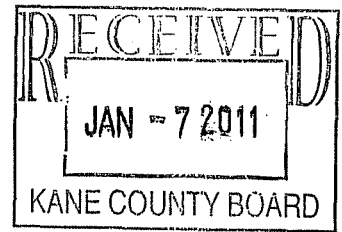


**DOCUMENT VET SHEET**  
for  
**Karen McConnaughay**  
**Chairman, Kane County Board**



Name of Document: Small Cities Grant Agreement  
- Geneva

Submitted by: Mark VanDerKhof

Phone Number: 23451

Date Submitted: 1-6-11

Examined by: KC SIGNO  
(Print name)

[Signature]  
(Signature)

1-10-11  
(Date)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman signed:  Yes  No 1-11-11  
(Date)

Document returned to: M. VanDerKhof

**COUNTY OF KANE  
AGREEMENT  
KANE COUNTY SMALL CITIES  
MATCHING GRANT PROGRAM**

**THIS AGREEMENT**, Entered into this \_\_\_ day of \_\_\_\_\_, 2010 between the County of Kane, Illinois (hereinafter referred to as the "COUNTY") and the following designated LOCAL GOVERNMENT, to wit:

Name of Governmental Unit: **CITY OF GENEVA**  
Address: **22 South First Street**  
Village/City: **Geneva**  
State: **Illinois**  
Zip Code: **60134**

and hereafter referred to as the "CITY").

**WITNESSETH:**

**WHEREAS**, the COUNTY has established a Small Cities Matching Grant Program (hereafter, "Grant Program") for the purpose of assisting urban and rural communities (50,000 or less in population, 2000 US Census) throughout Kane County in the area of economic and community development; and

**WHEREAS**, said Grant Program is a competitive program requiring applicants to demonstrate a committed interest in creating an economic climate compatible with the Implementation Strategies of the Kane County 2030 Land Resource Management Plan, with specific adherence to the Ten Principles of Smart Growth within said Implementation Strategies; and

**WHEREAS**, said Grant Program is administered by the COUNTY with the advice of, and grants are approved upon the recommendation from the Kane County Economic Development Advisory Board and is funded by the Kane County Riverboat Foundation; and

**WHEREAS**, pursuant to said Grant Program and formal approval of a Grant Program grant award by the Kane County Board, the COUNTY has agreed to participate, subject to its sole discretion, in sharing the cost of community-based grant projects (her eafter, “projects”), as specified in the subject grant award application and further established in the terms and provisions of this AGREEMENT, up to a maximum of one-half (1/2) of the cost of such project but in no event shall the total City participation exceed Twenty Thousand Dollars (\$20,000.00).

**NOW, THEREFORE**, in consideration of the mutual covenants and agreement obtained herein, the COUNTY and the CITY do hereby agree as follows:

SECTION 1: The COUNTY shall share in the project eligible costs up to fifty percent (50%) of total actual costs, up to a maximum amount not exceeding \$20,000. **The actual amount per this agreement shall not exceed Twenty Thousand Dollars \$20,000.00.** Eligible project costs include, but are not limited to: professional, administrative, technical or other contractual services, materials, equipment and other contract items necessary for the proper execution and completion of the project.

SECTION 2: The project subject to this Agreement shall be named **The City of Geneva Southeast Subarea Plan** and shall consist of the following cost-eligible activities:

- a. **Finalize scope of work and release RFP.**
- b. **Hire consultant team.**
- c. **Consultant research, development of alternatives and presentation to Plan Commission.**
- d. **Development of final plan.**

The grant award and release of any Small Cities Grant funds for the project is subject to the following condition(s): **There are no conditions for this grant.**

SECTION 3: Items detailing the project, to include but not limited to: scopes of services and deliverables for professional studies; building designs and plans for building construction projects; and site planning, engineering, landscaping and other site development plans for public and private property improvements shall be kept and made available for public inspection at the CITY municipal offices, and subject to compliance with any and all local, county, state and federal permitting procedures.

SECTION 4: No portion of the project shall be undertaken until final project scope and/or planning and design documents have been reviewed and approved by the County Economic Development Advisory Board or its designated County staff personnel. Following approval, the CITY shall commence the project within ninety (90) days from the date of such approval and, unless otherwise granted an extension by the COUNTY, the project shall be completed within one (1) year from the date of this AGREEMENT (the “grant period”).

