

RESOLUTION NO. R-2022-16

**A RESOLUTION AUTHORIZING THE APPROVAL AND EXECUTION OF
A MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE VILLAGE OF MAYWOOD AND THE REGIONAL TRANSPORTATION AUTHORITY
FOR TRANSIT-ORIENTED DEVELOPMENT ZONING CODE UPDATES**

WHEREAS, the President and Board of Trustees of the Village of Maywood (the “Village Board”), operating as a home rule municipality, have all of the powers and authority granted to such municipalities pursuant to Article VII, Sections 6 and 10(a) of the Illinois Constitution of 1970, including the right to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Village Board of the Village of Maywood (“Village”) and the Regional Transportation Authority (RTA) have jointly determined that it is in the best interests of the Village and its residents for the Village of Maywood and the Regional Transportation Authority to agree on the performance of updates to the Village’s Zoning Code pursuant to the Transit-Oriented Development (“TOD”); and

WHEREAS, the Village Board and the RTA mutually desire to enter into a Memorandum of Understanding (“MOU”) relative to the performance of updating the Village’s Zoning Code in relation to the Transit-Oriented Development. The MOU contains all of the terms, conditions and obligations that the Parties will be responsible for as part of their participation in the MOU. A copy of the MOU is attached hereto as Exhibit “1” and made a part hereof; and

WHEREAS, pursuant to its home rule powers and contracting authority provided by Article VII, Sections 6 and 10(a) of the Illinois Constitution of 1970, as well as the Illinois Intergovernmental Cooperation Act (5 ILCS 220), the President and Board of Trustees of the Village of Maywood have the authority to approve and enter into the attached Memorandum of Understanding (Exhibit “1”) to have the Village and RTA agree to the performance of updating the Village’s Zoning Code in relation to the Transit-Oriented Development as provided for under the MOU, and find that entering into the MOU is in the best interests of the Village, its residents, business owners and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, ILLINOIS AS FOLLOWS:

SECTION 1: Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: The President and Board of Trustees of the Village of Maywood authorize the approval of the MOU, attached hereto as Exhibit “1” and made a part hereof. Further, the Corporate Authorities of the Village of Maywood authorize and direct the Village President and the Village Attorney, or his/her designees, to execute said MOU and to execute and deliver all other instruments and documents to the Regional Transportation Authority that are necessary to fulfill the Village’s obligations under the MOU.

SECTION 3: This Resolution shall be effective immediately upon its passage and approval, or as otherwise provided by law.

ADOPTED this 22nd day of March, 2022, pursuant to a roll call vote as follows:

AYES: Mayor Booker, Trustee(s) A. Sanchez, S. Reyes-Plummer, M. Jones, M. Lightford, A. Peppers and I. Brandon

NAYS: None

ABSENT: None

APPROVED this 22nd day of March, 2022 by the Village President of the Village of Maywood, and attested by the Village Clerk on the same day.

Nathaniel George Booker, Village President

ATTEST:

Gwaine Dianne Williams, Village Clerk

[SEAL]

Exhibit "1"

**MEMORANDUM OF UNDERSTANDING
REGIONAL TRANSPORTATION AUTHORITY**

(attached)

MEMORANDUM OF UNDERSTANDING

CPP 2022-02

Purpose

The purpose of this Memorandum of Understanding (“MOU”) is to establish a working relationship between the Regional Transportation Authority (“RTA”) and the Village of Maywood (“Village”) for Transit-Oriented Development (“TOD”) zoning code updates.

Areas of Understanding

1. RTA/Village Relationship

- RTA and the Village will jointly determine the scope of work for the project.
- All work performed by RTA staff must be related to the scope of work.
- RTA will determine which of the relevant RTA staff will be assigned to work on the project (based on availability, skills, and familiarity with the Village).

