

FY 2025 Community Development Department Work Plan
(last revised by AE 4/10/2025)

INTRODUCTION

The Community Development Department consists of nine (9) full-time positions and two (2) part 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	Strategic Planning Process (All)	10/1/2024	Plan was approved by City Council. Staff working to prepare reporting metrics.	Y	
T1-2	BS&A ERP Software Implementation (All)	10/31/2025	CD Pre-Work Complete. Preparing for Testing and Rollout in April/May	Y	
T1-3	Special Census (AE/JM) (CD 24.07)	4/30/2025	Complete	Y	
T1-4	Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera (AE/KH/PK)	4/30/2025	Consultant prepared final report.	N	Strategic/Ec. Dev. Plan
	Old Town Redevelopment Site #2 (AKA, Citgo Property) (KH)				Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan
T1-5	Complete Ongoing Leaking Storage Tank Clean-up Plan (CD 24.02)	10/31/2024	Complete	N	
T1-6	Complete Voluntary Site Remediation Program Clean-up Plan (CD 24.03)	10/31/2024	Complete	N	
T1-7	Coordinate with IEPA for No Further Remediation Letter and Project Closeout	10/31/2024	Complete	N	
	Mack Road Bridge Replacement and Trail Project (KH/PK)				Bikeway Implementation Plan
T1-8	Complete Property/Easement Acquisition (CD 22.04)	7/31/2024	Legal Process Underway	N	
T1-9	Coordinate Construction (CD 24.01)	4/30/2026	Not Started	N	

TIER TWO (IMPORTANT) INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T2-1	Implementation (focused on community and staff education) of Form Based Zoning Overlay Code for Old Town/Civic Center Subarea and adjacent areas (CA) (CD 23.04)	7/30/2024	Complete	N	Old Town/Civic Center Subarea Plan
T2-2	Coordinate Zoning Text Amendments (AE/JM)	4/30/2025	Ongoing	N	
T2-3	Retail Recruitment Plan (AE/KH) (CD 25.01)	4/30/2025	Received & Using GCEP Data from Choose DuPage for Site Marketing; Contracted with Retail Strategies in March to complete two assessments and market strategy for vacant retail spaces to promote infill opportunities. Results expected in Late April.	N	Strategic/ED Plan

T2-4	Installation of Solar Panels on Trailhead Restroom Pavilion (DR)	10/31/2024	Complete	N	
T2-5	Assist PW with Development of Complete Streets Implementation Plan (KH/PK)	4/30/2025	Not Started	N	Complete Streets Plan
T2-6	Assist PW with Development of ADA Transition Plan (DR/PK)	4/30/2025	CMAP Grant awarded to City. Waiting on kickoff meeting.	N	
T2-7	Prepare and issue RFP for OTRS#2, north end of property, Phase I Development (KH)	4/30/2025	Pre-launch period with local investors underway. RFP released week of April 7th. Recommended Developmnt Option to be identified this Spring.	N	Strategic/ED Plan
	Route 59 Sidewalk/Path Improvement Project (KH/PK)				
T2-8	Itep Application	12/31/2024	Application Submitted	N	Bikeway Implementation Plan
T2-9	Final Engineering Design (CD 23.03)	12/1/2026	Not Started	N	
T2-10	Complete Property/Easement Acquisition (CD 24.06)	12/1/2026	Not Started	N	
TIER THREE (DESIRABLE) INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Develop Phase I pop-up shop program on new parking improvements on OTRS #1 and #2 (AE/KH)	4/30/2025	Merry Market Event Completed As Test Effort in December; Economic Development Specialist starts with City in late march. One area of focus will be site programming.	N	Strategic/ED Plan
	Future of Cantera (AE/JM)				
T3-2	Prepare and issue RFP for new market-based master district plan and refined zoning regs.	7/31/2025	Not Started - Timing Changed in Strategic Plan	N	Strategic/ED Plan
T3-3	PHASE I: Develop and Adopt Updated Master Plan	4/30/2026	Not Started - Timing Changed in Strategic Plan	N	Strategic/ED Plan
T3-4	PHASE II: Develop and Adopt Updated Zoning Regulations & Implementation Tools	4/30/2027	Not Started- Timing Changed in Strategic Plan	N	Strategic/ED Plan
T3-5	Coordinate Review and Consider Endorsement of the MMC Climate Action Plan (DW/PW/ADMIN)	4/30/2026	Not Started	N	
T3-6	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/PW)	4/30/2026	Not Started	N	
T3-7	Development of options for remaining City entry signs (PK/JC/KH)	4/30/2026	City Council Approved Contract in March for Two Entry Signs.	N	
T3-8	Negotiate a Relocation Agreement (to OTRS #1) with Voegtles (TBD)	4/30/2027	Not Started	N	Old Town/Civic Center Subarea Plan
T3-9	EV Readiness Program Development with Metropolitan Mayors Caucus	4/30/2025	Zoning Code Amendments Considered by Plan Commission 4/10; City Council Committee Review 4/14. Items to be presented for Council Council Action 4/21 to Complete Project.	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

#-# Highlighting = New for FY 2025

Bold font = Initiative or project for which a new FY 2025 Decision Package has been submitted.

AE = Director of Community and Economic Development, PK = Director of Public Works, KH = Assistance Community Development Director, ML = Chief Code Official, DR = Civil Engineer, JM = Community Planner

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

- 1 Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1 (Pop-up Shop Initiative Phase 2)
- 2 Develop and pursue marketing campaign for City-owned properties, with particular focused on NE corner of Routes 59 and 56 (e.g., web page, targeted convention marketing, RFP, etc.)
- 3 Inventory and develop database and maintenance status of all detention ponds (DR)
- 4 City-Wide Stormwater Master Plan
- 5 Coordinate implementation of local housing rehabilitation assistance program for CDBG funds (per Housing Action Plan) in FY 26
- 6 Coordinate with Police Dept. on adoption and implementation of Crime-Free Housing Program
- 7 Final design for Leone Schmidt Park pavilion and lookout improvements
- 8 Coordinate with Public Works on design and construction of on-street parking north of OTRS #2 on Batavia (including funding)
- 9 Coordinate with City Attorney and prepare revised sign ordinance
- 10 Prepare tree preservation ordinance
- 11 Prepare revised Comprehensive Plan for entire City
- 12 Assist Public Works on Point Oak Drive dedication and improvement
- 13 Extend Sidewalk and Bike Path along Route 59 to Route 56 both sides
- 14 Assist PW in Construction of Batavia Road path connection between Alden Horizon Senior Living and Blackwell Forest Preserve (KH/PW)

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2025 WORK PLAN

- 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