

FY 2026 Community Development Department Work Plan
(last revised by AE 7/10/2025)

INTRODUCTION

The Community Development Department consists of eight (8) 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 Plans
T1-1	BS&A ERP Software Testing, Rollout, Refinements (All)	10/31/2025	Rollout Complete; User Guides Under Development	SP Goal #3 Quality City Services - Effectvness of Financial Policies
City Property Development				Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan, SP Goal #2 Engaged and Connected Community - Spaces for Community Engagement
	* Old Town Redevelopment Site #2 (AKA, Citgo Property) Phase I Redevelopment (KH)			
T1-2	Market Site based on RFP Released in FY25	12/31/2025	RFP Process Complete	
T1-3	Once Developer identified, define terms of sale, prepare purchase and sale and development agreements, commence entitlement approval process	4/30/2026	Negotiations Underway	
	* SDRS#1 (NEC Route 56 and Route 59) (AE)			
T1-4	Faciliate Entitlement Process, Plan Review and associated milestones identified in Purchase and Sale Agreement Approved in FY25	1/30/2026	PSA Negotiated; Site work & Design On-going; Approval Pending	
Mack Road Bridge Replacement and Trail Project (KH/PK)				Bikeway Implementation Plan /SP Goal #3 Quality City Services - Maintain and Replace City Infrastructure
T1-5	Complete Property/Easement Acqisition (CD 22.04)	8/31/2025	Eminent Domain filed for 4 properties	
T1-6	Coordinate Construction (CD 24.01)	11/30/2026	Not Started	

TIER TWO (IMPORTANT) INITIATIVES

Item	Project Description	Expected Completion Date	Status	Other City Plans
T2-1	Enhance Business Registration/Licensing to further engage directly with local businesses (EDS)	4/30/2026	Initial Newsletter Released in June; Back to School Promo	SP Goal #1 Energetic & Healty Economy - Business Retention and Expansion
T2-2	Survey Registered Home Based Businesses to assess needs and priorities (EDS)	10/31/2025	Survey Released in June; Result being compiled	SP Goal #2 Engaged and Connected Community - Unique Programs and Events
T2-3	Research and consider Adoption of commercial façade and/or interior buildout improvement grant program; Consider Opportunity for test case (EDS)	4/30/2026	Not Started	SP Goal #1 Energetic & Healthy Economy - Business Retention and Expansion
T2-4	Coordinate Zoning Text Amendments - Including Review of PZ/ZBA Terms and NonConforming Use Standards, EV Readiness amendments, etc. (JM)	4/30/2026	Completed Noted Items; Short Term Rental and Misc. Updates Under Development	SP Goal #3 Quality City Services - Deliver Services Sustainably
T2-5	Evaluate and adopt update to the building code to maintain current requirements for construction, safety and inspection (ML)	4/30/2026	Not Started	SP Goal #3 Quality City Services - Building and Life Safety
T2-6	Facilitate EAC communication strategy targeted to new residents (DR)	1/30/2026	Not Started	SP Goal #3 Quality City Services - Sustainability
T2-7	Development of ADA Transition Plan (KHG/DR)	4/30/2026	Outreach Ongoing	SP Goal #3 Quality City Services - Building and Life Safety
T2-8	Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera	4/30/2026	Engineering Study Ongoing	SP Goal #3 Quality City Services- Deliver Services Sustainably and Maintain and Replace City Infrastructure
Route 59 Sidewalk/Path Improvement Project (KH/PK)				Bikeway Implementation Plan
T2-9	Final Engineering Design (CD 23.03)	12/1/2026	Not Started	
T2-10	Complete Property/Easement Acquisition (CD 24.06)	12/1/2026	Not Started	

TIER THREE (DESIRABLE) INITIATIVES				
Item	Project Description	Expected Completion Date	Status	Other City Plans
T3-1	Expand Phase I pop-up shop program efforts (EDS)	4/30/2026	Received Grant; Working toward Fall Preview Event	SP Goal #2 Engaged and Connected Community - Unique Programs and Events/ED Plan
T3-2	Prepare and issue RFP for new market-based master district plan and refined zoning regs for Cantera. (AE/JM)	4/30/2026	Not Started	SP Goal #2 Engaged and Connected Community - Spaces for Community Engagement
T3-3	Develop a standardized economic developent report to release semi-annually	1/30/2026	Not Started	SP Goal #1 Energetic & Healthy Economy - Economic Trends
T3-4	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (DR/KH/PW)	4/30/2026	Not Started	SP Goal #3 Quality City Services - Maintain and Replace City Services
T3-5	Evaluate, prioritize, and initiate Fair Housing Actions to support Community Development Block Grant (e.g., education program on fair housing, community outreach, etc.) (JM)	4/30/2026	Not Started	SP Goal #5 Safe and Healthy Neighborhoods - Promote Housing Options

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

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

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

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

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 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