

## **SCOPE OF WORK**

### **Land Use, Transportation and Economic Development Study for the Greater Kankakee Airport Kankakee County, Illinois June 11, 2008**

#### **Background**

As outlined in the Request for Qualifications document there are four general areas of study that this scope of work has been prepared to address:

- Airport Master Plan
- Land Use
- Transportation
- Economic Development

As each of these areas of study are interdependent, the scope of work has been developed in more of a chronological order to reflect the specific tasks and associated milestones of the study.

1. Project Formulation and Data Gathering
2. Site and Market Conditions Assessment
3. Concept Development and Strategies
4. Public Involvement and Meetings

In the preparation of this study, the workscope identifies several areas of participation by Kankakee County staff to both enhance overall input into the study and to augment the study products and public process.

#### **Element One – Project Formulation and Data Gathering**

##### **1.1 – Airport Study Task Force Meeting #1 and Site Visit**

A Kick-off meeting will be held with the Airport Study Task Force (ASTF) at the onset of the project to assist in identifying issues and to better understand the overall strategic vision for the study area. The meeting will also seek to establish/affirm the guiding principles of the study and perform a review of the study work plan that is based upon the workscope. A site visit of the study area by the consulting team will also be conducted on that day to be coordinated with the project sponsor representative. Kankakee County staff will prepare minutes of the meeting and distribute to all ATSF members and the consultant team. The Project Consultant Team will be in attendance at this meeting.

**Products:** Meeting Power Point, Project Work Plan and Guiding Principles, Site Visit by Two Project Team Members

## **1.2 Data Collection and Mapping Resources**

Necessary information and data will be collected from available local, state and federal resources and could include mapping resources as well as comprehensive plans, land use plans, transportation studies, airport planning documents, environmental studies etc. pertinent to the planning area. The consultant team will prepare a list of desired resources that may be available. Kankakee County staff will collect the various resources and provide them to the consultant in both digital and hard-copy if available. The consultant will assume the responsibility of a limited amount of data collection which will be accomplished by telephone. Separate interviews of local leaders, market professionals, will be completed by the consultant under Element 1.3 of this study. The primary responsibility of the consultant under this work task will be review of the existing studies and resources applicable to the study.

This scope assumes use of the Kankakee County Geographic Information System (GIS) and other digital mapping resources through the Kankakee County Planning Department that will assist in the presentation and analysis of physical features within the study area. GIS resources that are needed for the project include existing digital ortho aerial photography, planimetrics, existing and planned land use, zoning, jurisdictional boundaries, utilities and parcel shapefiles. This data will be supplemented from other digital mapping resources including those that have been previously developed by CMT for the Greater Kankakee Airport and through the public domain.

**Products:** Collection of data and mapping resources to be used for later tasks

## **1.3 Interviews**

Data gathered by maps and plans will be supplemented through interviews with city, county, state, utility, business, economic development and regional planning representatives to better understand existing conditions and planned initiatives that affect the study area. Interviews will be conducted by the consultant with the majority of these interviews being conducted via telephone. The consultant team will coordinate with the ASTF to develop a reasonable list of up to twenty interviewees. The consultant will provide highlights of interview findings that will be included in the draft assessment report.

**Products:** Interviews of up to 20 Entities and Summary of Findings

## **Element Two - Site and Market Conditions Assessment**

The primary goal of this task will be to establish baseline physical and market conditions that will affect development within the study area. Specific focus will be given to airport related development.

### **2.1 Baseline Physical Conditions**

Analysis and exhibits will be prepared as necessary (and available) to understand the following key areas.

- **Jurisdictional Boundaries** – Graphical identification of municipal boundaries
- **Existing Land Uses** – Graphical delineation of existing land uses
- **Flood Areas** – Graphical delineation of designated waterways, major drainage courses and floodplains and discussion of any key issues.
- **Utilities** – Graphical identification of available utility information at the macro level based on available digital files. Brief discussion of relevant utility opportunities and constraints.
- **Land Ownership** – Graphical identification of land parcel boundaries
- **Roads & Traffic** - Graphical delineation of the federal, state and local highway/roadway system with generalized discussion of traffic volumes and flow as well as proposed major improvements
- **Airport Facilities & Aeronautical Surfaces** – Discussion and graphical delineation the existing and master planned development of the Greater Kankakee Airport as well as Part 77 surfaces that govern heights of objects around the airport.
- **Environmental Considerations** – Discussion and graphical identification of relevant environmental resources that would require avoidance, mitigation, or integration within the plan.

**Products:** Analysis of Physical Conditions and Corresponding Exhibits

### **2.2 Baseline Market Conditions**

Based on interviews and a literature search, a baseline market conditions assessment will be prepared that addresses:

- Generalized area SWOT and competitive assessment
- Identification and analysis of economic development incentive programs to maximize growth potential, including enterprise zone, TIF's, foreign trade zone designation, etc.
- Identification of any other key opportunities and constraints unique to the proposed study area development

**Products:** An assessment of Baseline Market Conditions in and around the Study Area and Exhibits

### **2.3 Airport Related Opportunities**

Based on research of market factors related to airport related industrial space and business parks and planning history with the Greater Kankakee Airport (IKK), this task will provide an assessment of opportunities related to on-airport and collateral development at the IKK Including:

- Existing and anticipated role of IKK
- Applicable airport related activities, land uses and development
- Competitive considerations
- Airport location trends

**Products:** Assessment of Airport-Related Opportunities and Exhibits

### **2.4 Summary of Opportunities and Constraints**

Opportunities and constraints will be summarized based on the baseline physical and market conditions. The bulleted evaluation will provide an executive level snapshot of the following conditions affecting the Study Area:

- Physical
- Regulatory
- Environmental
- Jurisdictional
- Economic Development

**Products:** Evaluation of Overall Development Opportunities and Constraints

### **2.5 Airport Study Task Force Meeting #2**

An ASTF meeting will be held to present the overall baseline conditions and opportunities and constraints of the study area. A powerpoint slide show will be used to present a summary of the Site and Market Conditions Assessment. Kankakee County staff will prepare minutes of the meeting and distribute to all ATSF members and the consultant team. The Project Manager of the consultant team will be in attendance at this meeting with other team members available via telephone.

