

Village of Bensenville  
Board Room  
12 South Center Street  
DuPage and Cook Counties  
Bensenville, IL, 60106

**MINUTES OF THE COMMUNITY DEVELOPMENT COMMISSION**

April 22, 2013

**CALL TO ORDER:** The meeting was called to order by Chairman Moruzzi at 6:30p.m.

**ROLL CALL :** Upon roll call the following Commissioners were present:  
Moruzzi, Janowiak, Pisano, Rowe, Ventura, Weldon  
Absent: None  
A quorum was present.

**JOURNAL OF PROCEEDINGS:**

The minutes of the Community Development Commission  
Meeting of April 8, 2013 were presented.

Motion: Commissioner Weldon made a motion to approve the minutes as  
presented. Commissioner Rowe seconded the motion.

All were in favor. Motion carried.

Samyukth Shenbaga, Evelyn Zwiebach, Trevor Dick, Andrew  
Williams-Clark and Bernice Vallecilos of the Chicago  
Metropolitan Agency for Planning (CMAP) hosted the Village of  
Bensenville Comprehensive Plan Project kick-off meeting with the  
Commissioners. Mr. Shenbaga made a presentation to the  
Commissioners explaining the type of work CMAP is involved in  
and their overall goals for Bensenville. The presentation has been  
attached to the minutes as "Exhibit A". Mr. Shenbaga also shared  
the Local Technical Assistance (LTA) Project Scope for the  
Village of Bensenville Comprehensive Plan. A copy of the LTA  
has been attached to the minutes as "Exhibit B".

CMAP held a working group exercise asking the Commissioners  
the following questions:

- 1) What issues or concerns need to be addressed in the  
Comprehensive Plan?
- 2) What projects would you like to see completed to address these  
issues/concerns?

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- 3) What are the key assets/strengths of Bensenville?
- 4) What organizations/individuals should we reach out as part of the planning process?

During discussion with the Commissioners the following information was identified for CMAP's information:

- Downtown development.
- Mitigating future traffic issues caused by ring roads and western access.
- Irving Park Road development.
- Intersections throughout Bensenville.
- Shuttle service to and from O'Hare
- Spruce Street/Brookwood Street and Marshall Street/Brookwood Street intersections.

**Report from Community Development**

Mr. Viger reviewed both recent CDC cases along with upcoming cases.

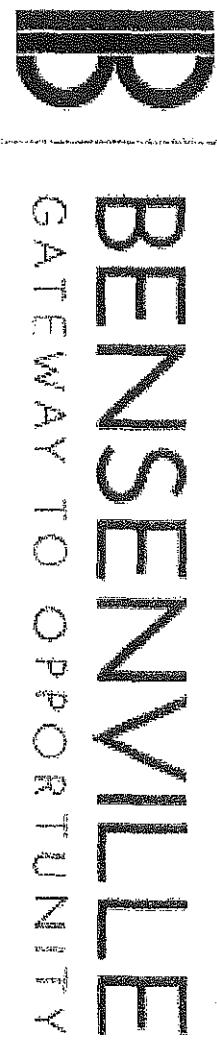
**ADJOURNMENT:**

There being no further business before the Community Development Commission, Commissioner Rowe made a motion to adjourn the meeting. Commissioner Weldon seconded the motion.

All were in favor  
Motion carried.  
The meeting was adjourned at 8:30p.m.

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Mike Moruzzi, Chairman  
Community Development Commission



VILLAGE OF BENSENVILLE  
COMPREHENSIVE PLAN

Project Kick-Off Meeting  
Monday, April 22, 2013



# Agenda

1. Introductions
2. Overview of CMAP
3. Overview of Scope of Work
4. Workshop Activity

## Who is CMAP?

- Regional Planning Agency Created in 2005
- Serves a seven county northeast Illinois region
- Created regional comprehensive plan in 2010
- Leading implementation of Go To 2040 Plan

## Why is CMAP funding this project?

- CMAP received funding from HUD to implement Go To 2040 Plan
- Helping communities will move entire region forward
- CMAP issued Request for Proposals (2011 and 2012)
- 330 applications received from over 210 communities and non profits
- Bensenville applied and was selected

## Why CMAP?

- Committed to implementation
- Identify and assist with applying for grants
- Extensive network with organizations/entities
  - Depth and breadth of resources
  - Capability to add resources if needed
- No cost to the community