SECTION 5: The Kane County Director of Economic Development shall periodically review and inspect, as applicable, the progress of the project pursuant to this Agreement. Such review and inspection shall not replace any required permit inspection by the local, county, state or federal authorities. All work which is not in conformance with the approved documentation described above in Section 3, shall be immediately remedied by the CITY and, unless by mutual agreement of the parties herein amending the approved project, any and all deficient or improper work shall be replaced and made to comply with the approved documentation and the terms and provisions of this agreement.

SECTION 6: Upon completion of the project, the CITY shall submit to the COUNTY a Final Report to be reimbursed for eligible expenses incurred and paid for by the CITY throughout the duration of the grant period. The Final Report must be accompanied by a letter of acceptance and approval by the CITY and be clearly titled “Final Report”. The COUNTY shall, upon receipt of the Final Report and proof of payment(s), inspect all documentation, ensuring completed work adheres to the approved activities set forth in Section 3, above and, if such a determination is made, cause to be issued a check to the CITY in the payment of one-half of the approved cost or **Twenty Thousand Dollars \$20,000.00**, whichever is less.

SECTION 7: The CITY shall be required to present the completed project to the Kane County Economic Development Advisory Board after the completion of the grant period and, upon thirty (30) days notice to the CITY, at a time and place to be determined by the COUNTY.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

COUNTY OF KANE

Karen McComandry  
COUNTY BOARD CHAIRMAN

Date: 1-11-2011

State of Illinois )  
County of Kane )

FOR THE CITY OF GENEVA

[Signature]  
Name Title

Date: 1/22/10

**EXHIBIT A**

COPY OF APPLICATION

Kevin R. Burns  
Mayor



ph: 630-232-7494  
fx: 630-232-1494  
mayorburns@geneva.il.us

**City of Geneva**  
**Office of the Mayor**  
22 South First Street  
Geneva, IL 60134

January 8, 2010

Scott Berger  
Kane County Development Department  
719 Batavia Avenue  
Geneva, IL 60134

Dear Scott,

This letter accompanies two grant applications being submitted by the City of Geneva for consideration in the Kane County 2010 Community Investment Initiatives program:

- An application for the Kane County Small Cities Grant Program for assistance with the "Geneva South East Subarea Plan," an engineering and urban planning project which will create Master Plan for the City's South East side (the Subarea Plan will be an addendum to the Geneva Comprehensive Plan)
- An application to the Kane County Community Development Fund for assistance with the "City of Geneva Downtown Master Plan" (the Master Plan will be an addendum to the Geneva Comprehensive Plan)

We recognize that both of the two projects may be eligible under multiple county programs. Understanding how competitive the funding cycles are under all three programs, we formally give the county the permission, and welcome the opportunity, for these applications to be considered under any and other funding sources.

Please contact me if any additional information is needed. The Community Investment Initiatives Program is truly a benefit to the County and appreciated. On behalf of the City of Geneva I thank you, Barbara Rahden, members of the Community Development Commission, Economic Development Advisory Board, and the Kane County Board for your consideration.

My best,

Kevin Burns

cc: City Administrator Mary McKittrick  
Economic Development Director Ellen Divita  
Community Development Director Dick Untch  
Public Works Director Dan Dinges  
City Engineer Pam Broviak

**KANE COUNTY  
FISCAL YEAR 2010 SMALL CITIES GRANT PROGRAM  
APPLICATION FORM**

**Purpose of Program:**

The Kane County Small Cities Grant Program is designed to provide assistance to urban and rural communities (50,000 or less population) throughout Kane County in the area of economic and community development. This is a competitive grant program, which requires the applicant to demonstrate a committed interest to creating and enhancing economic growth within their communities. The applicant may apply for a grant of no more than \$20,000. The applicant is responsible for a minimum of 50% of the total project cost, of which all or part may be in-kind services. The Kane County Economic Development Advisory Board (EDAB) is responsible for the administration of the Grant Program. Grants are awarded by the Kane County Board. For additional information, please refer to the Program Guidelines for the Small Cities Grant Program.