2. Consultant Assistance

- RTA will contract with a consulting firm to assist RTA staff with work on the project.
- RTA will be responsible for consultant procurement and selection.
- RTA will be responsible for management of the consulting firm, administration of the contract, and all eligible costs incurred by the consultant.
- The RTA’s services and the consultant’s services shall be rendered as an independent contractor and not as an employee for the Village. Nothing contained in this MOU shall be deemed or construed to create any relationship of employer and employee, of principal and agent, of limited or general partnership, or of joint venture.

3. Access to Resources

- RTA staff will contribute RTA data and other resources, including specialized staff based at RTA (for advanced mapping, data, outreach, communications, or topic-specific expertise), to the project.
- The Village will provide RTA with access to relevant staff that will need to be involved in the project and will ensure that they allocate appropriate time.
- The Village will provide RTA with access to all relevant internal data, reports, and other information.
- The Village’s leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Board meetings, etc.) to ensure and complete a successful project.

4. Demonstration of Local Support

- The Village will be responsible for working with RTA to identify a project steering committee, if necessary.
- The Village agrees to participate in public outreach and engagement efforts, including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information.
- The Village agrees to complete the scope of work for the project and, if applicable, adopt the project recommendations following the Village Public Hearing process.

5. Project Management

- A full project scope of work is attached hereto as Exhibit A
- RTA and the Village must jointly agree to changes to project scope or timelines; major changes in scope may result in the discontinuation of the project.

Term of MOU

This MOU shall be effective on the last date of execution below and shall continue for a period of twenty-four (24) months.

The undersigned parties agree to the terms listed above.

RTA Representative:

Jill Leary, Chief of Staff / Senior Deputy Executive Director

Date

Village of Maywood Representative:

Chasity Wells-Armstrong, Village Manager

Date

EXHIBIT A

Maywood TOD Zoning Code Update – Scope of Work

VILLAGE OF MAYWOOD

TOD Zoning Code Update
Scope of Work

February 2022



**Regional
Transportation
Authority**

175 W. Jackson Boulevard
Chicago, IL 60604

312-913-3200
www.rtachicago.org

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Project Description

The Regional Transportation Authority (RTA) on behalf of the Village of Maywood (the Village) is seeking to procure the services of a consultant to provide zoning code adjustments for downtown Maywood and the area near the Maywood Metra station. The approximate area of focus for the zoning code changes shall be the “Surrounding Area of Interest to the TOD Plan,” as identified in the Village’s [2020 Downtown Transit-Oriented Development Plan](#), generally bounded by 1st Avenue and 9th Avenue on the east and west, respectively, and by Huron Street and Walnut Street on the north and south, respectively. Transit-Oriented Development (TOD)-specific zoning code changes, however, should be limited to the “Downtown Area TOD Boundary,” as identified in the 2020 plan.

Background

In 2020, the Village adopted the Downtown Transit-Oriented Development Plan, which offers a vision for downtown and its newly renovated Metra station. The plan identifies opportunities for development that create a positive impact on the community; outlines methods to increase mixed-use development; offers strategies to increase daytime population to support existing businesses and attract new investment; proposes ways to attract new visitors and residents; describes means of encouraging walking, biking, and healthier lifestyles; and highlights approaches to development that would support growth in Pace and Metra ridership.

The Village’s downtown area is served by the following transit services: Metra’s Union Pacific West line (UP – West), which travels between Elburn and Chicago’s Ogilvie Transportation Center, and Pace routes 309, 313, and 331. Metra’s UP – West operates on roughly 30 minute headways going inbound to Chicago in the AM peak and outbound to Elburn in the PM peak, with off-peak, weekend, and reverse commute service operating on headways between one and two hours. Pace routes 309, 313, and 331 operate on roughly 30 minute headways in the AM and PM peak, with off-peak and weekend service operating on roughly one hour headways (with the exception of route 331, which doesn’t run on Sundays).

