



City Council Meeting Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Daniel Ritter, AICP, Community & Economic Development Director
Department:	Community Development
Agenda Item:	Approve a Resolution for a Contract with Housel Lavigne Associates to Update the Crest Hill Comprehensive Plan

Summary/Background:

The City's existing Comprehensive Plan ("Comp Plan") was adopted in May 2014 after a year of gathering information, receiving public input, and policy direction from the Plan Commission and City Council. The project's consultant and manager was Housel Lavigne Associates, a firm specializing in community comprehensive planning, urban design, and economic development.

Comprehensive plans are forward-looking documents that chart the city's growth, development, improvement, and economic well-being over several years. It serves as a blueprint for strengthening the City as a vibrant and sustainable community, reflecting a shared community vision, and providing strategic direction for the future. Comprehensive planning works to provide a perspective beyond current events or current proposals. The document gives the City Council and city staff a guide on where to focus time, energy, and money as it works towards improving the City. A good plan also assists in the city's economic development efforts by giving the private sector upfront and clear expectations of what the City desires to see happen in the community. A Comprehensive Plan does not usually have specific regulations that are implemented or enforced. However, a good plan helps guide other regulations like the Zoning Ordinance and Subdivision Regulations to help implement the plan's larger vision, goals, and objectives.

Comprehensive Plans are typically updated every 8 to 10 years. This helps them to stay relevant and responsive to our community's evolving needs. This regular review and update process also allows the plan to adapt to new trends, technologies, markets, and challenges. The City's current comprehensive plan is over 11 years old; with major changes in the development market and at national, state, and local levels during that time, it requires updating. A plan update also gives current staff and elected officials ownership of the document and its recommendations; this allows it to be actively used for project planning, budgeting, and policy-setting. Updating the Comprehensive Plan also helps the city defend its regulations and decision-making process as it provides justification for the regulations, programs, and policies put in place to help implement the shared vision and plan.

The current 2014 Comprehensive Plan can be found on the City's website and at this link:

www.cityofcresthill.com/DocumentCenter/View/1107/City-of-Crest-Hill-Comprehensive-Plan-PDF

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2026 Comprehensive Plan Update

Plan Update and Consultant:

Staff consulted with the previous Comprehensive Plan consultant, Housel Lavigne, on the best path forward to update the current plan. After numerous discussions and reviews of the plan documents, City staff and Housel Lavigne agreed that there was likely not a need for a full-scale redo of the existing plan at this time. Instead, staff is proposing we move forward with a more limited “Audit and Update” of the current plan.

This “Audit and Update” is a simplified process that is outlined in the attached proposal document. It will give the current plan the updates needed in terms of things like market trends, demographics, city facilities, walkability, pictures, developments, etc. This process will still include several opportunities for public input (including a combined Plan Commission/Council meeting) and other methods of public outreach. This “Audit and Update” approach is anticipated to cost \$63,400, which is a significant financial savings compared to implementing a completely new plan (likely around \$150,000). Additionally, the update process will take around 6-9 months, as opposed to around 18-24 months needed for a new plan. The advantage of using the same consultant is that they will have continuity and knowledge of both the City and access to all relevant data from the original plan. By using Housel Lavigne, it will make updates simpler and more efficient. Depending on final contract approval, meetings, and consultant availability, the plan update is currently expected to kick off in February/March 2026 and aim for adoption before the end of 2026. A draft contract is attached for the Council’s initial review and is currently under review by the City Attorney. After Attorney review, adjustments may be made before Council’s adoption.

Housel Lavigne will be at the workshop to present information about their team, give an overview of comprehensive planning, and explain the process for the proposed update.

Several other communities in the area have completed or are in the process of completing a Comprehensive Plan. Most notably, the City of Joliet recently started a new comprehensive plan, and the timing provides an opportunity to work together to ensure some continuity among the plans, projects, goals, and objectives.

Budget:

Total Cost:	\$63,400
Budgeted:	FY26 - \$20,000 (Economic Development Plans)
	FY27 - \$43,400 (Carry Over/Proposed)

Additionally, staff is pursuing grants with state and regional agencies such as CMAP or Heritage Corridor. We will apply for any available assistance to help offset any costs. However, with this being a smaller plan update, the availability and timing of such grants may be more difficult. Even if a grant isn’t obtained for this Plan, staff will be proactively applying for grants for follow-up action items addressed in the plan (for example, pedestrian/bicycle transportation improvement plan, sub-area plans, etc.)

Recommended Council Action:

Approve a Resolution for a Contract with Housel Lavigne Associates to Update the Crest Hill Comprehensive Plan.

Attachments:

- A. Resolution and Professional Services Contract
- B. Housel Lavigne Memo – City of Crest Hill Comprehensive Plan Audit and Update Proposal (10/29/25)
- C. Housel Lavigne PowerPoint PDF for 12/8/25 Meeting
- D. IML – Developing a Comprehensive Plan Fact Sheet – September 2025