*Please Type information: The application must be submitted on this form only:*

**1. Applicant Information (The Governmental Unit is the applicant):**

A. Governmental Unit Name: City of Geneva, Illinois

B. Mailing Address:

22 S. First Street  
Geneva, IL 60134

\_\_\_\_\_

C. FEIN: 36-6005893

D. Name of Chief Elected Official: Mayor Kevin Burns

Phone Number: (630) 232-7494

Fax: (630) 232-1494

Email: Mayor@geneva.il.us

E. Name of Contact Person: Ellen Divita

Phone Number: (630) 232-7449

Fax: (630) 232-1494

Email: edivita@geneva.il.us

F. Mailing Address of Contact Person (if different from address listed above):

same

\_\_\_\_\_

\_\_\_\_\_



**If this application includes multiple projects, list each project and the answer separately below. (RE: Project 1 and answer, Project 2 and answer, etc.)**

- 2. Describe the scope and purpose of the project. (If there are multiple projects please answer as described above):**

The City of Geneva seeks funding for Sub Area Master Plan (to be called the "Geneva Southeast Subarea Plan") to guide business development of the undeveloped and/or underutilized lands in the southeast corner of the City's planning jurisdiction (approximately 300 acres). This sub-area plan would be an amendment to the Comprehensive Land Use Plan.

The City of Geneva Comprehensive Plan, dated April 2003, recommends the southeast corner of the City's planning jurisdiction to be developed as light industrial with a small area to be commercial use around the perimeter. The commercial will support contiguous recreation, lodging, and industrial uses. Boundary agreements are in place with neighboring municipalities which identify the acreage to ultimately be developed within Geneva. Industrial development is key to Geneva's long term financial stability; currently the tax base is 74% residential (measured by equalized assessed value). Geneva would like to increase the business tax base, reducing reliance on sales tax.

The City has no remaining improved acreage ready for industrial development. The southeast area is well suited for business development and planning now will assist the City attract small-medium sized businesses as the country moves out of economic recession. History has shown great entrepreneurial activity occurs in recession periods; half of the Fortune 500 companies originated during down economic times. The Southeast area is adjacent to the DuPage Airport and DuPage National Technology Park and it is envisioned that businesses locating in Geneva may support eventual Tech Park tenants and/or the Food Manufacturing cluster which already exists in Geneva. Other area features that will drive business development include the quality of life in Geneva (Schools, Parks, and City services), high speed fiber optic connection to downtown Chicago, and an educated workforce (including a higher than average percentage of area residents with doctorate degrees who may be working at Fermi and Argonne National Laboratories).

Delivery of additional business properties ready for building construction is crucial for Geneva to create jobs and spur economic recovery. As an added benefit, development of this area will help downtown. Geneva's downtown has been impacted by development along Randall Road through additional competition as well as the relocation of daytime employment (County and Hospital). New business park creation in the South East area will create customers for downtown Geneva businesses seeking downtown's unique dining and shopping amenities.

The South East area faces several challenges. An arterial road connection is available from the south at Fabyan but there are no utilities, yet there is available sewer and water at the north end of the study area but no road connection to IL Route 38. Additionally the area will need an expensive electric substation and connection to the city's other substations and generation facility at Averill Road in order to support future business development.

The desired work product from the study will include:

- Review of existing man made and natural resource conditions and identification of strengths, weaknesses, opportunities, and threats.
- Aerial base map with 1' contour topography
- Preparation and evaluation of alternative development scenarios
- Wetland delineation and calculation of needed credits
- Sewer, water, and electric utility analysis using modeling software for each scenario (connection points to existing system, sizing, and depth)
- Proposed road network (identify road spine w/arterial connection access points identified)
- Analysis of best locations to create a regional stormwater management system
- Potential local siting of METRA station based on METRA requirements
- Cost estimates for the roads and utilities
- Identification of potential grants, funding, and/or financing options
- Zoning recommendations
- Design guidelines

The first draft of a desired work scope is included with this application.

**3. Describe the degree to which the subject project conforms to the following:**

- A. Meets Objectives of Kane County's 2030 Land Resource Management Plan
- B. Adheres to the 10 Principles of Smart Growth
- C. Links Transportation, Land Use and Economic Development Strategies
- D. Leverages Other County Community Investment Initiative Funds
  - i. If project is dependent upon receiving other County Community Investment Initiative Funds ("Other Funds"), please indicate at Section 7, below, which activity(ies) is/are so dependent. It is critical that the remaining activities (those that are to be funded from local and/or Small Cities Grant funds only) can exist as stand-alone, apart from an activity or activities dependent upon other County funds, and considered on their own merit within the context of the competitive review process.
  - ii. Local Match (cash, in-kind or combination thereof) shall be equal to or greater than the Small Cities Grant Program funding request and any other County funds considered as leverage shall be stand-alone and considered separate from the local match requirement.

