

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 City of Joliet for the Joliet TOD Zoning Code Update.

Areas of Understanding

1. RTA / City of Joliet Relationship
 - Scope of work for project will be jointly determined by RTA and City of Joliet.
 - 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 Joliet).
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 contribute RTA data and other resources, including specialized staff based at RTA (for advanced mapping, data, outreach, communications, or topic-specific expertise).
 - The City of Joliet 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 Joliet will provide RTA with access to all relevant internal data, reports, and other information.
 - The City of Joliet’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 City of Joliet will be responsible for working with RTA to identify a project steering committee, if necessary.
 - The City of Joliet 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 Joliet agrees to complete the scope of work for the project and, if applicable, adopt the completed plan.
5. Project Management
 - 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 Joliet; 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 continue for a period of 24 months.

The undersigned parties agree to the terms listed above.

RTA Representative:

Maulik Vaishnav / Senior Deputy Executive Director

Date

City of Joliet Representative:

NAME AND TITLE

Date

EXHIBIT A

Scope of Services Joliet ETOD Zoning Code Update

Project Background and Purpose

The Regional Transportation Authority (RTA), on behalf of the City of Joliet (the City), is seeking to procure the services of a consultant to prepare zoning code updates that advance equitable transit-oriented development (ETOD) in the area surrounding the Joliet Gateway Transportation Center. This zoning code update will be a critical step in implementing the [Downtown Joliet Equitable Transit-Oriented Development Plan](#), completed through the RTA's Community Planning Program and adopted by the Joliet City Council on July 15, 2025.

The ETOD-specific zoning code changes will be focused on priority areas identified in the ETOD Plan, particularly the area surrounding Joliet's Gateway Transportation Center in Downtown Joliet.

The City of Joliet's ETOD Plan provides a vision, policy framework, and implementation strategies to promote compact, walkable, mixed-use development around transit that benefits all residents — with a focus on equitable outcomes for historically underrepresented and transit-dependent populations. The Plan recommends zoning changes that will remove regulatory barriers to ETOD, support a diverse array of housing options, encourage small business growth, and enhance the public realm. Zoning changes should be rooted in the recommendations from the Plan.

Project Objectives

The Joliet ETOD Zoning Code Update will directly implement recommendations from the [Downtown Joliet ETOD Plan](#) by:

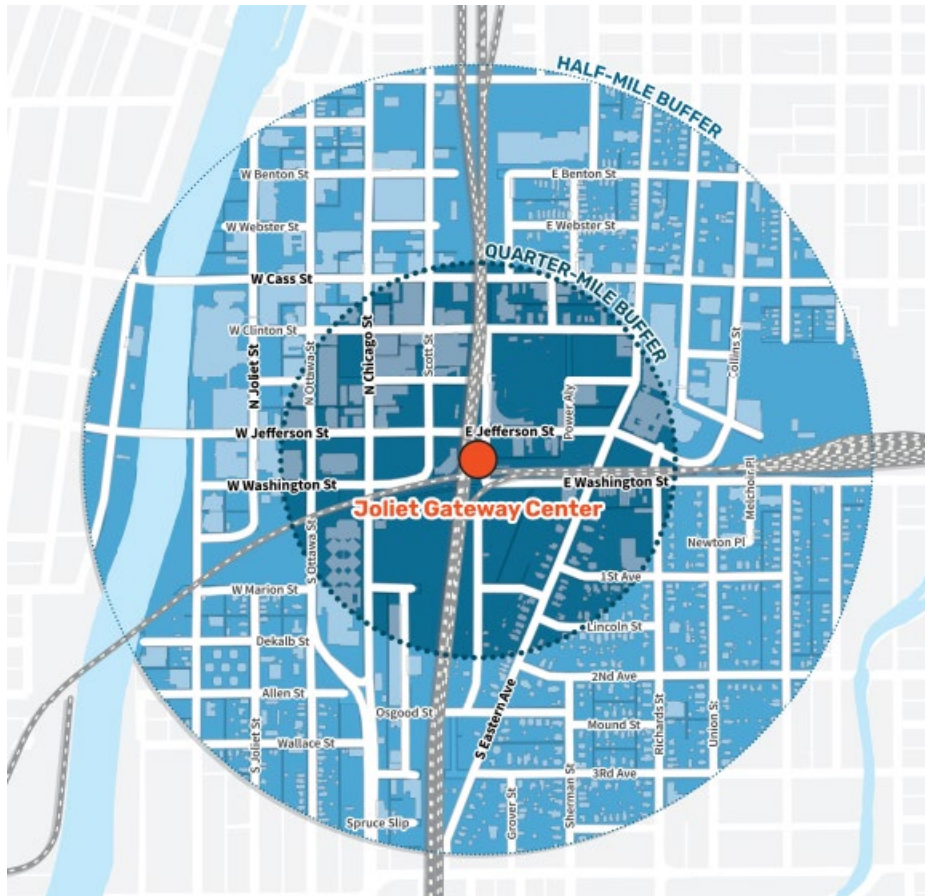
- Updating existing zoning districts or creating an ETOD overlay district to allow for multi-family and mixed-use development by right and denser development near transit stops and stations.
- Expanding the current B-2 zoning district in targeted redevelopment areas identified in the Plan.
- Amending zoning regulations to allow taller building heights.
- Establishing design standards and guidelines that support a vibrant, walkable environment and reflect ETOD best practices.
- Updating parking requirements to reduce minimums near transit, encourage shared parking, and expand bicycle parking provisions.
- Implementing an inclusionary zoning or density bonus policy, which would require / incentivize that a portion of new residential developments within the study area be affordable for low- and moderate-income households.
- Streamlining the development review and approval process for ETOD projects.

