

2015-17 Long-Range Plan Priority Action Items Update

On September 5, 2015, the Village Council approved the 2015-17 Long Range Plan. The Village Council developed the Long-Range Plan during the three-month period of June to August 2015. The Long-Range Plan consists of the Strategic Goals, solutions and strategies to address key issues affecting the future of the Village and a list of Priority Action Items that will serve as the work plan from September 2015 to April 2017.

<http://www.downers.us/govt/long-range-plan>.

The purpose of this update is to provide the Council with an opportunity to review progress and reprioritize or amend the current action item list and work plan.

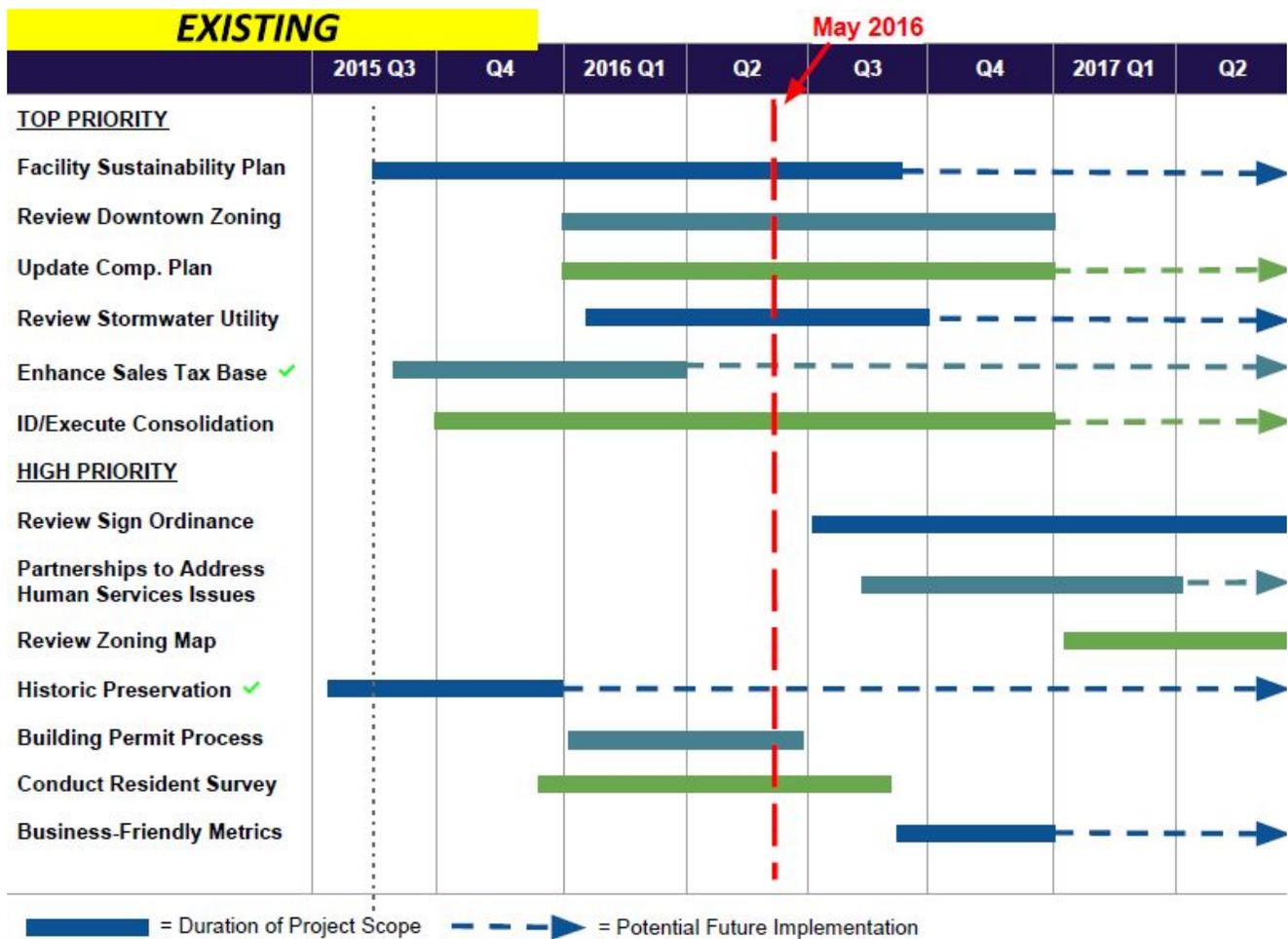
STRATEGIC GOALS

The following five Strategic Goals were developed to guide Village actions from 2015 to 2017 and beyond.

