Application form:
Community Planning program and
Local Technical Assistance program

DEADLINE: Noon on Wednesday, June 26, 2013

This application form is online at www.rtachicago.com/applications. You may submit the form by email to applications@rtachicago.com. Upon receipt of application, you will receive an e-mail verifying that your application has been received.

1. Name of Applicant:
   Village of Carol Stream

2. Main Contact for Application (please include name, phone number and email):
   Donald T. Bastian, AICP, Assistant Community Development Director
   Phone: 630-871-6233
   E-Mail: dbastian@carolstream.org

3. Type of Applicant (please check any that apply):
   
   ___ Local government
   ___ Multijurisdictional group*  Please list the members of the group (including government and nongovernmental organizations):
                                  ____________________________________________________________
                                  ____________________________________________________________
   ___ Nongovernmental organization*  Name of local government partner(s):
                                  ____________________________________________________________
                                  ____________________________________________________________

*Applications submitted by multijurisdictional groups and nongovernmental organizations must include a letter indicating support from each relevant local government. See the FAQs for more information. Nongovernmental applicants are strongly encouraged to contact CMAP or the RTA prior to submitting their application to discuss their project and the demonstration of local support.
4. Project Type (please check any that apply):
Please check all statements below that describe characteristics of your project. (This will help us determine whether your project is best handled by CMAP or RTA.)

- [X] My project involves preparation of a plan.
- [ ] My project helps to implement a past plan.
- [X] My project links land use, transportation, and housing.
- [X] My project has direct relevance to public transit and supports the use of the existing transit system.
- [ ] My project is not directly related to transportation or land use, but implements GO TO 2040 in other ways.

5. Project Location:
Please provide a brief description of the location of your project. You may include a map if that helps to describe location, but this is not required. If your project helps to implement a past plan, please include a link to that plan.

The Comprehensive Plan project for the Village of Carol Stream would include all of the land area within the existing Carol Stream corporate limits, small pockets of unincorporated land surrounded by the corporate limits, and land outside of the corporate limits within Carol Stream’s planning jurisdiction.

6. Project Description:
Please tell us what you would like to do in your community, and what assistance is needed. If you have more than one idea, please submit a separate application for each project. Please be specific, but also brief (less than two pages per project idea)—we simply want to have a basic understanding of what you want to do. CMAP and RTA staff will follow-up with you if we need any additional information to fully understand your proposed project.

Please see the attached project narrative.
(Please include any additional information that is relevant, preferably by providing links to online documents.)
REQUEST FOR ASSISTANCE
CHICAGO METROPOLITAN AGENCY FOR PLANNING
LOCAL TECHNICAL ASSISTANCE PROGRAM

1. Name of Applicant: Village of Carol Stream
2. Main Contact for Application: Donald T. Bastian, Assistant Community Development Director
   500 N. Gary Avenue
   Carol Stream, Illinois 60188
   Phone: 630/871-6233
   E-mail: dbastian@carolstream.org
3. Type of Applicant: Municipality
4. Project Type: Preparation of a plan
5. Project Location: Land within the Village of Carol Stream’s planning jurisdiction
6. Project Description: Comprehensive Plan (see details below)

Carol Stream, which celebrated its 50th anniversary in 2009, is an ethnically- and economically-diverse community located in north-central DuPage County. The Village’s last Comprehensive Plan was prepared by the DuPage County Regional Planning Commission in 1982. At over 30 years of age, this document is obsolete and has not provided meaningful planning policy direction for many years. The 1982 plan is not referenced by Village officials or staff in consideration of community planning initiatives or during the evaluation of land use change requests.

With over 20 million square feet of commercial and industrial building space and 14,000 dwelling units, Carol Stream has an impressive tax base and a strong assessed valuation of property. This strong tax base and relatively high per capita equalized assessed valuation notwithstanding, Carol Stream is one of a handful of Illinois communities that does not levy a local municipal property tax. Mayor Saverino and the Board of Trustees are proud of the fact that the Village provides quality local government services without a municipal property tax, and this is a selling point for people and businesses looking to call Carol Stream home. However, operating without this typical municipal revenue source requires the Village to be very careful when it comes to discretionary spending. The Village sometimes finds that it is not possible to fund desired, but non-critical, projects.

