



November 11, 2024

Work Order Number 0001; Main Street Overlay Zoning District Amendments Services

This Work Order is made under the terms and conditions established in the Agreement for Consulting Services, dated February 29, 2024 between “Client”, Village of Roscoe, Illinois, and VANDEWALLE & ASSOCIATES, INC. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

VANDEWALLE & ASSOCIATES agrees to provide the Village with the following “Services”:

VANDEWALLE & ASSOCIATES will undertake the following tasks in conducting a review, amendment, mapping, and adoption of Main Street Overlay Zoning Districts for the Village of Roscoe. Specifically, this work entails:

- Review “Main Street District Plan” recommendations, propose map amendments to formally map said corridors, and amend ordinance language as necessary.
- Propose text amendments to the zoning ordinance to create two new overlay districts in the Main Street area to accomplish the goals and objectives set forth in the “Main Street District Plan” created by The Place Foundry for the Village.

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Shaping places, shaping change

Task One: Draft #1 of Overlay Text

VANDEWALLE & ASSOCIATES will review the “Main Street District Plan”, completed by The Place Foundry for zoning recommendations and applicable topics that will require ordinance amendments to successfully implement the plan. After the first draft of the ordinance is complete, VANDEWALLE & ASSOCIATES will participate in one meeting with Village staff to review Village Staff comments and suggested revisions.

Task Two: Draft #2 of Overlay Text

VANDEWALLE & ASSOCIATES will receive comments from Village Staff and implement them in a second draft of the ordinance text amendment.

Task Three: Public Open House and Draft Summary of Public Input

VANDEWALLE & ASSOCIATES will coordinate a public open house to provide an opportunity for residents and stakeholders to learn about the Main Street Overlay districts and offer input before the amendment is forwarded for adoption. The intent of this event is to provide members of the public who may not otherwise attend a ZBA or Village Board meeting a chance to voice their support or concerns for the project. Both written and verbal feedback will be collected from participants and VANDEWALLE & ASSOCIATES will summarize the feedback to be shared with Village Staff and the ZBA.

Task Four: First ZBA Meeting to Review Draft #2 and Public Input from Open House

VANDEWALLE & ASSOCIATES will prepare the public comments gathered from the open house and create a staff report for a ZBA meeting to thoroughly describe the proposed changes to the existing ordinance in Draft #2 of the text amendment. ZBA will provide feedback for VANDEWALLE & ASSOCIATES staff regarding the project. This will be virtually attended by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Five: Draft #3 of Overlay Text and Map

VANDEWALLE & ASSOCIATES will draft a third iteration of the proposed text amendments incorporating comments from Village staff, the general public, and the ZBA. If needed, VANDEWALLE & ASSOCIATES will also provide a map of the two new zoning overlay districts.

Task Six: Staff Report, Public Hearing, and Second ZBA Meeting

VANDEWALLE & ASSOCIATES will prepare a staff report detailing the changes to the zoning ordinance proposed in the third iteration of the amendment. This will be used for a ZBA meeting and will include a public hearing and the ZBA will take action on the text amendment. This meeting will be attended virtually by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Seven: Village Board Adoption Meeting

VANDEWALLE & ASSOCIATES will attend the Village Board adoption meeting to present the public draft ordinance and map. This meeting will be attended virtually by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Eight: Adopted Overlay Zoning Text and Map

VANDEWALLE & ASSOCIATES will prepare the adopted version of the ordinance and map and provide the digital ArcGIS files to Villages Staff.

Section B Schedule

Services in this Work Order shall commence from December 1, 2024 and be in effect through May 31, 2025.

Section C Costs

All work will be completed on a time and materials basis with the budget for this Work Order not to exceed \$7,750.

Except to the extent modified herein, all terms and conditions of the original Agreement shall continue in full force and effect.

Village of Roscoe

By:

Signature of Authorized Representative

Date

Printed Name

Title

VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson

Nonna Anderson, Business Manager

Date