



## MEMORANDUM

### CHICAGO

188 W Randolph St Suite 200  
Chicago, IL 60601  
312-372-1008

### LOS ANGELES

360 E 2nd St Suite 800  
Los Angeles, CA 90012  
213-259-1008

### HELENA

317 Cruse Ave Suite 202  
Helena, MT 59601  
406-944-1008

### SEATTLE

999 3rd Ave Suite 700  
Seattle, WA 98104  
206-828-1008

### MILWAUKEE

313 North Plankinton Ave Suite 207  
Milwaukee, WI 53203  
414-392-1008

**Date:** October 29, 2025

**VIA EMAIL**

**To:** City of Crest Hill  
Daniel Ritter, Community and Economic Development Director

**From:** Houseal Lavigne  
Nik Davis, AICP, Principal  
Josh Koonce, AICP, Practice Lead

**Re:** City of Crest Hill Comprehensive Plan Audit and Update

This memorandum outlines Houseal Lavigne's recommended Scope of Work to update the City of Crest Hill's Comprehensive Plan. Based on preliminary discussion with City staff, we have revised our initial approach and recommend the Comprehensive Plan Audit and Update as described below.

- **Comprehensive Plan Audit and Update** (*outlined on the following pages*). Houseal Lavigne will conduct an audit to determine which elements of the Comprehensive Plan need targeted revisions. The Comprehensive Plan Update will be informed by City staff, elected and appointed officials, the online community survey, and community open house. The Plan's layout, photos and overall design will be updated as part of the update. *The cost for this approach is estimated at \$63,400, with an anticipated seven-month timeline.*

Houseal Lavigne recommends this approach as we understand the City is continuing to work through long-term implementation projects identified in 2014, has experienced modest population change, and expects minimal changes to its overall vision, goals, and objectives.

The following pages outline our proposed Scope of Work, Preliminary Timeline, and Budget for the audit and update.



# Proposed Scope of Work

A detailed breakdown of each step in our proposed scope of work is provided below.

## Step 1: Initiation and Outreach

To initiate the Comprehensive Plan Audit and Update process, the Project Team will host an initial coordination call with City staff to review the scope of work, project timeline, and key deliverables. The Project Team will outline other data needs including the most up-to-date GIS data.

The Project Team will prepare a project website and online community survey for residents and business owners to offer a community-wide opinion on a range of topics and issues. We will also host a series of facilitated meetings with department heads, and the City's elected and appointed officials to enable discussion and establish a consensus on changes to the vision and goals for the City. This step will conclude with a summary of outreach and anticipated key plan updates and will provide focus and direction for the subsequent Comprehensive Plan Audit and Update.

### Tasks

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates

## Step 2: Comprehensive Plan Audit and Update

The Comprehensive Plan Audit and Update will be based on issues and opportunities collected during outreach, information provided by the City, feedback from elected and appointed officials, and staff-identified major changes needed since the past Comprehensive Plan (2014). We intend to move through this task efficiently, reserving project budget and resources for planning, drafting, and updating the Plan.

Given our previous experience preparing the City of Crest Hill Comprehensive Plan (2014), revisions may include but are not limited to the following sections: *Community Profile (incl. demographics)*; *Vision, Goals, and Objectives*; *Existing Land Use*; *Future Land Use Plan*; and *others as needed*.

### Tasks

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting

## Step 3: Draft and Final Comprehensive Plan Update

Based on the previous steps of the process, a draft version of the City of Crest Hill Comprehensive Plan will be prepared for staff review and consideration. The overall layout, structure, design, and format of the new Comprehensive Plan will be updated with new information, graphics, and maps.

The Project Team will prepare final revisions to the Comprehensive Plan Update document in a PDF format. The Project Team will provide outreach summaries (PDFs), and updated GIS data compiled during the planning process (geodatabase or shapefile) if applicable. A final presentation will be made to the Plan Commission for informational purposes only.

