSING APPROACH WORKS



PROVEN RESULTS CREATING A MIX OF HOUSING OPTIONS WHERE MARKET FORCES ARE NOT. Our expertise has been hard at work shaping

a new wave of welcome neighborhood development in communities such as Eau Claire, Waupaca, and Altoona.



THE ORIGINAL ZONING EXPERTS. We work throughout Wisconsin and the Midwest on comprehensive zoning rewrites

that help add needed flexibility and address housing challenges. We have created zoning codes like these for places like Middleton, Wisconsin utilize some of the most progressive zoning codes in the state.



PARTNERS WITH WISCONSIN'S LARGEST HOME-BUILDERS.

With decades of experience designing housing developments for

some of Wisconsin's most successful and innovative home builders, we can help bring the right developer for the project. This includes traditional neighborhood designs with features like small lots, alleys, front porches, wetlands, trails, and walkable mixed-use hubs.



TIF PLANNING: WHAT SETS US APART

TIF IS THE MOST POWERFUL ECONOMIC DEVELOPMENT TOOL MUNICIPALITIES HAVE. BUT USING IT EFFECTIVELY TAKES A WELL-DEFINED AND SUSTAINED STRATEGY.

THE PROVEN VANDEWALLE PROCESS - PLAN, ADOPT, IMPLEMENT.



PLANNING SERVICES

- Vision and plan for study area (downtown redevelopment, waterfront improvement, industrial park growth, blighted area revitalization, etc.)
- Compelling graphics to engage partners
- Implementation strategy (who, how)
- Robust funding strategy
- Align resources including municipal tax authorities & consultants



ADOPTION/CREATION SERVICES

- TID feasibility study
- TID optimization using boundary lines and base valuations
- Strategic timing to maximize increment
- Calculations of incremental tax values and project costs
- Sound cashflow analysis with financial advisor
- Communications to all stakeholders



IMPLEMENTATION SERVICES

- Catalytic project identification and pursuit
- Development of strong partnerships
- Pursue and leverage other funding resources
- Proactive ongoing management to maintain momentum

MUNICIPAL PLANNING CLIENTS.

City of Lake Geneva, Wisconsin

Dave Nord, City Administrator

P: (262) 249-4098 | E: cityadmin@cityoflakegeneva.com

Village of Bayside, Wisconsin

Andy Pederson, Village Administrator

P: (414) 206-3925 | E: apederson@vaysidewi.gov

City of Monroe, Wisconsin

Brittney Rindy, City Administrator

P: (608) 329-2527 | E: brindy@cityofmonroe.org

City of Delavan, Wisconsin

Mark Wendorf, Director of Public Works

P: (262) 728-5585, #120 | E: delavandpw@ci.delavan.wi.us



TIF PLANNING CLIENTS.

City of Oak Creek, WI

Andrew J. Vickers, City Administrator

8040 South 6th Street | Oak Creek, WI 53154

(414) 766-7060 | avickers@oakcreekwi.gov

City of Middleton, WI

Bill Burns, CPFO, Assistant City Administrator/Finance Director

7426 Hubbard Avenue | Middleton, WI 53562

(608) 821-8356 | bburns@cityofmiddleton.us

City of Monona, WI

William Cole, Attorney | Axley Attorneys

2 E Mifflin Street, Suite 200 | Madison, WI 53703

(608) 283-6766 | wcole@axley.com

Village of Shorewood Hills, WI

Dave Benforado, Village President

810 Shorewood Boulevard | Madison, WI 53705

(608) 535-2960 | dbenforado@shorewood-hills.org



PROJECT TEAM

Item # 8.



Scott Harrington is a Principal Planner and project manager at Vandewalle & Associates, contributing special expertise in the creation and implementation of urban redevelopment initiatives. Since 1986, Scott has worked on the front lines in a number of cities in the Midwest, Southern and Western U.S. He is well-versed in the complex processes of management, community participation, financing and negotiations required to craft and implement long-range planning and large-scale revitalization efforts. His ease among elected bodies, plan commissions, the public, and government finance is second to none.