This project meets the objectives of the Kane County 2030 Land Resource Management Plan in several areas. Specifically, this project supports two 2030 LRMP goals:

"the development of office research and industrial development along the Kirk Road corridor in conjunction with the DuPage Technology Park and Fermi Lab." (page 172)

"creation of a regional stormwater system for this land will improve environmental quality and a sustainable water supply" (page 178)

Additionally the plan will:

- 1) encourage infill business development on undeveloped property which is in the heart of the urban corridor,
- 2) identify any potential sites for development of an alternative METRA train station; a City initiative and desire, and

3) assist in economic recovery and job creation.

Business development in the South East area provides compact land use, and meets many of the 10 Principals of Smart Growth as defined in the Kane County Plan:

1. Mixed Land Uses
2. Take advantage of compact-building design
3. Create a range of housing opportunities and choices
4. Create walkable neighborhoods
5. Foster distinctive, attractive communities with a strong sense of place
6. Preserve open space, farmland, natural beauty, and critical environmental areas
7. Strengthen and direct development towards existing communities
8. Provide a variety of transportation choices
9. Make development decisions predictable, fair and cost effective
10. Encourage community and stakeholder collaboration in development decisions

This project specifically addresses these Principles:

1. Mixed Land Uses - industrial, commercial, and entertainment uses are sought for the area which will complement the existing industrial and recreational activities in the area.
2. Take advantage of compact-building design - the plan seeks to fulfill the City's vision for in-fill business development in the Urban Corridor. A second Metra station is desired and locations will be considered.
4. Create Walkable Neighborhoods - the plan calls for identification of a new METRA station which will serve the surrounding businesses as well as the community at large.
5. Foster Distinctive, Attractive Places with a Strong Sense of Place - the plan will create daytime employment and patrons for downtown Geneva businesses, and strengthen the strong business district which already exists in the general area (including neighboring communities and at DuPage Airport).
6. Preserve Open Space, Farmland, Natural Beauty and Critical Environmental Area - the plans seeks development within the urban corridor, the Count's desired area to absorb growth.
7. Strengthen and Direct Development Towards Existing Communities - the plan seeks to strengthen the Geneva tax base by adding needed non-residential EAV. New employers will provide work opportunities for area residents. By establishing a land use and infrastructure framework the plan will encourage orderly development of this last major development area in Geneva.
8. Provide a Variety of Transportation Choices - the plan seeks to strengthen connection to train and potentially bus connections in an area adjacent to a regional airport.
9. Make Development Decisions Predictable, Fair and Cost Effective - Developed through pro-active dialogue with the community and property owners, the plan will provide a detailed vision of what the City hopes to achieve in the area. The plan will help the City address the many factors which have precluded development in this area including the need for infrastructure and road extensions. While conversations with potential developers have been

many, the requirements of the area have proven to be too great. Proactive planning is desired to make the master planning of this area less of an unknown.

10. Encourage Community and Stakeholder Collaboration - the plan will contain a full public participation process.

The City understands the need to match any grant funds with local dollars. Much of the engineering work will be done in-house including mapping and engineering for expansion of the Electric, Sewer, and Water Utilities. Planning for sewer and water, however, requires modeling software the City does not own.

- 4. Describe the specific economic benefits of this project.** (If there are multiple projects please answer as described above):

The "Geneva Southeast Subarea Plan" will plan for business park development in Geneva, a community whose tax base is currently 74% residential (as measured by equalized assessed value). The area to be studied is recommended for business development in the City of Geneva Comprehensive Plan. Though an attractive business location, the lack of sufficient roads and infrastructure (extension, not capacity) has been a barrier to development. Business Park development will provide building and land sites for companies able to bring jobs and tax base. Without pro-active planning for roads, utility extensions, and other planning elements described above few development entities wish to take on a project of this size.

- 5. If applicant is a "border city" as described in the Program Guidelines, describe the specific economic benefits of this project to the citizens of Kane County:**

n/a

**6. Project Schedule:**

Fill in the schedule below based on the following instructions:

- A. Indicate specific phases of your project.
- B. Assign a completion date for each phase. The completion date of the final phase will be the ending date of the project. Progress reports will be required upon completion of each phase, as well as upon project completion.
- C. At the end of the project, a performance evaluation will be conducted by the county.