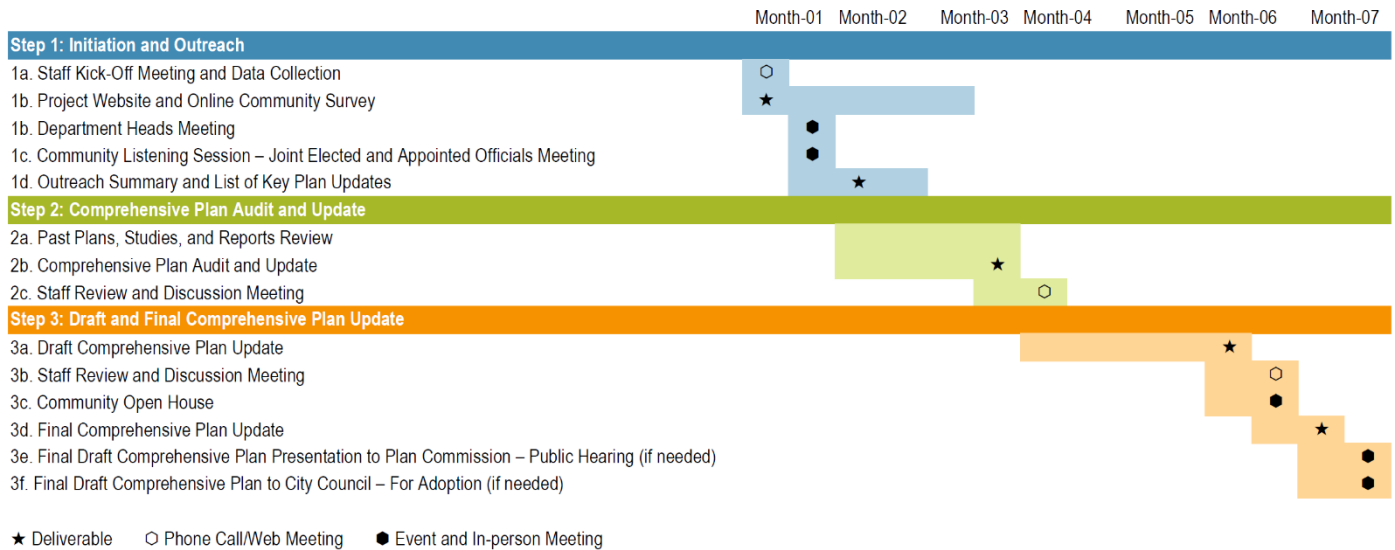
*Note: As a targeted update to the current 2014 document, we anticipate the Comprehensive Plan Update may not need to be adopted by City Council. Public hearing and adoption meetings have been included as optional/as-needed tasks 3e and 3f, should they be required.*

### **Tasks**

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)

# Preliminary Timeline

The timeline below provides an overall framework to complete each step outlined in our proposed Scope of Work. We anticipate completing the Comprehensive Plan Audit and Update in seven (7) months. As needed, we will work with City staff to refine this Scope of Work and project schedule in a manner that is most advantageous to the assignment.



# Budget

Our proposed budget to undertake the above scope of work will not exceed **\$63,400** including all direct project-related expenses. Optional tasks can be added at the additional cost identified in the memorandum above, and are not included in this proposed not-to-exceed budget.

Step	Fee
Step 1: Staff Initiation and Outreach	\$13,150
Step 2: Comprehensive Plan Audit and Update	\$8,890
Step 3: Draft and Final Comprehensive Plan Update	\$41,360
<b>Total Not-to-exceed</b>	<b>\$63,400</b>

If you have any questions regarding our approach or budget, please feel free to contact Josh Koonce at [jkoonce@hlplanning.com](mailto:jkoonce@hlplanning.com) / (312) 372-1008 ext. 112.

If the City is amenable to our approach and budget, Houseal Lavigne can prepare a draft contract for review and execution.