- Steward of Financial, Environmental and Neighborhood Sustainability
- Exceptional Municipal Services
- Top Quality Infrastructure
- Strong, Diverse Local Economy
- Continual Innovation

PRIORITY ACTION ITEMS and WORK PLAN UPDATE

The list of Priority Action Items that serve as the work plan from September 2015 to April 2017 contains 13 action item including six Top Priority Actions and seven High Priority Actions. The work plan, shown graphically below, covers a 20-month period.



Criteria for Priority Action Items

Priority Action Items reflect Council priorities for new policies or revisions to existing programs and policies. The criteria for a Council Priority Action Item include:

- **Support of Strategic Plan Goals and Key Issues** - the action should achieve a measurable result that supports one or more of the Strategic Plan Goals and/or Key Issues addressed during Long-Range Planning.
- **Village Council Policy Direction Required** - the action requires the Village Council to provide policy level direction to be completed.
- **Six Months or More to Complete** - the action requires significant staff and/or Village Council time; six months or more from the time staff begins work on the action to the time the action is completed.
- **Multi-Departmental Effort** - the action requires effort from more than one Village department.

Work Plan Status

May 2016, is the approximate midpoint of the 20-month work plan period (month 9). As of May, 2016, the plan calls for:

- 2 Actions to be Completed
 - *Economic Development Plan to Enhance Sales Tax Revenue*
 - *Consider Amendments to the Historic Preservation Ordinance*
- 7 Actions to be in Progress
 - *Create a Facilities Sustainability Plan*
 - *Consider Changes to the Stormwater Utility*
 - *Update the Comprehensive Plan*
 - *Review the Zoning of the Perimeter of the Downtown*
 - *Identify and Execute One Major Consolidation*
 - *Review the Building and Development Permitting Process*
 - *Conduct Resident Survey*
- 4 Actions to Start in June, 2016 or Later
 - *Review the Sign Ordinance*
 - *Explore Intergovernmental Partnerships to Respond to Human Service Issues in the Community*
 - *Review the Zoning Map*
 - *Develop Business Friendly Metrics*

Priority Action Items

ITEM	DESCRIPTION	PRIORITY LEVEL (Top or High)
COMPLETED		
Consider Amendments to the Historic Preservation Ordinance	Considering amendments to the Historic Preservation Ordinance and program	High
Create Economic Development Plan to Enhance Sales Tax Base	Creating a plan to increase the sale tax base and Village sales tax revenue	Top
IN PROGRESS		
Create a Facilities Sustainability Plan	Creating a plan to address maintenance and functional needs of the Village's buildings, including Village Hall and the Police Station	Top
Review the Zoning of the Perimeter of the Downtown	Considering amendments to the zoning regulations and zoning classifications of the properties around the perimeter of the downtown	Top
Update the Comprehensive Plan	Completing a 5-year review and update to the plan, which has been in place since 2011	Top

Consider Changes to the Stormwater Utility	Reconsidering the method of generating revenue for stormwater infrastructure and operations and maintenance	Top
Identify and Execute One Major Consolidation	Working with other local agencies to find a consolidation opportunity that could be successfully implemented and would reduce costs or enhance revenues for the Village	Top
Review the Building and Development Permitting Process	Reviewing the process and performance for issuing building permits (includes a review of the building codes, the administration of the codes and the inspection process)	High
Conduct Resident Survey	Implementing a community-wide survey to obtain input from residents about Village services	High
SCHEDULED FOR FUTURE COMPLETION		
Review the Sign Ordinance	Considering amendments to sign regulations in response to the recent US Supreme Court ruling and to the completion of the enforcement of the compliance deadline	High
Explore Intergovernmental Partnerships to Respond to Human Service Issues in the Community	Engaging other agencies and local nonprofits, as well as the Human Service Commission, to identify partnerships that would address social service issues	High
Review the Zoning Map	Reviewing key areas on the zoning map to determine whether the existing zoning matches the community's vision for potential future development and is consistent with the Comprehensive Plan	High
Develop <i>Business Friendly</i> Metrics	Identifying methods to assess the impacts of Village regulations, taxes, fees and services on businesses and compare the impacts to other municipalities	High

Work on both the Top and High Priority Actions is progressing according to the plan. Both items scheduled for completion have been completed. The seven items scheduled to be in progress are in progress.

The scope of work on *Consider Changes to the Stormwater Utility* has expanded significantly with the addition of the preparation of three advisory referendum questions and the creation and implementation of a public education program.

The scope and schedule for *Identify & Execute One Major Consolidation* has become more clear. This project consists of consolidating the Village's emergency dispatching services by pursuing membership in DU-COMM, an intergovernmental agency formed in 1975 to provide public safety communications services to Police, Fire, and EMS agencies. Work on the transition to DU-COMM has started and the project is expected to be completed in summer 2017.