**(Note: This application allows up to four phases, but four phases are not required.)**

<b>Phase</b>	<b>Brief Description</b>	<b>Completion Date</b>
1	Finalization of desired work scope and release of RFP	June 2010
2	Hiring of Consultant Team	September 2010
3	Consultant research, development of alternatives, and presentation to Plan Commission	February 2011
4	Development of final plan with presentation to Plan Commission and City Council	May 2011

**7. Project Funding:**

- A. Total cost of project (Kane County contribution plus applicant's contribution plus any other contribution from other sources): \$62,500
- B. Total amount requested from Kane County: \$20,000
- C. Applicant's total financial contribution: \$42,500
  - i. Total cash applicant will provide: \$20,500  
**(Documentation that this amount has been approved and is in place must be submitted before funds are disbursed.)**
  - ii. Value of in kind services applicant will provide: \$22,000  
**(Documentation that in-kind services have been approved and are in place must be submitted before funds are disbursed.)**
  - iii. Total amount applicant will contribute (Add lines i. and ii.): \$42,500
- D. Percentage of total cost applicant will contribute (Line C.iii. divided by line A.): 68%
- E. Percentage of total cost requested from Kane County (Line B divided by Line A): 32%

**8. Project Budget:** Itemize below, by phase and activity, the project budget. Include in-kind services and their cost. When preparing the budget remember that staff time will not be paid by the grant but can be used for in-kind services. See Section 3(d) above with respect to “Other Funds”, as indicated in table below (if applicable).

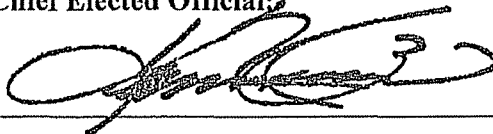
<b>Phase 1 Activities</b>	<b>Grant</b>	<b>Dollar Match</b>	<b>In-Kind Match</b>	<b>Other Funds</b>	<b>Total Cost</b>
Staff time to write and release final desired work scope and RFP			\$ 5,000		\$ 5,000
<b>Total</b>			\$ 5,000		\$ 5,000
<b>Phase 2 Activities</b>	<b>Grant</b>	<b>Dollar Match</b>	<b>In-Kind Match</b>	<b>Other Funds</b>	<b>Total Cost</b>
Staff time to negotiate and hire a consultant team			\$ 3,000		\$ 3,000
Legal fees to review consultant contract		\$ 500			\$ 500
<b>Total</b>		\$ 500	\$ 3,000		\$ 3,500
<b>Phase 3 Activities</b>	<b>Grant</b>	<b>Dollar Match</b>	<b>In-Kind Match</b>	<b>Other Funds</b>	<b>Total Cost</b>
Consultant planner inventory, analysis, and plan preparation (alternative plan development and selection)	\$ 7500	\$ 7500			\$ 15,000
Engineering inventory, analysis, and plan preparation (Aerial Topo at 1foot and Modeling, wetland delineation)	\$ 7500	\$ 7500			\$ 15,000
City Utility Engineering and GIS work			\$ 10,000		\$ 10,000
City Planner Work			\$ 4,000		\$ 4,000
<b>Total</b>	\$ 15,000	\$ 15,000	\$ 14,000		\$ 44,000
<b>Phase 4 Activities</b>	<b>Grant</b>	<b>Dollar Match</b>	<b>In-Kind Match</b>	<b>Other Funds</b>	<b>Total Cost</b>
Development of Final Plan	\$ 2,500	\$ 2,500			\$ 5,000
Presentation to Plan Commission	\$ 750	\$ 750			\$ 1,500
Presentation to City Council	\$ 750	\$ 750			\$ 1,500
Production of final document	\$ 1,000	\$ 1,000			\$ 2,000
<b>Total</b>	\$ 5,000	\$ 5,000			\$ 10,000
<b>Grand Total (All Phases)</b>	\$ 20,000	\$ 20,500	\$ 22,000		\$ 62,500

