

**Joint Community Development Authority
and Plan Commission Minutes
January 11, 2023**

CDA Members Present: Stephanie Brassington, TJ Jerke, Ken Brost, Kristen Ellis (7:01 PM), Dan Kolk, Anthony Hennes, Benjamin Tanko

PC Members Present: Carolyn Clow, Stephanie Brassington, Kathleen Pakes, Scott Peters, Chris Reynolds, Austen Conrad

PC Member Absent: Peter Bloechl-Anderson

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER

Clow called the meeting to order at 7:00 PM.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Clow motioned to approve the November 9, 2022 Joint CDA, Plan Commission, and Village Board meeting. Brost seconded the motion. Motion carried 12-0.

4. BUSINESS.

- a. Discussion regarding East Side Neighborhood Plan update.

Bremer provided introduction of the agenda item, detailing the current timeline of the project, past joint meetings, and upcoming scheduled meetings with the draft plan. Bremer noted that a public hearing on the draft plan is being scheduled for the March 21, 2023 Plan Commission meeting with recommendations by the CDA and Plan Commission to the Village Board at their April meetings.

Clow motioned for recess at 7:04 PM. Clow resumed meeting at 7:07 PM.

Stephen Tremlett, MSA Professional Services and Project Manager, presented on the draft plan. Tremlett's summary included public meeting feedback and key takeaways from each chapter of the draft plan. The joint commission asked questions and engaged in active discussion during Tremlett's presentation. Some of the topics discussed included: rail systems, public transit, commercial nodes in relationship to future school locations, affordable housing, utility and energy needs, draft typos, design guidelines, and implementation actions proposed.

- b. Discussion regarding 2023 Community & Economic Development capital improvement planning projects.

Bremer provided the joint committee with upcoming plan updates following the conclusion of the East Side Neighborhood Plan update. This includes the Terminal & Triangle District Plan (2005) and the Village's Downtown Master Plan. Bremer engaged the joint group for feedback regarding the approach for a single RFP (Request For Proposals). The joint committee asked Bremer about the department's capacity to achieve all these projects moving forward. Bremer affirmed the timeline of the projects will be adequate and provide staff with enough work. Bremer expressed preference for a singular consultant, one RFP, and continued joint meetings to maintain efficiency. This in turn supports staff time, the consultant's time, and reduces the evening meetings held. The joint committee showed affirmation of the suggested approach for staff to proceed with a single RFP and allow for consultants to apply to a single one if desired. No action was taken on this discussion item. Bremer will prepare the draft RFP for future recommendation to the Village Board.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, January 17th, 7:00 PM, Plan Commission.
- b. Wednesday, February 8th, 7:00 PM, CDA

6. ADJOURNMENT.

Clow motioned to adjourn meeting. Brost seconded the meeting. Meeting adjourned at 8:50 PM.