

FY 2023 Community Development Department Work Plan Update

(last revised by KH 5/2/23)

INTRODUCTION

The Community Development Department consists of nine (9) 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.

TIER ONE (HIGHEST PRIORITY) INITIATIVES

Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T1-1	Mazik City Design and Implementation (All) (FIN 19.01)	TBD	On-hold	N	
T1-2	Closeout Lexington Trace Redevelopment Agreement (KH)	Summer 2023	Ordinal Lexington Trace development is complete. No further reimbursements will be requested from Lexington Homes.	N	Strategic/Ec. Dev. Plan, SW District Subarea Plan, TIF #4 Plan
	Old Town Redevelopment Site #2 (AKA Citgo Property)				
T1-3	Implement Ongoing Leaking Underground Storage Tank Clean-up Plan (RM/KH)	Before end of FY 25	Not started yet. Actively performing additional Stage 3 off-site investigation activities requested by the IEPA. Clean-up plan can not be finalized until IEPA satisfied with results of site investigation work.	N	
T1-4	Finalize Voluntary Site Remediation Program Clean-up Plan (RM/KH) (CD 22.03)	Before end of FY 24	City Council approved moving forward with focused NFR at 1.9.2023 CDC meeting.	N	
T1-5	Develop Prelim. Eng. Plan for Preferred Redevelopment Plan (RM/KH) (CD 23.01)	Before end of 2nd quarter FY 24	Ongoing. Finalizing prelim design and began visualization preparation. Preparing scope for remediation/site construction bid document preparation.	N	Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan
T1-6	Negotiate a Property Exchange/Improvement Agrmt. with Voegtle Ownership (RM)	Before end of FY 23	First meeting with Voegtle ownership occurred on 4/28/23. Further discussion will be scheduled in mid-May 2023.	N	
T1-7	Assist PW with Implementing Trial Stop Sign at Batavia and Warrenville (RM/PW)	Complete	On 7.18.2022 CC voted to make the new stop condition permanent.	N	
T1-8	Coordinate Construction of IPP Trailhead Project (KH/PK) (CD 22.05)	Before end of 2nd quarter FY 24	Construction ongoing. Anticipate substantial project completion in May 2023.	N	Old Town/Civic Center Subarea Plan
	Mack Road Bridge Replacement and Trail Project (KH/PK)				
T1-9	Final Engineering Design (KH/PK) (CD 20.05)	Before end of FY 24	Final engineering design process ongoing. Formal IDOT property/easement acquisition process to commence in May. 2023.	N	Bike and Pedestrian Plan
T1-10	Complete Property/Easement Acquisition (KH/PK) (CD 22.04)	Before end of FY 24		N	Bike and Pedestrian Plan
T1-11	Coordinate Special Census Application Process (CA)	Before end of 1st quarter FY 24	Application submitted on March 30. US Census bureau is finalizing cost estimate.	N	

TIER TWO (IMPORTANT) INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Route 59 Sidewalk/Path Improvement Project				
T2-1	Complete Preliminary Engineering Design Process (KH/PK) (CD 23.02)	Before end of 2nd quarter of FY 24	Preliminary engineering design work is ongoing	N	Bike and Pedestrian Plan
T2-2	Begin Final Engineering Design Process (KH/PK) (CD 23.03)	Before end of FY 24	Not started yet	N	
T2-3	Negotiate a Relocation Agreement (to OTRS #1) with Voegtles (RM)	Before end of FY 24	Not started yet	N	Old Town/Civic Center Subarea Plan
T2-4	Develop/Adopt Phase I Rental Reg. and Inspec. Program (RM/ML)	Before end of FY 23	Not started yet	N	
T2-5	Develop Form Based Zoning Overlay District for Old Town/Civic Center Subarea and adjacent areas (RM/CA) (CD 23.04)	Before end of FY 24	Preferred consultant, Codametrics was selected. Workgroup Kick-off Meeting will take place on May 10 from 6 p.m. -7:30 p.m. Listening Sessions Scheduled to take in-person on May 10 and via zoom on May 9 and May 11.	N	Old Town/Civic Center Subarea Plan
T2-6	Adopt Updated 2021 Building Codes(ML)	Complete	On 2.6.2023 CC voted to adopt new building codes.	N	
T2-7	Implement Coal Tar Ban Ordinance (DR/ML)	Complete	Coal Tar Ban in affect and communication with sealcoating companies is ongoing. 7 companies have pavement sealant professional licenses within the City.	N	
T2-8	Develop/Adopt new IGA with Warrenville Fire Protection District (RM/ML)	Before end of 2nd quarter FY 24	Not started yet	N	
T2-9	Assist PW with Development of Complete Streets Implementation Plan (PK/KH/RM)	Before end of FY 24	Not started yet	Y	
T2-10	Coordinate Review and Potential Endorsement of the MMC Climate Action Plan (DR)	Before end of FY 24	Not started yet	N	
T2-11	Assist PW in finalizing engineering design and Community Development Block Grant Funding Agreement for Summerlakes Square Courts Improvements (KH/CA)	Before end of FY 23	In process	N	
T2-12	Coordinate preparation and issuance of RFP for OTRS #2 - Phase I Development (RM)	Reevaluated priority in FY 24 budget	Not started yet	N	Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan

TIER THREE (DESIRABLE) INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Coordinate dedication of Point Oak Drive (RM/PK)	TBD	Not started	N	
T3-2	Revise Development (Subdivison, Zoning, SWM, Engineering) Fee Schedule (ML/KH/CA)	Before end of FY 24	Not started	N	
T3-3	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/PW)	Before end of FY 24	Not started	N	
T3-4	Inventory and develop database of all stormwater detention ponds and maintenance status (KH/DR)	Carry over to FY 24	Not started	N	
T3-5	Coordinate Internal Workgroup to Evaluate the Use of DemandStar for City Project Bidding (KH/PW/Admin/Finance)	Complete	Proposed to use in future Fiscal Years. Currently using engineering consultant's vendor for online project bidding.	N	

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – 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.

Tier Two – 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.

Tier Three –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.

#-# Highlighting = New for FY 2023

Bold font = Initiative or project for which a new FY 2023 Decision Package has been submitted.

#-# Highlighting = Unsure if Project will carry over from FY22 to FY23

RM = Community and Economic Development Director, PK = Deputy Director of Public Works, AK = Planner, KH = Senior Civil Engineer, MC = Chief Code Official, DR = Civil Engineer

PROJECTS NOT INCLUDED IN FY 2023 WORK PLAN

- 1 Prepare revised Comprehensive Plan for entire City
- 2 Final design for Leone Schmidt Park pavilion and lookout improvements
- 3 Prepare revised Sign Ordinance
- 4 Develop and implement Business Outreach Program
- 5 Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1
- 6 Coordinate with Police Dept. on adoption and implementation of Crime-free Housing Program
- 7 Correct “duplicate” and inconsistent street names
- 8 Develop final design plans for replacement of remaining City entrance signs
- 9 Coordinate marketing of City-owned property at northeast corner of Routes 59 and 56
- 10 Develop/Implement New Resident “Welcome to Warrenville” Outreach Program
- 11 Coordinate Design and Construction of New City Entrance Sign Along Route 59 Frontage of Everton Project
- 12 Permit and Construct Route 56 Wayfinding Signs

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2023 WORK PLAN UPDATES

- 1 Assumes no new vacancies in current Community Development Department positions and all existing vacant positions will be refilled
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year