**9. Statement of Understanding and Agreement:**

- A. The applicant agrees to comply with the guidelines, procedures and instructions of the 2010 Kane County Small Cities Grant Program.
- B. The applicant understands that he/she must submit detailed cost documentation, invoices and receipts and payment will be authorized. All expenditures will be in accordance with 55 ILCS 5/5-1022 (Competitive Bidding Statute).
- C. The applicant understands that if he/she fails to comply with the guidelines, procedures and/or instructions of the 2010 Small Cities Grant Program, the EDAB has the authority to terminate the grant, and the financial obligation on the part of Kane County shall cease and become null and void.
- D. The applicant agrees to indemnify and hold harmless Kane County from any and all losses, claims, damages, liabilities or expenses, of any conceivable kind, resulting from or connected with directly or indirectly with the approved grant or the subject project or work.
- E. The applicant agrees that this application generally, and the local match commitment contained herein, are predicated upon the formal adoption of its official budget, allocating or otherwise identifying sufficient resources necessary to meet said commitment. If in the event that such allocation or identification does not occur through the formal adoption of applicant's official budget covering the grant and project period in question, the undersigned representative must, within seven days from the date the subject budget is adopted, notify the County of same, in writing and addressed to Director, Kane County Economic Development Program, 719 Batavia Ave., Geneva, IL 60134. The notification shall include a request that the instant application be withdrawn or otherwise revised and reconsidered. Any request for an application revision and reconsideration shall be reviewed and considered by the Kane County Economic Development Advisory Board (EDAB). The EDAB, at its sole discretion, may approve or deny the same under this provision.
- F. The applicant's representative represents that he/she has been authorized to enter into this agreement.
- G. The applicant's representative is the mayor or president of the governmental unit.

**10. Signature of Chief Elected Official:**

Signature: \_\_\_\_\_



Name: Kevin Burns

Title: Mayor

Date: January 8, 2010





**Economic Development Department**  
22 South First Street  
Geneva, Illinois 60134  
(630) 232-0818 phone  
(630) 232-1494 fax

January 8, 2010

**City of Geneva**  
**"Geneva South East Subarea Plan"**  
**Draft Scope of Work**

**Background and Project Definition**

Geneva, Illinois, the county seat of Kane County, is located 40 miles west of Chicago. The community has earned a national reputation as a quality place to live and work. Our downtown business district is a national historic district, home to over 600 historic structures and 735,000 s.f. of commercial property.

Geneva owns the Geneva Municipal Electric Utility (municipal neighbors to the north and south operate their own electric utility as well) and offers highly competitive electric rates (when compared to the region and state of Illinois as a whole). Even though the City extended sewer and water lines to its eastern border at the Kane/DuPage border in the early 1990's, unlike our neighbors to the north and south Geneva has not experienced significant industrial development. Such development is not forthcoming due to a shortage of improved land already served by roads and infrastructure.

The City of Geneva Comprehensive Plan, dated April 2003, recommends for the southeast corner of the City's planning jurisdiction to be primarily developed as light industrial with a small area of supporting commercial uses. Our boundary agreements with neighboring municipalities identify the acreage to ultimately be developed within Geneva; approximately 300 acres remain south of State Route 38. Industrial development is key to Geneva's long term financial stability; currently the tax base is 74% residential (measured by equalized assessed value). Geneva would like to increase the business tax base, reducing reliance on sales tax.

This area is well suited for business development, and planning now will assist the City as the country moves out of economic recession. History has shown great entrepreneurial activity occurs in recession periods; half of the Fortune 500 companies originated during down economic times. The area is adjacent to the DuPage Airport and DuPage National Technology Park and it is envisioned that businesses locating in Geneva could support future Tech Park tenants and/or the Food Manufacturing cluster which already exists in Geneva. Other area amenities that will drive business development include the quality of life in Geneva (Schools, Parks, and City services), high speed fiber optic connectivity, and an educated workforce (including a higher than average percentage of area residents with doctorate degrees; many of whom work at Fermi and Argonne National Laboratories).

While our municipal neighbors are each home to 700 hundreds plus acres of industrial development, Geneva which offers the same competitive utility rates, access to DuPage Airport, and connectivity to the State Interstate system has only about 150 acres of industrial property on the east side.

The South East area faces several challenges. An arterial road connection is available from the south at Fabyan but there are no utilities, yet there is available sewer and water at the north end of the study area but no road connection to IL Route 38. Additionally the area will need an expensive electric substation and connection to the city's other substations and generation facility at Averill Road. Contributing factors include the UP railroad line (and corresponding lack of access from Illinois Route 38), existence of unincorporated subdivisions and County Forest Preserves immediately adjacent to the area in question has proven to be barriers to infrastructure extensions and development of significant business park.

This planning project seeks to create a Subarea Plan to guide business development of the undeveloped and/or underutilized lands in the southeast corner of the City's planning jurisdiction. The area in question lies within the "Urban Growth Corridor" designated by the Kane County Land Use Plan.

