

WESTMONT  
VILLAGE PLANNER POSITION  
SCOPE OF WORK/ COMPENSATION PROPOSAL

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9.7.2018

**Overview of Position**

The Village Planner is responsible for two principal functions of the Village's Community Development Department:

- **Administration (Reactive):** Review of individual developments proposals, and processing of all site plans, and zoning applications, including special use permits, variations, rezonings, and planned unit developments. Coordination of all aspects of the plan review including land use, engineering, landscaping, legal issues, and economic development. Updating the Village zoning map. Liaison providing information to the Village Board, Community Development Committee, Chamber of Commerce, and Planning and Zoning Commission. Maintaining ongoing communication with the Community Development Director and Village Manager.
- **Planning (Reactive/Proactive):** Managing development projects and programs to advance and implement the Village's Comprehensive Plan and the Village's strategic plan. Maintaining and updating the zoning and subdivision ordinances, comprehensive plan, and assisting the public, business owners and development community with various planning and zoning projects. Coordination with the Building Division.
- **(Optional) Economic Development (Proactive):** The primary focus of this function is the development of programs and initiatives aimed at advocating for local commercial and industrial businesses, expanding business opportunities, retention and recruitment of new industrial and commercial businesses, and promoting the development of various housing options that provide opportunities for employees to live locally. Other activities include developer outreach; providing leadership on the development of available sites and being the project manager for larger projects by serving as the liaison between local, county and state government departments and agencies. Preparing grant applications for community development projects, and assisting other departments. Oversight of various economic incentives including tax increment financing; promotion of available commercial and industrial space to the business and real estate communities; coordination of roadway, transit, and infrastructure improvements.

**Scope of Work:**

The Savoy Consulting Group (SCG) will provide any of the following services to the Village of Westmont to assist with various planning, zoning and development projects, and applications. Kon Savoy will serve as interim Village Planner and will be the primary contact for the Village. Mr. Savoy will be assisted by other senior members of the SCG as needed.

Development and Zoning Review. This category of service includes all activities related to the review of specific private development proposals, including, but not limited to the following:

- Meetings with Village staff, consultants and developers/property owners to review current development activity, plans and preliminary project proposals and applications.
- Monthly progress reports and development activity updates to the Village Board.
- Review of development plans and preparation of advisory memoranda, including recommendations for each development application.
- Review subdivision, zoning and planned development applications.
- Preparation of public notices.
- Interpretation of codes and ordinances.
- Oversight of zoning code compliance.
- Update of the Village zoning map.
- Expert testimony on behalf of Village.
- Attendance at Planning and Zoning Commission, and Village Board meetings, providing oral comments and recommendations.

Special Planning and Economic Development Initiatives. This category of service includes all activities not related to the review of specific private development proposals, including, but not limited to the following:

- Formulation of annexation, zoning and subdivision application procedures.
- Updates, revisions, and amendments to the Zoning and Subdivision, or other development codes of the Village.
- Updates, revisions, and amendments to the Comprehensive Plan.
- Retention and recruitment of industrial and commercial businesses; promoting development of various housing options, and developer outreach.
- Project manager and development liaison between local, county and state government departments and agencies.
- Preparation of grant applications for community development projects, and assisting other departments.

- Oversight of various economic incentives including tax increment financing and County incentive programs, and preparation of TIF and Business District Plans.
- Promotion of available commercial and industrial space to the business and real estate communities; coordination of roadway, transit, and infrastructure improvements.
- Preparation of a fiscal impact analysis of the comprehensive plan and/or preparation of an impact fee study.
- Detailed special area plans and design guidelines for key development areas/corridors of the Village, illustrating the Village's preferred development approach, in conjunction with outside consultants.
- Preparation of grant applications for urban forestry, bikeways, park planning and development, signage, streetscape, and other planning or economic development initiatives.
- Capital improvement programming and budgeting.