To realize the vision outlined in the plan, however, the Village’s zoning code must be modified to allow for the type of development that the plan recommends. More specifically, the plan recommends making the following amendments to the zoning code in the TOD district: allow for more dwelling units, reduce the number of parking spaces associated with new developments, encourage mixed-use development, encourage mixed-income and affordable housing, and consider allowing single-family attached or multi-family residential developments from 6th Avenue to 8th Avenue between Main Street and Lake Street. Because the Village’s zoning code poses an impediment to establishing TOD in the station area, the Village is seeking to alter the code and thereby enable TOD.



Project Goals

Zoning changes established by this effort should generally seek to facilitate the implementation of the vision outlined in the 2020 Downtown TOD Plan by:

- Creating a new TOD zoning district that increases the number of allowable dwelling units in parcels in the downtown TOD area (as defined in the study area map on p. 3).
- Establishing a new mixed-use zoning district that enables mixed-use development on parcels in the downtown area.
- Allowing for a mix of business/retail uses such as bars, restaurants, live entertainment, BYOB restaurants, and cannabis stores in the area near the Maywood Police Department that is consistent with the Village's Comprehensive Plan (adopted in 2014).
- Proposing amendments that will accommodate potential station area changes resulting from Union Pacific's potential sale of the Maywood Metra station and allow for the establishment of new bus stops.
- Modifying existing residential zoning to encourage mixed-income and affordable housing.
- Considering changes to allow single-family attached or multi-family residential developments from 6th Avenue to 8th Avenue between Main Street and Lake Street.
- Reducing the required number of off-street parking spaces for parcels in the TOD zone.
- Modifying the regulations governing creation of standalone parking lots, which currently are only permitted by special exception.
- Evaluating alterations to the Village's parking requirements to enable shared parking, establish a fee-in-lieu program that would provide funds for new off-street parking areas, and otherwise reduce the barriers to development from parking requirements.
- Creating a civic center zoning district that addresses civic uses, potentially through the establishment of an overlay district.
- Instituting code changes that provide for transitions between auto-oriented uses and other, non-auto uses and more generally create transitions between less intense and more intense uses.
- Allowing outdoor dining areas for restaurants and describing where outdoor dining locations should be located on a given parcel.
- Streamlining the development review and approval process.
- Framing code amendments to preserve the historic character of the downtown area.

- Preserving and enhancing transit/bus stop locations along the 5th Avenue and Lake Street corridors.

Project Management

A Steering Committee will be established by the Village to provide input and feedback to the consultant team, review interim draft documents, and ultimately support the adoption of the final deliverable. The Steering Committee will include representatives from the Village of Maywood, RTA, and also key area stakeholders. The Steering Committee will meet regularly throughout the process to review and discuss progress with the TOD zoning code update and to collaborate on key decisions. The RTA will provide day-to-day consultant project management oversight, with guidance and input from Village of Maywood staff.

Study Area



-  Downtown TOD Area Boundary
 -  Surrounding Area of Interest to the TOD Plan
 -  Metra Station
 -  Metra Train Stopping Area
-  Pace Bus Route

Scope of Services

The following details the minimum tasks that the consultant would be expected to complete in order to achieve the goals of the project.

Task 1: Review Existing Code and Plans

Village staff will provide the consultant team all the adopted plans, zoning maps and documents, and other relevant background materials pertaining to the Village's plans, zoning, and adoption processes. The consultant team will review these materials to gain an understanding of the community's vision and goals.

The consultant will check-in frequently with village staff to confirm expectation and process.

Deliverable:

- Existing Conditions Memo

Task 2: Project Kick-off and Steering Committee Meetings

To begin the technical component of the project, the consultant will lead a kick-off meeting with the Steering Committee to review the project's goals and objectives and establish an overall project schedule. In addition, the kick-off meeting will offer the project team and Steering Committee an opportunity to discuss issues, concerns, and ideas related to the zoning code updates, as well as effective methods to solicit feedback regarding the project. The consultant will collaborate with Village staff to establish Steering Committee membership and to develop an agenda and presentation format for this meeting.