One project that Carol Stream’s Village Board has categorized as desirable and important, but non-essential when compared to the need to provide basic core services, is the preparation of a new Comprehensive Plan. Owing to the difficult economic conditions of the past several years, annual Village revenues have dropped several million dollars, and the Village has eliminated 27 full-time positions since 2009. These realities have precluded the allocation of resources to hire a planning consultant to prepare a new Comprehensive Plan. Using in-house staff to prepare a Comprehensive Plan also is not possible due to staffing limitations. The Community Development Department, which is responsible for planning, zoning, building permitting, code enforcement and economic development, has six full-time employees, and so the existing staff does not have the capacity to include a Comprehensive Plan in our work program.
In goal setting sessions over the past several years, Carol Stream’s Village Board has repeatedly acknowledged the need and importance of preparing a new Comprehensive Plan. At a Village Board meeting this June, the Village Board approved Resolution 2662 (attached), which supports the Village’s application for LTA Program assistance for the preparation of a new Comprehensive Plan. With Carol Stream having recently moved beyond its 50th anniversary and approaching "built-out" status, the Mayor and Board of Trustees understand that it is critical that the Village prepare a new Comprehensive Plan to help guide community planning initiatives in the future.

**Preliminary Scope of Work**
As part of our initial work in preparing for a Comprehensive Plan project, Village staff identified the following topics that should be addressed in a Comprehensive Plan for the Village of Carol Stream:

- Economic Development Goals, Strategies and Programs
- Community Character, Image and Livability
- Residential Teardowns and Neighborhood Impacts
- Commercial Uses – Retail versus Service versus Office
- Redevelopment of Obsolete Buildings and Underutilized Properties
- Resource Conservation, Open Space, and Stormwater & Special Management Areas
- Green/Energy Efficient Construction Policies
- Transportation – Strategic Plans for Regional and Local Pedestrian and Bicycle Routes
- Parking Management
- Quality of Life Goals
- Policies to Address Property Maintenance Code Compliance in Aging Structures

After reviewing the **GO TO 2040** Plan, we believe there is significant overlap and commonality in the topics we would wish to include in a Comprehensive Plan for Carol Stream as compared to the goals of the **GO TO 2040** Plan. The Village’s elected and appointed officials are eager to obtain meaningful feedback from all Carol Stream residents and businesses regarding planning policy initiatives that should guide the community in the future. We are particularly interested in receiving feedback from segments of the population that may not ordinarily be closely engaged in local government activities, and we hope to be able to use several different methods for collecting input on the plan, to ensure a broad participant base that will result in a plan that is truly representative of the community’s interests.

**Conclusion**
The Village of Carol Stream is enthusiastic about the opportunity to complete a new Comprehensive Plan with support from CMAP through the Local Technical Assistance Program. At this time, we are seeking staff assistance from CMAP to accomplish the Comprehensive Plan initiative. We hope that CMAP finds that Carol Stream has satisfied the criteria that will be evaluated in reaching a determination on project funding.

**Attachments**
Letter of support from State Senator Tom Cullerton (23rd District)
Letter of support from DuPage County Board Member James Zay (District 6)
Letter of support from DuPage Mayors and Managers Conference Executive Director Mark Baloga
Resolution (#2662) of support of Application to CMAP from the Mayor and Board of Trustees
June 18, 2013

Mr. Randy Blankenhorn
Executive Director
Chicago Metropolitan Agency for Planning
233 South Wacker Drive
Suite 800
Chicago, IL 60606

Re: Village of Carol Stream Application to Chicago Metropolitan Agency for Planning
Local Technical Assistance Program

Dear Mr. Blankenhorn:

I have recently learned that the Village of Carol Stream is making an application to CMAP’s Local Technical Assistance Program, through which the Village is pursuing assistance for the preparation of a new comprehensive plan. As a State Senator for Carol Stream, I hereby offer my support of Carol Stream’s efforts to prepare a new comprehensive plan, and encourage CMAP to approve the Village’s application.