Two action items, *Review the Building and Development Permitting Process* and *Conduct Resident Survey* are at risk of falling behind the work plan schedule. Staff has completed preliminary work on these items.

Potential Changes Priority Action Items and Work Plan

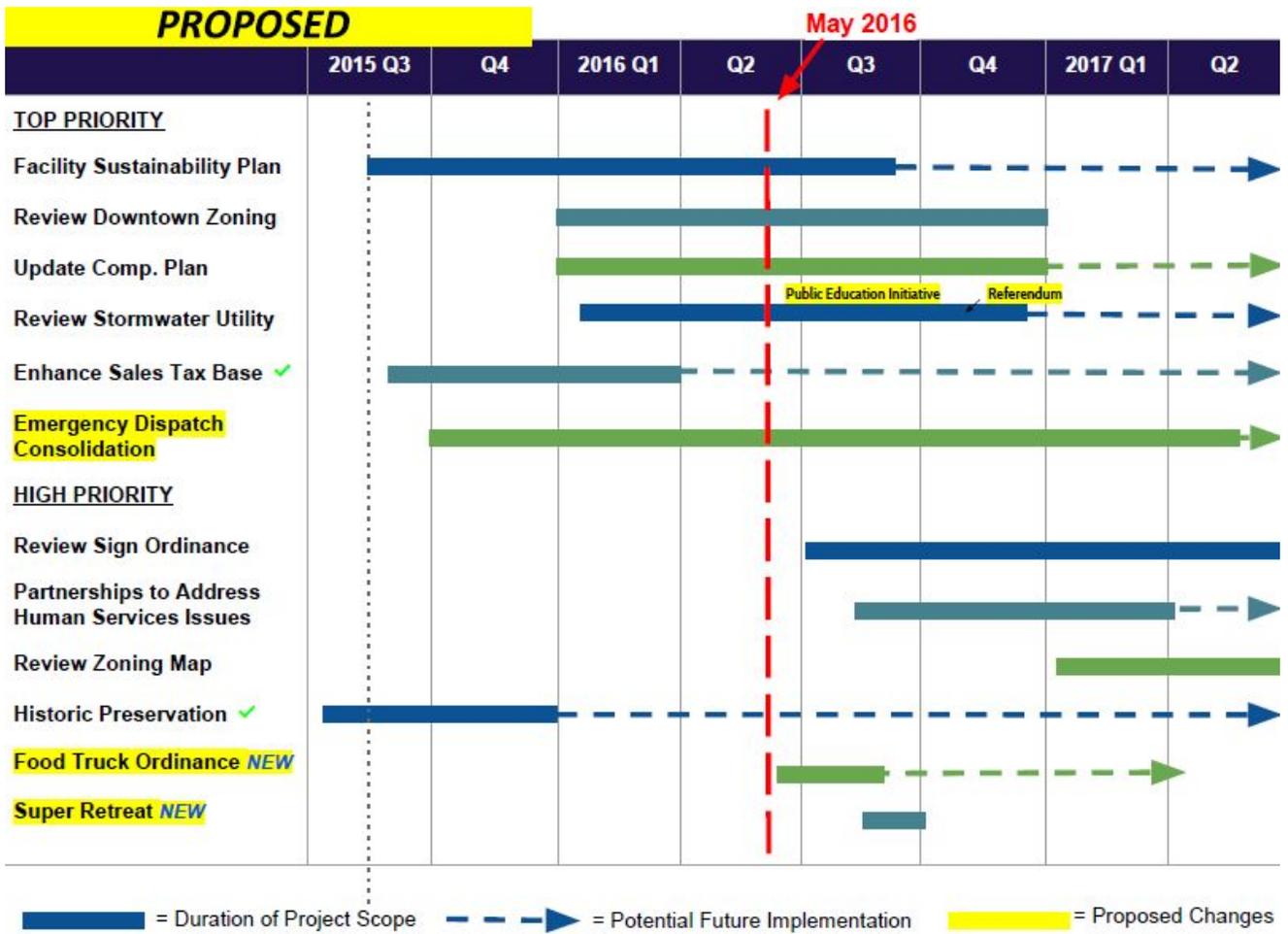
In recent months individual Council members have brought to the Manager's attention, other potential priority projects that may rise to the level of Top or High Priority Action Items.

- **Mobile Food Truck Regulations:** This action item would consist of amending the Village Code to allow for the operation of food trucks in specified locations subject to operational terms and conditions.
- **Super Retreat:** This action item would consist of a convening a meeting of local government entities to discuss common issues. The Super Retreat would provide an opportunity to explore ideas for collaboration and coordination and to better allow members of each unit of local government to understand the challenges and circumstances of each entity.