Given his diverse background, Scott leads and assists with a wide variety of projects at Vandewalle & Associates including everything from regional economic positioning initiatives, to municipal comprehensive plans and zoning regulations, to redevelopment strategies for downtowns, corridors and sites. Recently, Scott has served as the principal in charge of several projects focused on revitalizing urban corridors and neighborhoods. These include “The Current”, a \$45-million riverfront redevelopment in Monona; the visioning and master planning for the Alliant Energy Center and surrounding “Destination District” in Madison; the East Washington Capital Gateway Corridor in Madison; Northwest Gateway in Downtown Fayetteville, North Carolina; Downtown and North Division Street Corridor in Stevens Point; Janesville Town Square; Downtown Mount Horeb; and Downtown Slinger. His projects have included a wide range of interactive methods and forums for engaging the public – including pop-up events, keypad polling, online surveys, charrettes, and visual preference surveys – as well as engaging historically under-represented communities through bi-lingual staff and by partnering with community organizations.



Scott Harrington, AICP
Principal Planner
Phone: 608.255.3988
sharrington@vandewalle.com

EDUCATION

- M.U.P. Urban Planning
University of Michigan - Ann Arbor, Michigan
- B.S. Natural Resources
University of Michigan - Ann Arbor, Michigan

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners
- Member, American Planning Association, National, Wisconsin, and Illinois Chapters
- Former Member, Technical Advisory Committee to Legislature on Intergovernmental Coordination, Florida Department of Community Affairs
- Former Board Member, Colorado Chapter of the American Planning Association
- Presenter, “Market-Ready Redevelopment”
American Planning Association Upper Midwest Conference (2015)

PROJECT AWARDS

- Outstanding Urban Design from the Wisconsin Chapter of the American Planning Association in 2010 – for the City of Madison East Washington Avenue Capitol Gateway Corridor Plan
- Award of Merit from the American Society of Landscape Architects for Urban Planning and Design – for the Gulf Stream, Florida Design Manual
- Presenter, “Using Charrettes as a Planning Tool”
WCCMA & WAMCAM Annual Conference (2010)
- Presenter, “Content Sensitive Design and Corridor Planning”
Innovations in Transportation Conference (2008)
- Presenter, “Preserving Neighborhood Character”
American Planning Association National Conference (1996 and 2002)
- Co-author, “Innovative Water Conservation Ratemaking,”
Florida Water Resources Journal (August 1995)



Jackie Mich is the Lead Associate Planner with Vandewalle & Associates; she brings her experience in project management, park and open space planning, Spanish, transportation planning, comprehensive planning, zoning, local government planning, and redevelopment implementation. Jackie has led or authored more than 14 ten-year Comprehensive Plan updates in her ten years with the firm. Jackie completed a Bicycle and Pedestrian Plan for the City of Lake Geneva and has led park and open space plans in Sun Prairie, Slinger, Fontana, Delavan, and Cross Plains. She also played a strong role in the development of the City of Glendale Bicycle and Pedestrian Plan. She also served as project manager for park master planning projects for several of these clients.

A Wauwatosa native, Jackie also works on redevelopment and implementation projects in the Greater Milwaukee area. She brings her project management skills to implementation projects in the Village of Slinger; and to ongoing efforts in Washington County, including the Washington County Brownfield Site Remediation Program and Washington County Next Generation Housing initiative. She also serves as the on-call city planner for the City of Lake Geneva and the City of Delavan.

Jackie also has worked on a number of complex projects as part of the consultant team on the Madison Beltline Planning and Environmental Linkages Corridor Study, the Highway 51 EIS, and Stoughton Road EIS. Her work in transportation planning also has included visioning and public participation efforts in support of Madison in Motion: The Sustainable Madison Transportation Master Plan.