- Updating the zoning ordinance to allow for new small neighborhood commercial buildings or for the rehabilitation of former commercial buildings back to commercial use.
- Revising the list of permitted and special uses to encourage economic diversity and community-serving businesses.
- Incorporating user-friendly zoning code formats, such as dimensional tables, use tables, and illustrations.

Planning Area

The study area will focus on a half-mile radius surrounding the Joliet Gateway Transportation Center. The Gateway Transportation Center Train Station is served by multiple high-capacity transit services, including Metra's Rock Island District (RID) and Heritage Corridor (HC) Lines and Amtrak's Lincoln Service and Texas Eagle routes. The Joliet Gateway Transportation Center Bus Station hosts Pace Bus routes 501, 504, 505, 507, 508, 509, 511, 512, 832, and 834.

The final study area boundaries will be confirmed during project initiation in coordination with City staff and the RTA.



Scope of Requested Services

Proposals from consultants are required to include the following tasks.

Task 0: Project Management and Coordination Meetings

Immediately after project award agreement, the consultant Project Manager will schedule a virtual meeting with RTA and City of Joliet staff to discuss the elements and timing of the scope of work. The consultant will provide monthly project update reports to the RTA and virtual project check-in meetings will be scheduled at intervals to be determined by the RTA (i.e., monthly, bi-weekly, or weekly meetings).

Deliverables: Regular check-in meetings, monthly project reports

Task 1: Project Kick-Off and Steering Committee Meetings

The consultant team, City staff, and RTA staff will collaborate to finalize the Steering Committee roster. The consultant will schedule and lead a kickoff meeting with the Steering Committee to present the project objectives, scope of services, project schedule, and review existing code to gather feedback from the Committee. The consultant will work with the Steering Committee to identify key stakeholders with whom to engage.

In addition to the kick-off, the consultant will lead two (2) subsequent Steering Committee meetings:

1. Review proposed amendments.
2. Review final draft amendments.

The awarded consultant will provide the Steering Committee with deliverables for review no fewer than ten (10) business days in advance of a meeting. In addition, the awarded consultant will be responsible for sending email reminders to Committee members regarding upcoming Steering Committee meetings two weeks prior to each meeting.

Deliverables: Steering Committee meeting agendas, presentations and meeting minutes

Task 2: Review Existing Code and Plans

The City will provide the consultant with all relevant adopted plans, zoning documents, maps, and background materials. The consultant will review these resources, especially the 2025 ETOD Plan, to assess how current zoning supports or hinders the Plan's vision.

The consultant will prepare an Existing Conditions Memo documenting key findings, including:

- How the existing code impacts ETOD potential.
- Barriers to mixed-use, higher-density, or affordable housing development.
- Gaps between current zoning and ETOD Plan recommendations.

Deliverables: Existing Conditions Memo

Task 3: Stakeholder and Community Engagement

Building on the robust engagement process from the ETOD Plan, the consultant will conduct two rounds of targeted stakeholder interviews to:

- Inform potential code amendments.
- Gather feedback on draft amendments.

Stakeholder participants will be identified with City and RTA input and may include developers, housing advocates, business owners, community organizations, and residents.

Additional public engagement will include:

- Project webpage content for the City's website.
- One in-person Open House to present proposed amendments prior to City Council consideration.

Deliverables: Engagement Strategy, Interview materials and summaries, project website content, , open house materials

Task 4: Prepare Draft Code Amendments

Building from information gathered from Tasks 1-3, the awarded consultant will prepare draft ETOD zoning amendments consistent with the ETOD Plan's recommendations, including changes to uses, parking, density, design, and affordability provisions. Amendments that help facilitate by right development are also encouraged. Draft amendments will be presented to RTA and City staff, then to the Steering Committee.

Deliverables: Draft ETOD Zoning Code amendments, Steering Committee presentation

Task 5: Plan Commission Workshop

The consultant will facilitate an interactive workshop with the Plan Commission to review and discuss the draft TOD zoning code amendments.

The workshop will be designed to:

- Present the rationale behind the proposed amendments and how they implement the 2025 ETOD Plan.
- Use visual aids, such as development scenario renderings from the ETOD Plan to demonstrate the potential impacts of the proposed code changes.
- Facilitate small-group or roundtable discussions among officials to explore trade-offs, priorities, and potential refinements to the code language.
- Gather direct feedback on areas needing further adjustment before public hearings and adoption.

Staff will facilitate a discussion regarding the draft TOD zoning code amendments with the City Council's Land Use & Economic Development Committee as an agenda item at one of their regularly scheduled meetings.

The consultant will work with City and RTA staff to prepare all workshop and meeting materials, ensure the session is interactive, and capture detailed feedback for incorporation into the next draft.

Deliverable(s): Workshop agenda and facilitation plan, visual presentation materials, summary of workshop feedback

Task 6: Prepare Final ETOD Zoning Code Amendments

Based on input from the Steering Committee, Plan Commission, City Council Land Use & Economic Development Committee, City staff, RTA staff, and the public, the consultant will prepare final zoning amendments and corresponding map updates. All materials will be delivered in an editable digital format acceptable to the City.

Deliverable(s): Final ETOD zoning amendments and map updates

Task 7: Public Hearing and Adoption Process

The consultant will assist City staff through the adoption process, including:

- Presenting amendments at a Plan Commission public hearing.
- Presenting to the City Council at first reading for discussion and feedback.
- Refining amendments as needed before final adoption.
- Attending additional Council meetings as necessary.

Deliverable(s): Presentations, zoning map files, and supporting materials in digital format