To accommodate the inclusion of these two action items and the change in scope of *Consider Changes to the Stormwater Utility* and *Identify & Execute One Major Consolidation*, three action items should be removed from the work plan. Staff recommends that *Review the Building and Development Permitting Process*, *Conduct Resident Survey* and *Develop Business Friendly Metrics* be removed.

The building and development permitting process is closely monitored and changed when necessary to continue to provide timely and effective permit application plan reviews and inspections. Similarly, staff monitors and modifies services on a regular basis in support of the strategic goal Exceptional Municipal Services. The Village provides many opportunities for residents to provide input on specific Council agenda items and items of general interest. Also, *Consider Changes to the Stormwater Utility* now includes obtaining resident input by placing three advisory referendum questions on the November ballot.

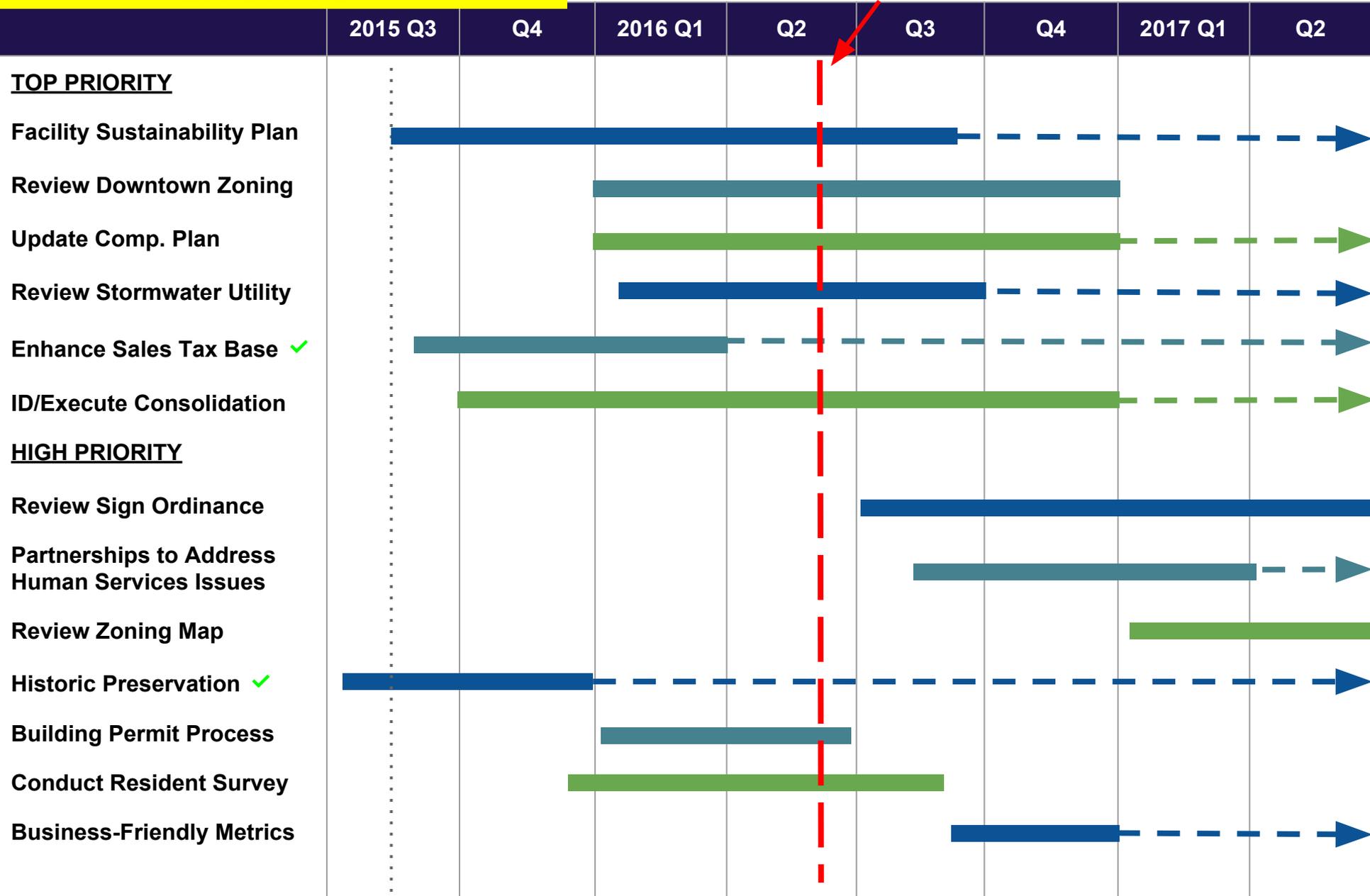
These potential changes to the work plan are shown in graphic below.