#### **Project Area**

The project area is generally bounded by the Kane/DuPage county line on the east, Fabyan Road to the south, IL Route 38 on the north and the Kane County Forest Preserve on the west. It incorporates land annexed into the City as well as properties proposed for annexation via boundary agreements already in place with neighboring West Chicago and Batavia, Illinois. (See map attached). The project area includes an area generally proposed for non-residential development (industrial, commercial, and entertainment) in the Geneva Comprehensive Plan. There are several parcels which may ultimately see redevelopment, and some parcels which may never be annexed into the City.

The scope of work addresses the planning process to be used in preparing the Geneva South East Subarea Plan. The results of the process will be a plan that describes the City's vision for the future of the area, expectations for development and redevelopment, and recommendations on land use, road connections, utility extensions, access and circulation, transit, and open/civic spaces.

#### **Why is the plan needed?**

The City of Geneva wishes to control its destiny through ability to provide sufficient property and sales tax revenues to support City services. The City is currently 74% residential as measured in Equalized Assessed Value. The City would like to increase its business base, lowering this level as a proportion of the whole.

The southeast side is well poised to follow the business development patterns to the north, east, and south. Low Electric Utility increase Geneva's desirability as a business location for the industrial sector. Availability of road connection and utility services remain a barrier to development in this area and the City is taking this opportunity to proactively plan.

The City needs a consensus plan that sets an overall direction, as well as specific recommendations, to guide the future of the area, while also identifying potential funding sources, strategies and specific actions it will take (both site specific and project/program-oriented) to achieve the plan.

**Project Management: Internal Work Team**

An internal City work team comprised of representatives from the City Administrator, Public Works, and the Community and Economic Development Departments will assist in the development of the plan. It is envisioned a public hearing will be held by the Plan Commission and City Council to discuss the findings and alternative proposals generated before a plan is finalized.

**Meetings**

The City work team will assist the consultant through provision of historic documents, planning studies, and GIS files. Consultation with major property owners in the proposed area will be facilitated by the City. The consultant will be responsible for identifying alternative development proposals and the necessary corresponding utility system expansions, identifying funding and grant sources. Alternatives will be presented in a public meeting. Posting on the City website to solicit comments is desired.

Once alternatives are reviewed by the Plan Commission, a final document will be prepared, approved and recommended for consideration by the City Council.

**Deliverables**

The following list is the desired work products to be delivered by the consultant team:

- Preparation and evaluation of different development scenarios
- Sewer and water analysis using modeling software for each scenario (connection points to existing system, sizing, and depth)
- Aerial base map with detailed topography at 1' contours
- Proposed roadway network (at minimum identifying the road spine location with access points to arterials identified)
- Wetland delineation, necessary wetland modification, and calculation of needed credits
- Analysis of best locations to create a regional storm water management system
- ROW acquisition if we are to get ahead of this rather than for a development
- Identification of potential grants, funding, and/or financing options
- Identification of potential sites for METRA station based on METRA requirements
- Cost estimates for the roads and utility extensions
- Review of existing man made and natural resource conditions and identification of strengths, weaknesses, opportunities, and threats (for example factors limiting development including soils, wooded areas, etc.)
- Zoning recommendations
- Design guidelines

**The City will provide these In-Kind contributions**

- Work Scope development and RFP release
- GIS base map with utilities
- Existing land use inventory (parcel size and owner)

- Facilitation of meetings with major property owners
- Engineering planning for expansion of the Water, Sewer, Electric Utility

#### **Time Frame**

The City anticipates that the following Scope of Work should be completed within a 6 to 8 month timeframe after a contract is finalized and accepted by the City Council. These tasks are envisioned for the process:

#### **Task 1: Review and map existing physical manmade and natural resource conditions within and adjacent to the study area (land use, parcels, parcel ownership, wetlands, woodlands, floodplains, etc.) Identify ownership.**

The consultant will review and assess the following documents for relevant objectives, recommendations, policies and regulations that should be considered in preparing the plan:

- a. City of Geneva Zoning Ordinance
- b. City of Geneva Comprehensive Plan
- c. City of Geneva Utility Plans

The City will:

- a. Facilitate meetings with key property owners as needed.
- b. Provide aerial photography and GIS software layers in electronic format.
- c. Provide an inventory of these infrastructure systems including sanitary, water, fiber-optic, electric, roads, and storm water.

The consultant will inventory and assess the following:

- a. Existing land use and development, which will include detailed information on undeveloped parcels in the project area recommended for light industrial, commercial, and entertainment uses. The information gathered will be used to identify functional land use areas, compatible and incompatible land use arrangements, and redevelopment opportunity/catalyst sites.
- b. The consultant will use aerial photography of the study area to prepare a base map, and any other necessary maps, using the city's GIS map data, for use in depicting information in the plan.