**Products:** Slide presentation of Site and Market Conditions Assessment

## Element Three – Concept Development and Strategies

### 3.1 Land Use Planning and Development Regulations

The consultant will provide the Task Force with the land use and development regulation materials needed to guide and support development within the project area. Work performed in this phase of the project will consist of two primary products:

1. ***Land Use Master Plan.*** A master plan for the project Study Area will be prepared to establish land use, development and transportation policy for the airport property and its immediate environs. This master plan, to be produced in digital format and supported by an accompanying memorandum, will address the following:
  - Land use recommendations for the proposed development of each parcel within the Study Area;
  - Recommended access and circulation to support development on each parcel;
  - Coordination between any future airport improvements and development on surrounding property;
  - Identification of natural features and environmental constraints located on parcel, based on available existing data;
  - Recommendations for access/infrastructure improvements to advance future economic development.
  - Special site-specific development considerations.
  
2. ***Recommended Development Regulations.*** The CMT Team will prepare recommendations addressing appropriate development regulations for land within the Study Area. These recommendations will identify site planning and design standards to promote high quality development within the Study Area, consistent with the intended land uses and development opportunities of the area. These recommendations will take the form of bullet points comprised of the recommended standards along with photographs and illustrations to describe the effect of the recommended standards. The recommendations will address:
  - Land use controls
  - Setbacks
  - Sign types and area restrictions
  - Impervious surface controls
  - Building height
  - Architectural direction regarding exterior materials, building orientation, and screening
  - Landscape standards
  - Parking and loading controls

**Products:** Bullet-Point Summary and Exhibits to Land Use Master Plan and Recommended Development Regulations for Study Area

### **3.2 Economic Development Strategies**

Based on the previous market assessment activities generalized recommendations will be developed to guide the development of a specialized marketing plan focusing on airport related industrial and commercial uses. The characteristic shared by successful airport related developments across the country is a commitment to a proactive, multi-year strategy and effort. Specific outcomes of this task could include:

- Market positioning of the airport study area
- Select group of general targets
- Initial strategic action outline

Input and or feedback from area economic development professionals, developers and interested property owners will be solicited during the during the Public Involvement process to promote buy in for the recommended plan

**Products:** Summary of Economic Development Strategies

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### **3.3 Airport Study Task Force Meeting #3**

An ASTF meeting will be held to present the draft land use plan recommendations, development regulations and economic development strategies for the study area. A powerpoint slide show will be used to present a summary of the Concept Development and Strategies portion of the study. This information will be provided to County staff and Task Force members in advance of the meeting for review. Kankakee County staff will prepare minutes of the meeting and distribute to all ATSF members and the consultant team. The Project Consultant Team will be in attendance at this meeting.

**Products:** Slide presentation of Concept Development and Strategies

## **Element Four – Report Preparation and Final Presentation**

### **4.1 Draft Report**

A draft report of the Land Use, Transportation and Economic Development Study for the Greater Kankakee Airport will be prepared and provided for consideration by the ASTF. The report will contain the necessary narrative and exhibits and will be prepared for review by the ASTF. This document will be the basis for discussions at the Public Meeting.

**Products:** Draft Report for Land Use, Transportation and Economic Development Study

### **4.2 Final Report**

A final report of the Land Use, Transportation and Economic Development Study for the Greater Kankakee Airport will be prepared and submitted to the Task Force for acceptance. The final report will include any comments that were obtained during the Public Meeting process.

**Products:** Final Report for Land Use, Transportation and Economic Development Study

### **4.3 Airport Study Task Force Meeting #4**

An ASTF meeting will be held to discuss the final Land Use, Transportation and Economic Development Study for the Greater Kankakee Airport. Copies of the final Report will be provided to Task Force members at the final meeting for acceptance. A formal presentation will be prepared for this meeting. Kankakee County staff will prepare minutes of the meeting and distribute to all ATSF members and the consultant team. The Project Manager of the consultant team will be in attendance at this meeting with other team members available via telephone.

**Products:** Slide presentation of Final Land Use, Transportation and Economic Development Study

## **Element Five - Public Meetings**

### **5.1 Public Information Meeting #1**

Two public meetings will be conducted as a part of the project. The purpose of the first meeting will be to inform the affected public of the draft findings of Site and Market Conditions Assessment and Concept Developments and Strategies. This will be completed through a public meeting with affected property owners in an open-house format. The meeting will be conducted by Kankakee County Planning Staff and the consultant team. Presentation materials will be in the form of a power-point slide show and presentation boards. County Staff will be

responsible for identification of affected property owners and invitation to each meeting including pertinent press releases and coordination with the press. Presentation materials will be prepared by the consultant and printed by the County.

**Products:** Open House Meeting of Site and Market Conditions Assessment and Concept Developments and Strategies

## **5.2 Public Information Meeting #2**

The purpose of the second public meeting will be to present the final Land Use, Transportation, and Economic Development Plan for the Greater Kankakee Airport. This meeting will be conducted jointly with the Task Force Meeting #4. The project manager will conduct a presentation of the final report recommendations and action items.

**Products:** Slide presentation of Final Report

### **Printing**

All printing for reports, presentation boards, handouts and exhibits will be conducted by the County. The consultant will provide all materials to be printed in digital Adobe Acrobat with specifications for individual printing assignments.