In addition to the kick-off meeting, the consultant will be responsible for leading two subsequent Steering Committee meetings. The consultant will draft meeting agendas, presentation slides, summary notes, and other materials necessary to facilitate a meeting.

Deliverables:

- Meeting agenda
- Presentation slides
- Meeting summary notes
- Other materials necessary for meeting facilitation

Task 3: Develop Strategies for Code Amendments

The consultant will devise approaches to drafting desired code amendments, which will be reviewed by both Village staff and the Steering Committee and subsequently modified based on their feedback.

Deliverable:

- Memorandum detailing zoning code amendment strategies

Task 4: Prepare Draft Code Amendments

The Village has already collected a significant amount of feedback from the community that the consultant will use alongside the steering committee to put forward draft zoning code amendments. The consultant will provide draft zoning code amendments including proposed changes to uses, parking, and density and bulk standards and will present these draft amendments to the Steering Committee and Village staff for feedback.

Deliverables:

- Draft TOD Zoning amendments
- Presentation(s) of the draft zoning district and map
- Meeting agenda and summary

Task 5 : Public Workshop

Once the draft amendments are complete, and modifications made per feedback from the Steering Committee, a public workshop will be held to solicit input and feedback from all interested residents, groups, and organizations in the Village. At the workshop, the consultant will present the summary findings of the zoning analysis and solicit feedback from attendees about the direction of the new zoning amendments.

Deliverable:

- Summary presentation of Zoning Analysis and proposed TOD Engagement strategy to solicit feedback from workshop attendees, virtual if necessary

Task 6 : Village Board Update

The consultant will present a summary of the process so far and an overview of the draft zoning code amendments to the Village Board for feedback. The update meeting to discuss the amendments will be structured to ensure that the Board is comfortable with the content of proposed amendments and to allow for continued refinements to draft amendments. This will likely be at a Workshop meeting of the Village Board.

Deliverables:

- Presentation summary of process and zoning code amendments
- Meeting summary notes

Task 7: Prepare Final TOD Zoning Code Amendments

Based on input of and direction from the Steering Committee and the Village Board, the consultant team will prepare draft zoning code amendments and any corresponding zoning map revisions for staff and the Steering Committee to review. The consultant team will coordinate with Village staff to ensure the zoning regulations and map will be produced in a digital and editable format acceptable to the Village.

Deliverables:

- Final TOD zoning amendments and other code changes referenced in Project Goals section
- Presentation(s) of the final zoning amendments and map

Task 8: Plan Commission Hearing Process and Formal Adoption by Village Board

The consultant team will present the proposed zoning amendments to appropriate elected and appointed officials in the Village, which may include the Village Board and Plan Commission/Board of Zoning Appeals. The consultant team may also be required to deliver presentations on the draft amendments to the Village's Planning and Zoning Committee and Committee of the Whole. Working with Village staff, the consultant team will review and address comments and refine the draft regulations accordingly prior to adoption. The consultant team will also provide on-call support and guidance as the zoning amendments progress through the Village's adoption process.

Deliverables:

- Presentations of the zoning amendments to relevant Village boards and committees
- Support at Plan Commission/Board of Zoning Appeals and Village Board meetings

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Gwaine Dianne Williams, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my office, entitled:

RESOLUTION NO. R-2022-16

**A RESOLUTION AUTHORIZING THE APPROVAL AND EXECUTION OF
A MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE VILLAGE OF MAYWOOD AND THE REGIONAL TRANSPORTATION AUTHORITY
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which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Village Board Meeting on the 22nd day of March, 2022, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 22nd day of March, 2022.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: Mayor Booker, Trustee(s) A. Sanchez, S. Reyes-Plummer, M. Jones, M. Lightford, A. Peppers and I. Brandon

NAYS: None

ABSENT: None

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 23rd day of March, 2022.

Gwaine Dianne Williams, Village Clerk

[SEAL]