ATTACHMENTS

Top and High Priority Action Item Status Reports

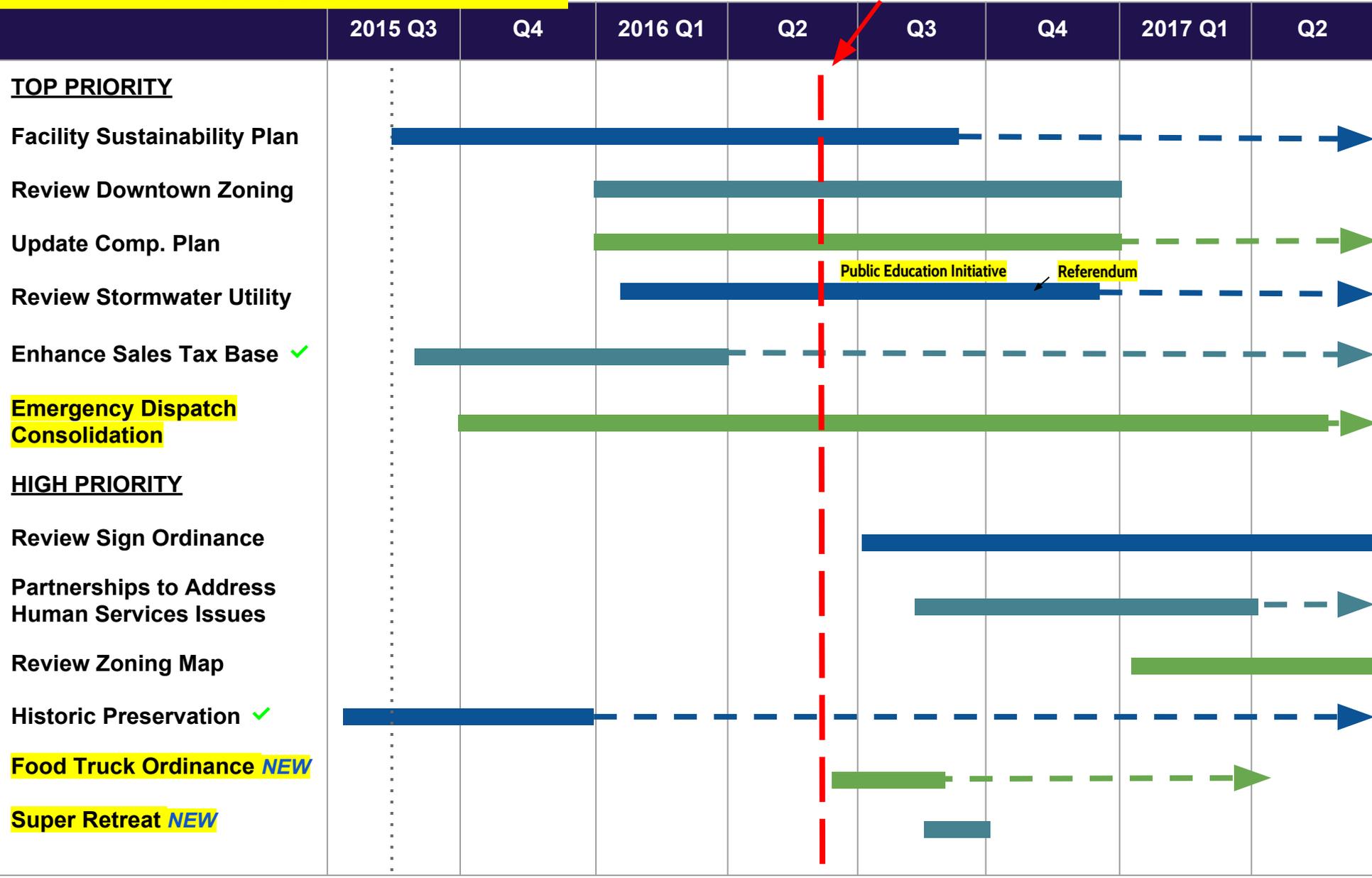
2015-17 Project Status Reports



May 2016

= Duration of Project Scope

 = Potential Future Implementation



May 2016

Public Education Initiative

Referendum

= Duration of Project Scope

= Potential Future Implementation

= Proposed Changes

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	Create a Facilities Sustainability Plan (Top Priority)		
2. Project Manager	Mike Baker, Deputy Village Manager		
3. Target Completion Date	August 31, 2016	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of creating a plan to address maintenance and functional needs of the Police Station and Village Hall. The process for the development of this plan, which will actively engage the Village Council and community, includes the following:</p> <ul style="list-style-type: none"> ● Define the Issue (September 2015) ● Identify Available Resources (October-December 2015) ● Create and Consider a Wide Range of Options (January-June 2016) ● Develop the Plan (July-August 2016) 		
7. Recent Progress	<ul style="list-style-type: none"> ● The Village Council met on April 19 to continue reviewing options for facilities improvements. After consideration of two additional options, in addition to the first three that were presented in early March, the Council express support for Option 4. This option would construct an addition of approximately 13,200 square feet to the south side of the Police Station and remodel the existing building to address system maintenance and operational deficiencies over the long-term. Short-term system maintenance requirements would be planned for Village Hall. 		
8. Next Actions	<ul style="list-style-type: none"> ● Present plan for Council consideration at May 10, 2016 Village Council meeting. 		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	Review the Zoning of the Perimeter of the Downtown (Top Priority)		
2. Project Manager	Stan Popovich, Planning Manager		
