



## **Procedure for Submitting Proposed Riverwalk Assets**

The Naperville Riverwalk Commission is tasked with promoting, encouraging, and guiding the development, care and maintenance of the Riverwalk. Periodically, the Riverwalk Commission receives requests from Naperville residents, philanthropic organizations, companies, and other entities to add an asset such as a physical feature or structure to the Riverwalk.

Below are the procedures that shall be followed for consideration of such a request. This process will help ensure that the Riverwalk remains the “Crown Jewel” to Naperville’s citizens and visitors. Applicants are encouraged to submit proposals that are aligned with the Vision and Goals of the Riverwalk Commission included at the end of this document.

### **Submittal Components**

1. **Submitting Individual or Entity**

Please include the following information:

Name

Organization Name

Address including City, State, and Zip code

Email

Phone

2. **Asset Description**

- a. Describe the physical appearance of the proposed asset. Include a diagram, sketch, drawing and/or picture depicting the proposed asset.
- b. Include any and all signage for the proposed asset in your description.
- c. Show the first three choices of location for the proposed asset.

3. **Rationale & Benefits**

Describe the rationale and benefits of the proposed asset for Riverwalk users.

4. **Construction Process and Costs**

- a. Describe who will construct the project.
- b. Provide a project timeline.
- c. Estimate all related construction expenses including, but not limited to, labor and materials.

5. **Estimated Maintenance Expenses**

Proposing entity shall work with the Naperville Park District to estimate the care and maintenance expenses for the first 5 years, or as otherwise directed.

6. **Estimated Decommissioning Expenses**

Proposing entity shall work with the Naperville Park District to estimate the asset’s decommissioning expenses.

7. **Asset’s Service Life**

All assets have a serviceable life. Estimate and substantiate the serviceable life of the proposed asset.

8. Funding  
Identify individual/entity responsible for funding
  - a. Asset design
  - b. Asset construction
  - c. Asset care and maintenance for the first five (5) years, or as otherwise directed.
  - d. Asset decommissioning
9. Proposal Submittal  
The proposal shall be submitted to the Riverwalk Administrator, City of Naperville, 400 S. Eagle Street, Naperville, IL 60540.

## **Review Process**

1. Riverwalk Planning, Design & Construction Subcommittee  
The proposed addition will first be considered by the Planning, Design & Construction (PDC) Subcommittee of the Riverwalk Commission. The applicant may be asked to make a presentation and answer any questions when the proposed addition is first considered by the PDC Subcommittee. The PDC Subcommittee will review the proposal and provide feedback in writing. If additional information is required, it will be submitted to the Riverwalk Administrator for distribution to the subcommittee. The PDC Subcommittee will forward its comments to the Riverwalk Commission.
2. Riverwalk Commission  
At the Riverwalk Commission's regularly scheduled meeting, the proposal will be reviewed and either approved, denied, or additional information will be requested. This process could take approximately four weeks. 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.
3. Park District Consideration  
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. This process could take approximately eight to ten weeks. If the Park District Commissioners approve the proposal, they will forward it to the Naperville City Council. This could take approximately three additional weeks.
4. City Council Consideration  
The City Council will review and approve or deny the proposal. Depending on the timing, this could take approximately three additional weeks.
5. Implementation  
If the City Council approves the addition, the project will be forwarded to the Riverwalk Commission for implementation.

## **Please Note**

1. Ownership of the Asset Upon Completion  
It is hereby understood that any proposed asset that is constructed on the Riverwalk will become the property of the City of Naperville upon completion.
2. Right to Make Modifications  
The Riverwalk Commission, Naperville Park Board of Commissioners and Naperville City Council reserve the right to request modifications to the submittal before its approval.

### 3. Riverwalk Vision, Goals & Project Criteria

The applicant is encouraged to review the Riverwalk Vision, Goals & Project Criteria listed below. Preference will be given to those proposals that support the Vision, Goals & Project Criteria.

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

This policy is effective as of February 13, 2019.



## **Vision, Goal & Project Criteria**

### **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