

11/10/2014

**90-R-14**

**A RESOLUTION**

**Authorizing the City Manager to Negotiate a Memorandum of Understanding with the Regional Transportation Authority to Implement a Consultant Assistance Program for a Transit Oriented Development Parking Regulations Update**

**WHEREAS**, the City of Evanston ("City") seeks assistance in determining what changes to the City Zoning Ordinance should be considered to better reflect the actual supply and demand for parking in Transit Oriented Development ("TOD") areas and encourage increased transit use by residents and businesses in these areas; and

**WHEREAS**, the Regional Transportation Authority ("RTA") has awarded the City a Community Planning grant to be used for consultation assistance in evaluating the current City of Evanston parking requirements; and

**WHEREAS**, the City would like to enter into a working relationship with the RTA in furtherance of obtaining consultation assistance in accordance with the aforementioned RTA grant to the City; and

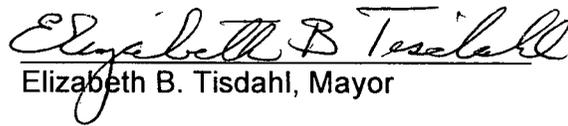
**WHEREAS**, the RTA will contract with a consulting firm to provide the City with consultant assistance, along with procurement and management of the selected consulting firm; and

**WHEREAS**, the City Council of the City of Evanston has determined that the best interests of the City of Evanston would be served by authorizing the City Manager to negotiate a Memorandum of Understanding with the RTA for the aforementioned purpose,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS THAT:**

**SECTION 1:** The City Manager and designated staff are hereby authorized to negotiate and execute a Memorandum of Understanding, attached hereto as Exhibit A and incorporated herein by reference, with the Regional Transportation Authority to outline the program consultant assistance opportunity.

**SECTION 2:** This resolution shall be in full force and effect from and after its passage and approval, in the manner provided by law.

  
Elizabeth B. Tisdahl, Mayor

Attest:

  
Rodney Greene, City Clerk

Adopted: December 8, 2014

**EXHIBIT A**

**Memorandum of Understanding**

## MEMORANDUM OF UNDERSTANDING

### *Purpose*

The purpose of this Memorandum of Understanding (“MOU”) is to establish a working relationship between the Regional Transportation Authority (“RTA”) and the City of Evanston for a TOD Parking Regulations Update.

### *Areas of Understanding*

1. RTA / City of Evanston Relationship
  - Scope of work for project will be jointly determined by RTA and the City of Evanston.
  - 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, familiarity with the City of Evanston).
  
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
  
3. Access to Resources
  - RTA staff will have full access to RTA data and other resources, including specialized staff based at RTA (for advanced mapping, data, outreach, communications, or topic-specific expertise).
  - The City of Evanston 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 City of Evanston will provide RTA with access to all relevant internal data, reports, and other information.
  - The City of Evanston 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 City of Evanston will be responsible for working with RTA to identify a project steering committee, if necessary.
  - The City of Evanston 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 City of Evanston agrees to complete the scope of work for the project and, if applicable, adopt the completed plan.

5. Project Management

- Project scope of work will be jointly determined by RTA and the City of Evanston prior to beginning work.
- A full project scope of work is attached hereto as Exhibit A.

Changes to project scope or timelines must be jointly agreed to by RTA and the City of Evanston; major changes in scope may result in discontinuation of project.

*Term of MOU*

This MOU shall be effective on the last date of execution below, and shall terminate on December 31, 2016. The undersigned parties agree to the terms listed above.

**RTA Representative:**

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Mark E. Pitstick, Ph.D.  
Acting Department Head, Planning & Market Development

Date

**Local Government Representative:**

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NAME AND TITLE

Date

## EXHIBIT A

### City of Evanston

**Study Area:** All Rail Stations Within the City (3 Metra, 8 CTA)

**Adopted TOD Plan:** Evanston Main Street TOD Plan

The City of Evanston seeks assistance in determining what changes to the Zoning Ordinance should be considered to better reflect actual supply and demand for parking in TOD areas and encourage increased transit use by residents and businesses in these areas. The City's Zoning Ordinance does not currently distinguish between transit areas and areas with less convenient transit access when establishing off-street parking requirements for private developments. With some exceptions for the downtown area, the parking requirement is the same whether a building is within a block from a transit station or across town from a station. The examination should also consider other public transit benefits offered to offset the possible reduced parking requirements as well as ways to include bike parking in transit areas.

Striking the balance by requiring the right amount of parking to meet demand and encourage increased transit use should contribute to meeting the climate goals of the City of Evanston's Livability Plan and the economic, environmental, and social goals that give Evanston its 4-Star Community Rating. This evaluation should also contribute to the GOTO 2040 goals of Livable Communities and Regional Mobility.

The selected consultant will also be asked to include an educational component to the Scope of Work in order to help the City educate the public on the benefits of reduced parking. This may include the preparation of educational materials and additional meetings.