3. Target Completion Date	December 2016	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of considering amendments to the zoning regulations and zoning classifications of the properties around the perimeter of the downtown. This is necessary in order to more closely align development and land use regulations with Council member and resident expectations. The project will include these key steps:</p> <ul style="list-style-type: none"> • Begin project (January 2016) • Review existing regulations, boundaries and uses in the DB & DT zoning district • Discuss findings at two Plan Commission meetings (2Q 2016) • Consider possible amendments to DB & DT zoning districts at a public hearing before the Plan Commission (3Q 2016) • Consider possible amendments before the Village Council (4Q 2016) 		
7. Recent Progress	On March 1, 2016, the Village awarded a contract to Houseal Lavigne Associates, LLC to lead this project. The Village Council appointed members of the Comprehensive Plan Update Ad Hoc Committee on March 22, 2016. The committee met in April and May.		
8. Next Actions	Continue to hold monthly Comprehensive Plan Ad Hoc Committee meetings.		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	Update the Comprehensive Plan (Top Priority)		
2. Project Manager	Stan Popovich, Planning Manager		
3. Target Completion Date	December 2016	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of completing a five-year review and update to this plan, which has been in place since 2011. The update should summarize and highlight successes since 2011, identify challenges to implementation and identify new goals and objectives for the upcoming years. The project will include these key steps:</p> <ul style="list-style-type: none"> ● Develop RFP for consultant services (January 2016) ● Award contract (March 2016) ● Hold two public forums to discuss resident and business concerns (May/June 2016) ● Consider proposed updates at Plan Commission meetings (Sept/Oct 2016) ● Consider proposed updates at Village Council (Nov/Dec 2016) 		
7. Recent Progress	<p>On March 1, 2016, the Village awarded a contract to Houseal Lavigne Associates, LLC to lead this project. The Village Council appointed members of the Comprehensive Plan Update Ad Hoc Committee on March 22, 2016. The committee met in April and May.</p>		
8. Next Actions	Continue to hold monthly Comprehensive Plan Ad Hoc Committee meetings.		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 5/5/16

