

January 9, 2020

FY 2020 Community Development Department Work Plan Update

(prepared by Community and Economic Development Director R. Mentzer)

INTRODUCTION

The Community Development Department consists of nine full-time positions responsible for Planning, Zoning, Building, Code Enforcement, Development Engineering, Stormwater and Flood Plain Management, Economic Development, and Geographic Information Systems. The Department also provides administrative and engineering support to the Public Works Department. The Work Plan does not identify normal and typical work Department staff perform on an ongoing basis. Rather, it identifies those special projects or assignments in which staff is involved, in addition to normal activities such as processing private building/development applications and assisting in the design, bidding and construction of the Annual Road Program.

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

- **Red font** = Highest priority initiatives staff feels must be advanced. Tier one elements of Department's annual Work Program. In many cases, these are ongoing or time-sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long-term negative impacts. Expect to accomplish with existing and budgeted resources.
- **Blue font** = Important priority initiatives staff feels should be advanced. Tier two elements of the Department Work Program staff expects to accomplish/advance with existing and budgeted resources. Delaying progress on these initiatives and projects will result in undesirable impacts.
- ✓ **Green font** = Desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in upcoming FY. Third tier elements of the Department's annual Work Program. It is unlikely the City will experience any measurable or lasting negative impacts if these items are not advanced in upcoming FY. However, if work is not initiated or suspended on High or Important-priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Black italic font = January 9, 2020 status update.

Underlined font = A new initiative or project added to the work program after the work program was originally presented to the City Council during the budget process.

Highlighted italic font = An initiative associated with a decision package and what budget year decision package was approved.

Ongoing Projects and Initiatives Expected to Continue Into FY 2020

- **Coordinate with Finance on Enterprise Resource Planning (ERP) and Mazik City implementation (DE/ND/RM/KH/DS/ML and other Departments) (FIN 19.01) Project is underway. Staff continues to participate in extensive workgroup meetings.**
- **Prepare TIF assistance and redevelopment agreement for City owned property at northeast corner of Routes 59 and 56 (RM) On hold pending Two Brothers Brewing Company advancing the design of project and submitting a detailed zoning/development application for City review.**

- **Preliminary/Final Design for new water tower/well improvements in Southwest District (KH/PK) (PUB 19.03) Preliminary design analysis ongoing. Final design work pending outcome of ongoing property acquisition discussions.**
- **Citgo Property acquisition and environmental remediation activities including preparation of concept site redevelopment plan (RM) (COM 19.03) City Council has approved a purchase agreement for the property. Staff, City Attorney, and Environmental Consultants actively performing numerous due diligence activities on property. Staff will report results of due diligence work to City Council at an upcoming COW meeting so the City Council can make an informed decision on whether or not to close on acquisition of site.**
- **Property acquisition and design for Sanitary Sewer Holding Tank (RM/PK) (PUB 19.05) No activity due to other competing priorities and pending outcome of Naperville's ongoing sanitary sewer transmission main capacity analysis.**
- **Preliminary (and possibly engineering) design for Prairie Path Trailhead Project at Albright Park (ND/KH/PK) (FY 18 Dec. Package and COM 20.02) Preliminary Engineering Design kick off meeting with Trail Head Project Workgroup occurred on June 20 and a follow up meeting with Park District representatives occurred on June 25. Staff, consultant team, and representatives of the Park District walked the Summer Daze event setup in order ensure temporary event improvements are effectively accommodated in the preliminary design for the Trailhead Project. The Workgroup met on August 22 to review revised conceptual design plans for the project. The consultant team is actively preparing preliminary design plans based on the feedback received from the Workgroup on August 22. City staff and consultants applied for OSLAD grant funding for project. OSLAD grant application not approved by State. City staff and consultants participated in Phase I design meeting with IDOT and Federal Highway Administration Officials. Preliminary Design work ongoing.**
- **Preliminary and Final engineering design for Mack Road Bridge Replacement and Trail Improvement Project (KH) (COM 20.05) Preliminary engineering design work ongoing.**
- **Create Utility Infrastructure GIS Database/Atlas (LW/KH/ND) No activity pending additional data collection from Public Works.**
- **Negotiate new IGA with Warrenville Fire Protection District (RM) No activity due to other pressing, high priority projects.**
- **Coordinate City's 2020 Census response (LW) Ongoing coordination with Metropolitan Mayors Caucus and the Census Bureau. In September, the City Council endorsed the establishment of a local Complete Count Committee (CCC). The CCC met in November and December and is in the process of finalizing an action plan for Census outreach. The CCC's next meeting is scheduled for January 29, 2020. Com Dev staff will coordinate the implementation of the action plan. The City received a \$3,620 grant that will be used to pay for expenses associated with local Census 2020 outreach activities.**
- **Coordinate SW District mailing address change (RM/ML) On November 1, 2019, the Central Illinois District notified the City that its zip code realignment request had been denied. The City prepared and submitted a detailed appeal letter to the USPS Washington DC headquarters in early December.**
- **Prepare Complete Streets Policy (PK/KH) Completed**