Carol Stream is a well-run, progressive community that benefits from efficient local government services. It is noteworthy that Village services are provided without the Village levying a local municipal property tax. With the Village having celebrated its 50th anniversary a few years ago, the time is right for the Village to undertake a comprehensive planning exercise to help shape the planning policy that will lead the community forward in the coming years. Unfortunately, I am aware that the Village has been unable to allocate the necessary financial resources to hire a consultant to assist in the preparation of a modern comprehensive plan. The opportunity for Carol Stream to obtain CMAP assistance in the preparation of a new comprehensive plan is an excellent one for the Village. In my view, Carol Stream is very deserving of CMAP’s assistance.

Please do not hesitate to contact me if you should have any questions regarding my support for Carol Stream’s efforts to obtain CMAP’s assistance through the LTA program.

Sincerely,

[Signature]

Thomas Cullerton
State Senator
23rd District
June 24, 2013

Mr. Randy Blankenhorng
Executive Director
Chicago Metropolitan Agency for Planning
233 South Wacker Drive
Suite 800
Chicago, IL 60606

Re: Village of Carol Stream Application to Chicago Metropolitan Agency for Planning Local Technical Assistance Program

Dear Mr. Blankenhorng:

I have recently learned that the Village of Carol Stream is submitting an application to CMAP’s Local Technical Assistance Program, through which the Village hopes to receive assistance in the preparation of a comprehensive plan. As a Carol Stream resident and DuPage County Board member from District 6, I hereby offer my support of Carol Stream’s interest in preparing a new comprehensive plan, and encourage CMAP to approve the Village’s application.

The last comprehensive plan for Carol Stream, which was prepared by the DuPage County Regional Planning Commission, was completed in 1982. Needless to say, this document no longer provides policy direction regarding the community planning efforts of Carol Stream.

Carol Stream is a well-run, progressive community that benefits from efficient local government services. Carol Stream is one of a handful of Illinois communities that operates without the benefit of a local municipal property tax. With the Village having celebrated its 50th anniversary a few years ago, it is important for the Village to undertake a comprehensive planning exercise to help shape the planning policy that will lead the community forward in the coming years. Unfortunately, the Village has been unable to allocate the necessary resources to hire a consultant to assist in the preparation of a modern comprehensive plan. The opportunity to obtain CMAP assistance in the preparation of a new comprehensive plan is truly a golden one for Carol Stream. In my view, Carol Stream is very deserving of CMAP’s assistance.

Please do not hesitate to contact me if you should have any questions regarding my support for Carol Stream’s efforts to obtain CMAP’s assistance through the LTA program.

Sincerely,

James Zay
DuPage County Board Member
District 6
Mr. Randy Blankenhorn, Executive Director
Chicago Metropolitan Agency for Planning
233 South Wacker Drive
Suite 800
Chicago, IL 60606

Dear Mr. Blankenhorn:

May 31, 2013

The DuPage Mayors and Managers Conference (DMMC) has recently learned of the Village of Carol Stream’s application to CMAP’s Local Technical Assistance Program. Through this grant program, the Village hopes to receive assistance for the preparation of a comprehensive plan. With this letter, DMMC hereby offers our support for Carol Stream’s efforts to prepare a new comprehensive plan and encourages CMAP to approve the Village’s application.

As you know, DMMC is a council of 33 municipal governments in DuPage County. Among our objectives are promoting excellence in municipal government and fostering intergovernmental cooperation. We believe that Carol Stream’s comprehensive planning initiative, with CMAP’s assistance, will advance both of these objectives. As Carol Stream’s current comprehensive plan is 30 years old, it no longer serves as a relevant planning policy document for the Village.

Carol Stream is a well-run, progressive community that benefits from efficient delivery of local government services. Having celebrated its 50th anniversary a few years ago, it is important for the Village to undertake a comprehensive planning exercise to help shape the planning policy that is intended to lead the community forward in the coming years. Unfortunately, we understand that the Village has been unable to allocate the resources needed to hire a consultant to assist in the preparation of a modern comprehensive plan. The opportunity to obtain CMAP assistance in the preparation of a new comprehensive plan is an excellent one for the Village. In our view, Carol Stream is an excellent candidate to receive CMAP’s assistance.

On behalf of DMMC, I want to thank you for this funding opportunity and for your consideration of the Carol Stream LTA grant proposal. Please do not hesitate to contact me or Transportation and Planning Director Tam Kutzmark if you should have any questions regarding DMMC’s support for the application. We hope to have the opportunity to work with the Village staff and elected officials on this exciting project.