# Project Goals

- **Facilitate the process and provide resources as necessary**
- **Engage elected officials, stakeholders and residents**
- **Develop an effective plan that reflects community needs and interests**
- **Provide the tools to implement the plan**

# Planning Process

## Timeline

Approximately 12 months

## Three Phases:

- Phase 1: Evaluation
- Phase 2: Visioning
- Phase 3: Plan Creation

## Role of Steering Committee

To inform the planning process and provide feedback on deliverables



## Role of Steering Committee

- Providing feedback on the existing conditions report, recommendations, the draft plan, and other elements of the process;
- Participating in public events – acting as table facilitators, presenters or other support roles during public workshops;
- Disseminating information about public meetings to their community networks; and
- Identifying, and on occasion inviting, participants for focus groups.



## Proposed Tasks

- Step 1: Community Outreach and Engagement
- Step 2: Existing Conditions Report
- Step 3: Vision Development
- Step 4: Preliminary Recommendations
- Step 5: Draft Plan
- Step 6: Adoption
- Step 7: Implementation

## Next Steps

- Village Board Meeting (April 23<sup>rd</sup>)
- Community outreach plan
- Existing conditions analysis

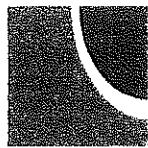


Q&A



# Workshop Activity





# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606  
312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **Local Technical Assistance (LTA) project scope: Village of Bensenville Comprehensive Plan**

The following is a proposed outline of steps to develop a comprehensive plan for the Village of Bensenville as part of the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance program. Through this program, CMAP will provide staff assistance to complete this project.

### **Approximate timeline**

The following scope of work is designed to be completed in approximately 12 months; however, the timeline may change as the project progresses. The remainder of this document describes the schedule and timeline in more detail. The accompanying timeline provides more detail on the project schedule.

### **Steering committee**

Ideally the Community and Economic Development Committee should be the "steering committee" for the project.

The steering committee's full participation in this process is vital to the success of the plan. CMAP will look to the steering committee and other Village representatives such as key staff from the Community and Economic Development Department and Village Board members to provide assistance by:

- Providing feedback on the existing conditions report, recommendations, the draft plan, and other elements of the process;
- Participating in public events – acting as table facilitators, presenters or other support roles during public workshops;
- Disseminating information about public meetings to their community networks;
- Identifying, and on occasion inviting, participants for focus groups; and
- Other support and advice as needed.

### **Village staff and elected officials**

Given the importance of Village input and support to the development and implementation of the plan, CMAP will continue to meet and communicate regularly with Village of Bensenville staff, trustees, and other officials to receive municipal feedback throughout the planning process. This may include staff other than those who have been involved in the pre-kickoff work (e.g., other department staff). The meetings may include items such as presentations to the Village Board, discussion of near-term timelines, as well as discussion of existing plans, studies, reports, and GIS and other data.

### **Deliverables**

The final deliverable of this project will be a comprehensive plan that will be presented to the Village Board for formal adoption. Interim deliverables, including an existing conditions report, a memo on key recommendations, and a draft plan, will also be produced during the study process.

## Proposed tasks

### Step 1: Community outreach and engagement

CMAP will develop a detailed outreach strategy tailored to the needs of Bensenville that outlines the goals and methods for public participation in the creation of the comprehensive plan. The outreach strategy will particularly focus on engaging populations that are typically underrepresented in previous planning processes.

With support from the steering committee and the Village, CMAP will organize a series of community engagement activities. Likely community engagement activities will include but are not limited to:

- At least three public meetings to:
  - Present background data to the public and get public feedback on strengths, opportunities, and weaknesses;
  - Present the final existing conditions report and discuss strategies and ideas; and
  - Present the draft plan at an open house;
- Individual interviews;
- Project website allowing public input;
- Meetings with the steering committee at key points throughout the process.

*Deliverable: At the end of the planning process, all of the outreach efforts undertaken on this project will be included as a separate public engagement appendix in the plan for potential use in other Village work. Individual interviews will be summarized, however, because they will be confidential, the actual notes from the meetings will be kept by CMAP staff.*

### Step 2: Existing conditions report

An important interim product of the comprehensive plan is the existing conditions report, which will describe current conditions in the community. Establishing an accurate and up-to-date picture of the area's existing and historic conditions critical to laying the foundation for development of the Plan. The report will cover:

- History and regional context
- Synthesis of previous studies, reports, and plans
- Summaries of community outreach results to date
- Land use and development
- Current zoning
- Demographic and market overview
- Existing parks and open space
- Existing community facilities/services
- Existing transportation – roadways, major projects including Elgin-O'Hare, bicycle and pedestrian, public transit, etc...