1. Project Name	Consider Changes to the Stormwater Utility (Top Priority)		
2. Project Manager	Allison Deitch, Performance Manager		
3. Target Completion Date	November 2016	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This item consists of reconsidering the method of generating revenue for stormwater infrastructure, including operations and maintenance. The project will be completed in 2016 to allow the Village Council to have a comprehensive discussion prior to the FY17 budget process. The project will include these key steps:</p> <ul style="list-style-type: none"> • Staff will prepare updates to current plan to reflect recent projects and updated revenue needs (Q1 2016) • Hold 1-2 Council workshops to review and discuss potential options (Q2 2016) • Based on Council direction, staff will prepare corresponding FY17 budget, as well as appropriate amendments to policies and ordinances 		
7. Recent Progress	<p>Staff published a report in January 2016 to provide the background for Village Council discussion. The Village Council discussed the report at the March 8 and April 5, 2016 Village Council meetings and directed staff to prepare referendum questions for the November 2016 General Election.</p>		
8. Next Actions	<p>Based on Council discussion at the May 3, 2016 Village Council meeting, staff will revise the draft questions for Council approval at an upcoming meeting. Staff will also prepare a draft public education initiative for Council review.</p>		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	✓ Create Economic Development Plan to Enhance the Sales Tax Base (Top Priority)		
2. Project Manager	Mike Baker, Deputy Village Manager		
3. Target Completion Date	March 31, 2016	4. Project Status:	
5. Status Summary (if Y/R)	COMPLETED		
6. Project Plan	<p>This project consists of creating a plan to increase the sales tax base and Village sales tax revenue. Village staff will work closely with the Economic Development Corporation to identify/implement strategies and metrics by which to enhance and monitor the sales tax base. The project will include these key steps:</p> <ul style="list-style-type: none"> Engage with EDC Staff/Board and review the Strategic Plan and other relevant sources to develop plan (Sept - Dec 2015) Present strategies to EDC Board and Village Council (Jan - Feb 2016) 		
7. Recent Progress	<ul style="list-style-type: none"> AECOM, the consultant hired to prepare a Competitive Retail Alignment Study, completed and presented its final report. An ad hoc subcommittee of the EDC Board met with Village staff to discuss and develop the Plan to Enhance the Retail Sales Tax Base based on the report completed by AECOM The EDC Executive Committee reviewed and approved the Plan The Council discussed the plan at the March 22, 2016 Village Council meeting 		
8. Next Actions	<ul style="list-style-type: none"> This project is complete 		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	Emergency Dispatch Consolidation (Top Priority)		
2. Project Manager	David Fieldman, Village Manager		
3. Target Completion Date	3Q 2017	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project has the following major milestones:</p> <ul style="list-style-type: none"> • Review and approve an intergovernmental agreement with DU-COMM (July 2016) • Analyze service differences between existing dispatch center and DU-COMM (by September 2016) • Review the services provided by DU-COMM to determine the selected mix and level of non-emergency services to be provided by the Village (Fall 2016) • Prepare a technical transition plan (by end of 2016) • Implement the transition plan beginning in 2017 and complete by late summer 2017 		
7. Recent Progress	The project has been identified as the consolidation of Downers Grove emergency dispatch services with DU-COMM.		
8. Next Actions	The Council will consider a motion directing staff to pursue membership in DU-COMM at the May 10, 2016 meeting.		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 08/26/15

1. Project Name	Review the Sign Ordinance (High Priority)		
2. Project Manager	Enza Petrarca, Village Attorney		
3. Target Completion Date	2Q 2017	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of considering amendments to sign regulations in response to the recent US Supreme Court ruling and to the completion of the enforcement of the compliance deadline. The project will include:</p> <ul style="list-style-type: none"> ● Review of commercial and noncommercial speech provisions ● Elimination of inconsistencies within ordinance ● Ensure compatibility of ordinance with Reed decision <p>The project will consist of these key steps:</p> <ul style="list-style-type: none"> ● Review existing sign regulations (3Q 2016) ● Hold two public forums to discussion sign regulations (4Q 2016) ● Consider possible amendments to the Ordinance before the Plan Comm. (1Q 2017) ● Consider possible amendments before the Village Council (2Q 2017) 		
7. Recent Progress	<i>Project has not begun</i>		
8. Next Actions			

Village of Downers Grove Project Status Report (2015-2017)

Updated: 08/26/15

1. Project Name	Explore Intergovernmental Partnerships to Address Human Services Issues in the Community (High Priority)		
2. Project Manager	Enza Petrarca, Village Attorney		
3. Target Completion Date		4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This item consists of engaging other agencies and local nonprofits, as well as the Human Service Commission, to identify partnerships that would address social service issues. The project will include these key steps:</p> <ul style="list-style-type: none"> Engage Human Service Commission and convene meetings with key stakeholders, including Village staff, other government agencies and nonprofit representatives to determine potential solutions and strategies (Aug. 2016 - Feb. 2017) Present strategies and recommendations to Village Council and implement as appropriate (Mar. 2017) 		
7. Recent Progress	<i>Project has not begun</i>		
8. Next Actions			

Village of Downers Grove Project Status Report (2015-2017)

Updated: 08/26/15

1. Project Name	Review the Zoning Map (High Priority)		
2. Project Manager	Stan Popovich, Planning Manager		
3. Target Completion Date	3Q 2017	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of reviewing key areas on the zoning map to determine whether the existing zoning matches the community's vision for potential future development and is consistent with the Comprehensive Plan. To ensure the zoning map aligns with the Comprehensive Plan, this project should not begin in earnest until January 2017.</p> <p>The project will include these key steps:</p> <ul style="list-style-type: none"> ● Begin project (1Q 2017) ● Review existing zoning map for conformance with Comprehensive Plan ● Develop possible amendments to the zoning map ● Hold at least two public hearings before the Plan Commission (2Q 2017) ● Consider possible amendments before the Village Council (3Q 2017) 		
7. Recent Progress	<i>Project has not begun</i>		
8. Next Actions			

Village of Downers Grove Project Status Report (2015-2017)