Best Regards,

Mark Baloga
Executive Director, DuPage Mayors and Managers Conference
STATE OF ILLINOIS  
)         
)   ss. Village of Carol Stream 
COUNTY OF DU PAGE)

CERTIFICATION

I, Beth Melody, do hereby certify that I am the duly elected Municipal Clerk of 
the Village of Carol Stream, DuPage County, Illinois. I further certify that the 
attached is a true and correct copy of Resolution No. 2662

A RESOLUTION IN SUPPORT OF AN APPLICATION BY THE VILLAGE OF 
CAROL STREAM FOR ASSISTANCE FROM THE CHICAGO METROPOLITAN 
AGENCY OF PLANNING (CMAP) FOR THE PREPARATION OF A 
COMPREHENSIVE PLAN

This Resolution was passed and approved by the Mayor and Board of Trustees 

Dated at Carol Stream, Illinois 
This 5th Day of June, 2013

SEAL

Beth Melody, Village Clerk
VILLAGE OF CAROL STREAM
500 North Gary Avenue
Carol Stream, IL  60188

RESOLUTION NO. 2662

A RESOLUTION IN SUPPORT OF AN APPLICATION BY THE VILLAGE
OF CAROL STREAM FOR ASSISTANCE FROM THE CHICAGO
METROPOLITAN AGENCY FOR PLANNING (CMAP) FOR THE
PREPARATION OF A COMPREHENSIVE PLAN

ADOPTED BY THE MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF CAROL STREAM
THIS 3RD DAY OF JUNE 2013

Published in pamphlet form
by order of the Mayor and Board
of Trustees of the Village of Carol Stream,
County of DuPage, Illinois
This 4TH Day of June 2013
RESOLUTION NO. 2662

A RESOLUTION IN SUPPORT OF AN APPLICATION BY THE VILLAGE OF CAROL STREAM FOR ASSISTANCE FROM THE CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP) FOR THE PREPARATION OF A COMPREHENSIVE PLAN

WHEREAS, in October 2010, CMAP, which is the regional planning agency for the seven-county area comprising northeastern Illinois, was awarded a Sustainable Communities Regional Planning grant by the U.S. Department of Housing and Urban Development to assist with the implementation of CMAP's Go To 2040 Regional Comprehensive Plan; and

WHEREAS, CMAP administers a Local Technical Assistance (LTA) Program, through which CMAP offers planning assistance to municipalities and counties in the region to advance the principles of its Go To 2040 Plan; and

WHEREAS, CMAP recognizes that in today's challenging economic and fiscal times, many communities are having difficulty allocating sufficient resources to undertake proactive long-range planning projects; and

WHEREAS, the Village of Carol Stream's last Comprehensive Plan was prepared in 1982; and

WHEREAS, best practices in community planning suggest that new comprehensive plans should be developed every 10 years, with updates being prepared at the five-year mid-point; and

WHEREAS, due to economic conditions and budgetary constraints, the Village has been unable to allocate the funds necessary to allow for the hiring of a planning consultant to assist in the preparation of a new Comprehensive Plan; and

WHEREAS, the Village's in-house staff does not have the workload capacity to undertake a project as significant as a new Comprehensive Plan for the community; and

WHEREAS, the Village Board wishes to obtain input from the community regarding existing and emerging planning issues facing the Village as Carol Stream continues to move beyond its 50th anniversary; and

WHEREAS, at their goal setting session in July 2011, the Mayor and Trustees reiterated their support for the preparation of a new Comprehensive Plan for the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:
SECTION 1:

That the Village Board fully supports the Request for Assistance from CMAP, through their LTA Program, for assistance in the preparation of a new comprehensive plan for the Village of Carol Stream, and hereby authorizes staff to submit an application to CMAP to obtain assistance through the Local Technical Assistance Program.

PASSED AND APPROVED THIS 3rd DAY OF JUNE, 2013.

AYES: Trustees LaRocca, Gieser, Frusolone, Weiss, Schwarze and McCarthy

NAYS: None

ABSENT: None

[Signature]
Frank Saverino, Sr. Mayor

ATTEST:

[Signature]
Beth Melody, Village Clerk