



## **Procedure for Submitting Proposed Riverwalk Additions**

The Riverwalk is a popular linear park in downtown Naperville overseen in part by the Riverwalk Commission, a group of residents appointed by the City Council to promote, encourage and guide the development and use of the Riverwalk. At times, suggestions are presented to the Riverwalk Commission for additions or changes to the Riverwalk. Below are the procedures that shall be followed for consideration for such a request.

1. **Prepare a Written Statement**

The applicant will prepare a written statement describing the proposed additional feature to the Riverwalk. In addition to the written description, this statement should include the rationale for the proposed addition plus a diagram, sketch, drawing or picture depicting the proposed addition.

2. **Include All Costs**

An estimate of all costs including, but not limited to the materials, labor and construction should be included as well as who will facilitate the project. Please include a listing of items to be maintained. An explanation of how these costs would be funded should also be submitted.

3. **Submit Information**

The submittal should be presented to the Riverwalk Administrator, City of Naperville, 400 S. Eagle Street, Naperville, IL 60540 or by sending an email to ericksonj@naperville.il.us. The proposed addition will first be considered by the Planning, Design & Construction (PDC) subcommittee of the Riverwalk Commission. The applicant will be invited to make a presentation and answer any questions when the proposed addition is first considered by the PDC Committee. The PDC Committee will review/consider the proposal and provide feedback in writing.

If additional information is required, it will be submitted to the Riverwalk Administrator for consideration at the following PDC Committee meeting.

4. **Riverwalk Commission Consideration**

The PDC Committee will forward its comments to the Riverwalk Commission, where the proposed addition will be considered at the Commission's regularly scheduled meeting. The proposing entity will be invited to make a presentation and answer any questions regarding their proposal at that Riverwalk Commission meeting. The Riverwalk Commission meets the second Wednesday of each month.

5. **Park District Consideration**

If the Riverwalk Commission approves the addition, the recommendation will be forwarded to the Naperville Park District Parks and Recreation (Parks/Rec) Committee for review. If the Parks/Rec Committee concurs with the proposal, it will be presented to the Park District Board of Commissioners at its workshop for consideration. The Parks/Rec Committee commonly meets monthly. The Park Board workshop occurs on the fourth Thursday of each month consequently; this process could take approximately eight to ten weeks.

If the Park District Commissioners agree with the proposal, they will take a formal vote at the group's regular meeting which occurs on the second Thursday of each month. This could take approximately three additional weeks.

6. City Council Consideration

Following the Park District's formal approval, the item will be placed on the Naperville City Council agenda for the group's consideration. The City Council meets the first and third Tuesdays of each month. Depending on the timing, this could take approximately three additional weeks.

7. Implementation

If the City Council approves the proposal, the project will be forwarded to the Riverwalk Commission for implementation.

Also, please refer to the accompanying informational material entitled Riverwalk Development Guidelines. These guidelines have been reviewed and approved by the Naperville Park Board of Commissioners and the Naperville City Council and will be considered when determining the viability of the proposed addition.

Although this process may seem lengthy, it is in place to ensure transparency, which is essential to good government. This process will also ensure that the Riverwalk remains the "Crown Jewel" to Naperville's citizens and visitors.

For questions, contact Jan Erickson, Riverwalk Administrator, at [ericksonj@naperville.il.us](mailto:ericksonj@naperville.il.us) or (630) 305-5984.



## **Development Guidelines**

### **Riverwalk Bicentennial Vision**

In 2031, the Riverwalk will remain one of the most important cultural, recreational and environmental assets in Naperville and act as a powerful economic catalyst for the downtown.

### **Riverwalk Goals**

- Complete the gaps within the Riverwalk boundaries
- Improve safety and accessibility
- Increase visitor hospitality
- Update the appearance while maximizing use and capacity
- Promote environmental, cultural, functional and financial sustainability

### **Project Criteria**

- **Coordination**  
Project has the opportunity to coordinate with scheduled infrastructure or private sector projects
- **Funding**  
Project has the opportunity to leverage outside funding and/or reduce costs
- **Mandate**  
Project is associated with a legislative commitment
- **Investment**  
Community has already invested in the project i.e. acquisition of property, engineering/design work, permit in process
- **Need**  
Project meets or enhances the Riverwalk vision and/or goals