- Develop zoning overlay district regulations for key redevelopment sites in Old Town/Civic Center Subarea (ND) **No activity.**
- Update building permit fee schedule (DE) **No activity.**
- Develop/implement electronic plan submittal policy and review process (DE) **Completed**
- Construct Virginia Avenue storm sewer upgrade (KH/JC) **Completed**
- Coordinate with Public Works on dedication of Point Oak Drive (RM/KH/PK) **City law firm, H&K, is currently evaluating City options for addressing this issue.**
- Prepare/submit grant application(s) for Route 59 sidewalk improvements (KH/ND) **A STP grant application will be prepared.**
- ✓ Final engineering design for Point Oak Drive Reconstruction and Utility Extension Project (KH/PK) **No activity.**
- ✓ Final engineering and reconstruction of Barkley Avenue north of Route 56 (KH/PK) **No activity.**

Proposed New FY 2020 Projects and Initiatives

- Administration of Lexington Trace Redevelopment Agreement (RM) **In December, staff received and is reviewing Lexington Homes' second reimbursement request for public improvement construction costs covered under the redevelopment agreement for the project.**
- Research, develop, and adopt Rental Registration Program (DE/RM) **No activity due to other priorities and high level of construction activity occurring in the City at this time.**
- Coordinate website update with Administration Department (All) **Coordination process with website consultant ongoing.**
- Construct Diehl Road Turning Lane Improvement Project (KH/PK) **Project is 99% complete. Final punch list and restoration improvements scheduled to be completed in spring of 2020.**
- Construct Southwest District Elevated Water Tank and Well (KH/PK) **No activity.**
- Final engineering for Landon Avenue water main extension to Southwest District (KH/DR/PK) **Complete.**
- Apply for SolSmart certification (DE/LW) **Complete. The City applied for and received gold designation in the SolSmart program.**
- Review and update Zoning Ordinance parking requirements (ND/LW) **In mid-July, the City Council authorized staff and Plan Commission to conduct a public hearing for various proposed ZO text amendments. August – December, the City focused on processing text amendments regarding recreational cannabis businesses. In December, 2019, the City Council approved an ordinance regulating recreational cannabis businesses. A separate public hearing will be conducted for the remaining text amendments, including parking requirements in the fourth quarter of FY 2020.**
- Complete CCRS #1 offsite remediation on Schram Property (KH/DR/RM) **Staff is presenting a contract for the required remediation work for Council consideration at the January 2020 CDC meeting.**
- Coordinate with Administration Department to implement application kiosk in Community Development Department waiting area (DE) **Ongoing.**
- Incorporate Zoning Ordinance into City Code (ND/ML) **Ongoing.**

- ✓ Coordinate City park sign design with Administration Department (ND) **No activity.**
- ✓ Develop final design plans for City entrance sign replacements (DR/ND) **No activity.**
- ✓ Implement Route 56 wayfinding sign program (KH/ND) **(COM 20.05) Staff has requested a proposal from Engineering Resource Associates for the survey and engineering design work for this project.**

RM = Community and Economic Development Director, PK = Deputy Director of Public Works, ND = Senior Planner, KH = Senior Civil Engineer, DE = Chief Code Official, DR = Civil Engineer, ML = Admin. Assistant Marie Lupo, DS = Administrative Assistant Debra Swinden, LW = Planner/GIS Tech, JC = Street Superintendent

PROJECTS NOT INCLUDED IN FY 2020 WORK PLAN

- Prepare revised Comprehensive Plan for entire City
- Business license and registration transition
- Preliminary design for Warrenville Grove Multi-Use Trail Connection Project *(Per IGA, City Council needs to make final decision to fund by January 15, 2021)*
- Final design for Leone Schmidt Park pavilion and lookout improvements
- Rigi Road and Barclay Avenue dedication and engineering design
- Preliminary engineering for Route 59 sidewalk improvements
- Prepare revised Sign Ordinance
- Develop and implement Business Outreach Program
- Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1
- Prepare conceptual plan for public park on west side of DuPage River, north of Warrenville Road
- Implement Rental Registration Program
- Develop and implement Crime-free Housing Program
- Evaluate/revise development fee schedule
- Correct “duplicate” and inconsistent street names

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2020 WORK PLAN

- Assumes a relatively high level of complex new private development will be processed/under construction in FY 2020.
- Assumes no vacancies in current Community Development Department positions.
- Does not account for emergencies or unexpected issues that may take priority throughout the year.