Prior to joining Vandewalle & Associates, Jackie worked at the Midtown Greenway Coalition. The Midtown Greenway is a 5.5-mile long former railroad corridor in south Minneapolis which runs through some of the most diverse neighborhoods in the City, home to significant populations of Somali and Latino residents. There, she gained immeasurable experience with engaging with diverse communities around bicycling and transportation, and encouraging local residents to ride bicycles and use the Greenway. Jackie also worked as a Green Building Intern for the University of Wisconsin-Extension, and she researched the economic impacts of interpretive centers as a graduate student in the University of Wisconsin's Department.

EDUCATION

- M.S. Urban and Regional Planning
University of Wisconsin - Madison, Wisconsin
- B.A. History / Spanish
University of Wisconsin - Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners
- Member, American Planning Association (APA) & Wisconsin Chapter (APA-WI)
- Excellence in Planning Award for "Village of Oregon Sign Code" – APA-WI Chapter, 2017
- American Institute of Certified Planners Outstanding Planning Student Award (2013)
- American Planning Association-Wisconsin Chapter Scholarship (2011-2013)



Jackie Mich, AICP
Lead Associate Planner
Phone: 414.988.8654
jmich@vandewalle.com

PROJECT TEAM

Item # 8.



Elias Vareldzis is an Assistant Planner with Vandewalle & Associates, working to provide research, analysis, and other project assistance to a variety of community planning projects stemming from the Milwaukee-office team.

Environmental issues are an area of keen interest for Elias. Prior to joining the company, Elias worked as Assistant Planner and Floodplain Manager for the City of Glendale, Wisconsin. There he gained valuable experience in planning and design review, preparing reports, and providing subject area expertise and recommendations to community stakeholders. He also honed his public engagement skills by assisting residents and developers in understanding and navigating local, state, and federal floodplain regulations in ways that both ensured safety from flood damage while minimizing environmental impacts. Elias has experience in navigating the complex relationships between public and private sector partners and regulatory policy systems, coordinating and implementing federal grant and regulatory programs, administering local zoning ordinances, site selection, and implementing land use planning at the local level.

Since joining V&A, Elias has completed several Park and Open Space Plan updates, two full Comprehensive Plan updates, supported ongoing planning services in client communities, assisted on multiple small area and downtown revitalization plans, redevelopment, and implementation planning efforts, among other projects. He has a strong interest in creative placemaking, infill redevelopment projects and neighborhood area planning, sustainability and equity in planning and design, local and regional economic development, and bicycle and pedestrian planning.

Elias is passionate about the potential of planning to help communities identify and recognize their unique assets, values, and characteristics through authentic, equitable, and inclusive community engagement practices. Working with community members and colleagues, Elias aims to use planning as a tool to create collaborative and innovative solutions that meet the needs and desires of the local population and help communities grow and reinvent themselves in response to the challenges they are facing today.



Elias Vareldzis
Assistant Planner
Phone: 414.988.8631
evareldzis@vandewalle.com

EDUCATION

- M.U.P. Urban Planning
University of Wisconsin - Milwaukee, Wisconsin
School of Architecture & Urban Planning
- B.S. Cum Laude
History / Middle/Secondary Education
Minor: Political Science
Marquette University - Milwaukee, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Planning Association National and Wisconsin Chapters
- Volunteer, Milwaukee Habitat for Humanity
- Volunteer, River Revitalization Foundation

V&A FEE SCHEDULE

Item # 8.

V&A FEE SCHEDULE

2024 Billing Rates			
Principal	\$195 to \$300	Other Charges: Invoice charges to the client consist of (1) Professional fees rendered at current billing rates (2) Reimbursable expenses billed at cost multiplied by 1.1 (3) Technology/Software expenses billed at \$50/month	
Associate	\$110 to \$160		
Assistant	\$85 to \$100		
GIS Technician/Specialist	\$100 to \$125	Expense	Cost
Communications Specialist	\$65 to \$150	Mileage	IRS Rate
Project Assistant	\$65 to \$80	Printing and Postage	Cost plus 10%

