



# Agenda Item Executive Summary

Item Name Comprehensive Plan/UDO RFP Discussion Committee or Board Committee

**BUDGET IMPACT**

<i>Amount:</i>	N/A	<i>Budgeted:</i>	N/A
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<i>List what fund:</i>	N/A
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**EXECUTIVE SUMMARY**

The 2025–2028 Strategic Plan identifies updating the Village’s Comprehensive Plan and Unified Development Ordinance (UDO) as a short-term priority. While there has been discussion about a staff-led update, staff is recommending that the Village pursue a consultant-led process given the technical complexity and public engagement requirements associated with both documents.

Following adoption of the Strategic Plan, Northern Illinois University’s Center for Governmental Studies (NIU-CGS) reached out to the Village and shared a proposal to lead the Comprehensive Plan process. They also suggested an additional firm who they routinely work with, as a partner for the UDO. Staff appreciates this outreach and the proposals provided, but believes issuing a formal Request for Proposals (RFP) is the best path forward. Doing so would ensure a transparent, competitive selection process and give the Village the opportunity to compare multiple firms based on qualifications, approach, and cost.

The RFP would be structured in two phases; first, development of the Comprehensive Plan, followed by the UDO. Tonight’s discussion is intended to share background, present staff’s recommendation, and seek the Board’s feedback on whether to proceed with a consultant-led process.

**ATTACHMENTS (PLEASE LIST)**

Staff Memo, 2007 Comprehensive Plan

**ACTION REQUESTED**

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**MOTION:**

Staff: Joseph Dienberg, Village Administrator Date: 11/5/2025