

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: April 16, 2026

TO: Doug Krieger, City Manager

FROM: Allison Laff, AICP, Deputy Director - TED

SUBJECT: Planning Team Workload and Availability for Special Projects

Purpose:

The purpose of this memo is to provide an overview of the Planning Team's workload, as well as availability for special projects.

Background:

The City's Planning Team has 6 members: 2 Assistant Planners, 2 Community Planners, 1 Senior Planner, and 1 Deputy Director. While workload distribution amongst the team varies based on position and duties, each member spends at least 85% of their time on the processing of development cases, which includes:

- Providing "Planner on Duty" coverage to respond to general public inquiries (including residents, developers, brokers, property owners, etc.)
- Responding to GovQAs and FOIAs (705 in 2025)
- Conducting property research and attending concept meetings (67 concept meetings held in 2025)
- Meeting with developers in response to proposed developments and responding to inquiries from the public regarding these applications
- Reviewing technical plans and development applications, 2-3 submittals per application within established deadlines (260 plan reviews in 2025)
- Preparing public notice
- Preparing and reviewing staff reports and ordinances; preparing and negotiating development agreements (37 PZC cases in 2025)
- Attending and presenting at the PZC and City Council meetings
- Serving as the staff liaison to the PZC (issuing agenda packets, preparing minutes, checking for quorum, etc.)
- Serving as the staff liaison to the Historic Preservation Commission (working with district residents, reviewing applications for Certificates of Appropriateness (9 in 2025) and landmarking (1 in 2025), issuing agenda packets, preparing minutes, checking for quorum, etc.)
- Completing permit review within established deadlines (3,399 permit reviews in 2025)
- Assisting Code Enforcement regarding planning-related violations

The remaining time available within the team is dedicated to special projects. Annually, this includes:

- One special study (most recently: Affordable Housing Incentive Program, ULI TAP for 5th Avenue)
- Time permitting:
 - One special project related to the Naperville Historic District (for 2026: an update to the local district architectural and historical survey)
 - PZC-related special requests and training (for 2026: bylaws update, including an amended meeting start time)
 - Various text amendments and review of pending legislation (most recently: landmarking updates, mobile vending review, ORI updates, BUILD Act)

Discussion:

The 2026 Annual Budget includes \$150,000 to conduct one special study or initiative. As provided above, a maximum of one study can be undertaken at one time based on current staffing levels and required workload items. While in most cases, a consultant would be utilized to complete the study or initiative, significant staff resources are still required for consultant selection and management; review and comment on draft materials; and administering the required public process.

Based upon discussions leading into budget season, staff had noted that either the I-88 Corridor or 5th Avenue could be a potential study to be undertaken in 2026. However, in recent months, additional topics such as affordable housing and housing-related zoning amendments have also been raised by Council.

An overview of each potential special project or initiative that has been raised in recent months is provided in the attached. Additional supplemental background information is provided below the table. Upon receipt and review, City Council should provide input as to the special study or initiative that should be the top priority to be undertaken in 2026.

Recommendation:

FYI