Updated: 03/03/16

1. Project Name	✓ Consider Amendments to the Historic Preservation Ordinance (High Priority)		
2. Project Manager	Stan Popovich, Planning Manager		
3. Target Completion Date	December 2015	4. Project Status:	
5. Status Summary (if Y/R)	COMPLETED		
6. Project Plan	<p>This project consists of considering amendments to the Historic Preservation Ordinance and program. The two goals of the project are:</p> <ul style="list-style-type: none"> ● to increase the number of properties designated as landmarks & districts ● to decrease or avoid instances of loss of historically or architecturally significant buildings and places in the Village <p>The ADRB and AdHoc Subcommittee on Historic Preservation will meet twice a month between Aug. and Oct. to review the ordinance and to make recommendations on how to create awareness, educate residents and incentivize historic preservation efforts. The ADRB & AdHoc are scheduled to produce a draft ordinance and recommendations on awareness, education and incentives by October 31, 2015.</p>		
7. Recent Progress	<ul style="list-style-type: none"> ● The Council adopted the revised Historic Preservation Ordinance in December 2015. ● Staff has begun implementing the recommendations of the report ● Staff has processed one landmark application through the Architectural Design Review Board 		
8. Next Actions	<ul style="list-style-type: none"> ● Staff will continue to implement the report recommendations ● A historic landmark application will be before the Village Council on March 8 ● Staff will continue to process historic landmark and district applications as they are submitted. 		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 03/03/16

1. Project Name	Review the Building and Development Permitting Process (High Priority)
2. Project Manager	Alex Pellicano, Building Division Manager
3. Target Completion Date	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"></div> <div style="width: 45%;"> 4. Project Status: <div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 20px; background-color: green; text-align: center; color: white; line-height: 20px;">X</div> <div style="width: 20px; height: 20px; background-color: yellow;"></div> <div style="width: 20px; height: 20px; background-color: red;"></div> </div> </div> </div>
5. Status Summary (if Y/R)	
6. Project Plan	<p>This project consists of reviewing the process and performance for issuing building permits, including reviewing building codes, the administration of the codes and the inspection process; the goals are:</p> <ul style="list-style-type: none"> ● Create opportunities to simplify and streamline the permitting & inspection process. ● Educate customers on the inherent complexity of permitting for certain projects. <p>Specific strategies to be considered are:</p> <ul style="list-style-type: none"> ● Collaborate with Downtown Management and EDC ● Review pre-application meeting process ● Review inspection scheduling process (1Q 2016) ● Review all local amendments to the model codes (2Q 2016)
7. Recent Progress	<ul style="list-style-type: none"> ● Adopted current State of Illinois Plumbing Code ● Lifted Type III construction restrictions in the downtown ● Updated permit applications for clarity and consistency ● Improved neighbor notification handouts ● Communicated with developers in early Spring about construction management requirements
8. Next Actions	<ul style="list-style-type: none"> ● Council to consider the adoption of the International Energy Conservation Code in May 2016 ● Adopt updated National Electric Code ● Adopt updated International Code Council building codes

Village of Downers Grove Project Status Report (2015-2017)

Updated: 05/05/16

1. Project Name	Conduct a Resident Survey (High Priority)		
2. Project Manager	Allison Deitch, Performance Manager		
3. Target Completion Date	October 1, 2016	4. Project Status:	
5. Status Summary (if Y/R)			
6. Project Plan	<p>This project consists of implementing a community-wide survey to seek input from residents about Village services. The project will include these key steps:</p> <ul style="list-style-type: none"> • Develop and release RFP for survey consultant (Dec 2015) • Develop survey strategy and questions (Jan - Mar 2016) • Conduct survey (Apr - May 2016) • Compile and present results (Aug - Sept 2016) 		
7. Recent Progress	Staff identified and interviewed potential vendors.		
8. Next Actions	Meet with the Village Council to identify the type of survey that should be pursued and the topics and issues to be included.		

Village of Downers Grove Project Status Report (2015-2017)

Updated: 08/26/15

1. Project Name	Develop <i>Business Friendly Metrics</i> (High Priority)
2. Project Manager	Mike Baker, Deputy Village Manager
3. Target Completion Date	4. Project Status: 
5. Status Summary (if Y/R)	
6. Project Plan	<p>This item consists of identifying methods to assess the impacts of Village regulations, taxes, fees and services on businesses and compare the impacts to other municipalities. The project will include these key steps:</p> <ul style="list-style-type: none"> • Determine methodology for assessing impacts of regulations, taxes, fees and services on businesses, and for comparing to other municipalities (Sept. 2016) • Collect and analyze relevant data and information (Oct.-Nov. 2016) • Present conclusions and recommendations (Dec. 2016)
7. Recent Progress	<i>Project has not begun</i>
8. Next Actions	