#### **Deliverables:**

- Printed and electronic versions of the existing land use and development opportunities, identifying any barriers or impacts to development such as soils conditions, woodlands, etc.
- Printed and electronic versions of an Executive Summary of the synthesis report and market analysis update.

#### **Task 2: Creation of an on-line page where progress of the study can be reviewed by the public and public comment can be posted.**

The City is open to suggestions from the consultant as to the specific electronic methods and/or web-based tools that will be used to keep the public informed on plan progress, gather

citizen suggestions and ideas, and gather public comments on posted online consultant deliverables. At a minimum the consultant will host a project web site and post such information as the project schedule, expected tasks and all deliverables. The project web site will provide the capability for interested persons to be notified when any new information is posted. The consultant will post an on-line questionnaire, soliciting suggestions on issues and concerns to be addressed in the plan, and comments on draft parts of the plan once they are posted. The consultant shall prepare meeting announcements, periodic project updates, and summary results of workshops/meetings for posting on the project web site and on the City's Facebook and Twitter pages.

**Deliverables:**

- Project web site
- Online Questionnaire
- Posting of periodic project updates
- Narrative summary of questionnaire results

**Task 3: Formulate alternative plans and analyze the potential impact of each on land use, utility, storm water, and local transportation systems.**

The city and consultant team will work collaboratively to prepare several alternative land use development plans which will be used as a basis for utility and road planning.

**Deliverables:**

- A detailed topography map would be created. Locations for a regional storm water management system would be identified, including which parcels would be contributory to any ponds.
- Factors which could limit development will be identified including soils, wetlands, and any ownership or environmental issues which could exist.
- Land use development alternatives would be mapped
- A roadway network would be identified to serve each alternative plan.
- Sewer, water, and electric utility analysis would be provided using modeling software to provide understanding in the needed utility extensions and costs for each scenario.

**Task 4: Presentation of alternatives at a Plan Commission public meeting in order to gather ideas on plan components and citizen comments on alternative plans considered.**

The consultant will prepare an assessment of the advantages and disadvantages of the two alternative concept plans. The assessment will include an analysis of the following:

- a) Land use compatibility
- b) Roadway and infrastructure improvement
- c) Transit facilities
- d) Development regulation
- e) Land parcel configuration, ownership, and assemblage considerations
- f) Development/improvement phasing
- g) Implementation considerations

**Deliverables:**

- Printed and electronic versions of agenda, meeting summary, and Preferred Concept Plan
- Web site update.

**Task 5: Prepare a Draft Geneva South East Subarea Plan**

Upon completion of Tasks 1-4, the Plan Commission will conduct a public hearing on the draft plan. The consultant will present the draft plan at the hearing, address questions, and prepare any revisions that may be necessary. After the hearing, the consultant will present the recommended plan to the City Council for formal action (plan adoption).

The final recommended plan would be prepared as an amendment to the adopted Comprehensive Plan for the City of Geneva. The Geneva Plan Commission would have an integral role in providing overall direction during the planning process, reviewing alternative plans and preparing a recommended plan for formal consideration by the City Council.

The draft plan will include the following:

- a. Executive Summary
- b. Plan purpose, background and summary of the planning process
- c. Key issues, needs and opportunities
- d. Vision and planning principles
- e. South East Subarea Plan
  - 1) Land Use Plan
  - 2) Corresponding Infrastructure Plan
    - a. Water
    - b. Sewer
    - c. Sanitary
    - d. Electric
    - e. Storm water
    - f. Fiber Optic
  - 3) Transportation and Road Plan – access/circulation and transit improvements, pedestrian and bicyclist improvements, and parking
  - 4) Specific Implementation Strategies
    - a. key actions required
    - b. potential grant or funding sources
    - c. barriers to development to be overcome

**Task 6: Presentation of final draft plan to the City Council/ Committee of the Whole.****Deliverables:**

- Printed and electronic versions of the Draft Geneva South East Subarea Plan
- Web site update

**Task 7: Final Deliverables completed including Printed and electronic versions of the Final Geneva South East Subarea Plan and a final Web site update.**





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1 inch = 300 feet

**Legend**

-  City Limits
-  Parcel Line

# Geneva Southeast Master Plan Study Area



GENERATED BY:  
City of Geneva, Illinois  
Engineering Division  
H.L. - January 2010