*Deliverable: An existing conditions and opportunities report that includes charts, maps, and other graphics to support the text description of the topics listed above. It is a stand-alone product that will be an appendix to the final report. The report will be prepared for Village staff review, followed by steering committee review.*

### Step 3: Vision development

In order to develop a shared vision of the community's future, a public meeting will be held to help identify common goals and visions in the community. Based on this workshop, CMAP staff will draft the vision statement and identify implementation activities given needs and resources. This vision will be based upon the existing conditions, the goals and objectives of the GO TO 2040 Plan, the results of the

previous plans studies and reports, and community and Village Board input obtained at a visioning charrette. The vision statement will not contain specific recommendations for action, but will provide general principles to be accomplished through the project.

*Deliverable: A vision statement which provides general vision, goals, and objectives. This document will be concise and will be included as one of the chapters of the plan.*

#### **Step 4: Preliminary recommendations**

Before the plan is drafted, CMAP staff will prepare a memo describing the key recommendations that are expected to be contained in the final plan. This document will be provided to Village staff and the steering committee for review and discussion. The content of the draft plan will depend on the results of the planning process, but may include recommendations for:

- Land use, zoning, and other regulatory changes;
- Opportunity sites and potential development concepts;
- Business retention, attraction, and improvement strategies;
- Transportation Improvements;
- Implementation strategies (short, mid, and long-term); and
- Identification of lead implementers.

The purpose of this step is to provide the steering committee members with a summary of key recommendations before much time is spent writing them up in detail; if there are significant problems with any elements of the plan, they should surface at this point and will be addressed.

*Deliverable: A memo summarizing key recommendations that will be made in the plan to achieve the vision, based on existing conditions findings and stakeholder involvement. This is an internal working document containing initial ideas, not meant for public distribution.*

#### **Step 5: Draft plan**

Based upon the previous steps of the planning process, especially the input received during the Community Visioning Charrette, a Draft Plan for the Village of Bensenville will be prepared. The Draft Plan will be presented to key Village staff and then Village Board and Community and Economic Development Committee for review.

The plan will likely include the following chapters:

- Introduction
  - Purpose of the Comprehensive Plan
  - Planning Process
  - History of Bensenville
  - Geographic Setting and Jurisdiction
- Existing Conditions
  - Demographics and Economics
  - Land Use/Current Zoning
  - Transportation
  - Parks and Open Space
  - Community Facilities/Services
- Vision, Goals and Objectives
- Recommendations

- Future Land Use Plan
- Future Residential Plan
- Future Commercial/Industrial Plan
- Future Transportation Plan
- Future Parks and Open Space Plan
- Implementation Strategies and Funding Recommendations

*Deliverables: The draft plan will include text recommendations for action, with support from graphics and maps. It also will include language concerning implementation, including descriptions of actions that should be taken within the next two years to advance its recommendations.*

#### **Step 6: Adoption**

The plan described above will then go through the community's approval process. The draft plan will be posted on the Village's project website and a public open house will be held.

Following the public open house, the plan will continue through the adoption process which will likely include the Community and Economic Development Committee holding a formal public hearing and to recommend adoption, and finally, consideration of adoption by the Village Board.

The exact order and timing of these steps will depend on the Village's preferences and standard practice. The revised plan will be revised if necessary based on discussion at each meeting to create a final plan.

*Deliverable: The format of the final plan will be the same as that of the draft plan, except with a higher quality of graphics. The Final Plan, electronic and hard copies, all data and information obtained and created during the planning process will be provided to the Village of Bensenville.*

#### **Step 7: Implementation**

After the final plan is adopted, CMAP will remain involved for a period of two years after its completion, with the purpose of monitoring and encouraging progress on the implementation actions specified in the plan. This will be a much lower level of involvement, but will include meeting periodically with Village staff, tracking and monitoring progress in accomplishing the plan's recommendations, assisting with applications for funding for plan implementation, and similar activities.

*Deliverable: Following this two year period, CMAP will assess the work that has been accomplished to date and provide the Village of Bensenville with advice on potential next steps for the following two years.*