

2020 CAPITAL IMPROVEMENTS PLAN and COMMUNITY DEVELOPMENT WORK PLAN

Capital Improvements Plan

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
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Aesthetics / Beautification

2020-1	1999 & 2009 Comp Plan (AB1)	Establish gateway features at the four major approaches to the City City Manager Director of Public Works Director of Parks and Rec	Submit general plan to IDOT to get concept approval.	DELAYED due to ROW acquisition/issues. IDOT has informed us that we can provide for gateway type structures but NOT on their ROW. City should determine appropriate location and private property acquisition if necessary, for these improvements.	\$40,000
2020-2	1999 & 2009 Comp Plan (AB3)	Improve backside of buildings downtown City Planner	Make this part of TIF Redevelopment Agreements where practical.	Continued working on these improvements via TIF District Grants. Hope to make more progress through termination of the TIF District.	\$10,000 per building
2020-3	1999 & 2009 Comp Plan (AB5)	Maintain/replace trees around the square Director of Parks and Rec	In consultation with the Tree Commission, develop a formal tree replacement plan for downtown and determine if these are eligible TIF costs. Adopt a plan that identified appropriate species for this specific urban setting.	Crews continue to replace trees (when they die) around the perimeter and side streets of the square. The trees around the square should be removed and replaced in the very near future. The roots have, and will continue to, cause damage to the sidewalks and decorative lighting structures around the square. A different species/types of tree should be selected that are more suited for this environment in the future.	\$40,000

Economic Development

2020-4	1999 & 2009 Comp Plan (ED1)	Create University related visitor information/commercial village along Lincoln Ave Director of Public Works City Planner	Develop and adopt Lincoln Avenue Master Plan.	Started with the Neal Burnham Welcome Center. IDOT TO RENOVATE LINCOLN AVENUE starting in 2019 – signals, pedestrian controls, ADA transition crosswalks, milling & overlay of pavement. City approved agreement with IDOT for our share of work in 2018.	\$100,000
2020-5	City Council Retreat Master Priority List	Will Rogers Theater City Manager City Planner	Work with owner to negotiate a TIF Redevelopment Agreement	Continue to work with new owner and encourage tenants that generate foot traffic and to improve property appearance. Property now listed on the National Historic Register and is a local landmark and fund raising efforts were started but on hold. City wants owners to stabilize and take initiative to restore and/or remodel this historic site. Looking for a plan and private financing before committing TIF dollars.	\$250,000 TIF

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Housing					
2020-6	1999 & 2009 Comp Plan (H1)	Acquire vacant and blighted properties for redevelopment in targeted areas. Demolish/purchase blighted properties for redevelopment City Planner	Incorporate Community Residential Revitalization Plan in 2020 Comprehensive Plan.	Ongoing Program	\$25,000/yr.
Historic Preservation					
2020-7	1999 & 2009 Comp Plan (HP1)	Renovate 6th and 7th Streets between Lincoln and the Central Business District Director of Public Works City Clerk HPC	Retain a historic atmosphere by installing, where practical, brick sidewalks, architectural lighting fixtures, curbs, gateway / signage, etc.	Ongoing Program	
2020-8	1999 & 2009 Comp Plan (H1)	Create focal point at intersection of historic corridor and Town Branch Greenway at the south edge of the Civic Business District Director of Public Works City Clerk HPC	Create natural improvements where practical to create focal points near the historic corridor that may include, where feasible, historic/heritage trees and plants. Ask the Tree Commission and other groups to provide input.	City crews cleared branch from historic bridges on 6th and 7th Streets. City acquired property from Williams family adjacent to the library along 4th Street which will create natural habitat and "butterfly hotpots" to enhance the area and create natural improvements. Ongoing Program	\$5,000/yr.
Parks & Recreation					
2020-9	1999 & 2009 Comp Plan (PR1)	Develop pedestrian linkages between parks and other major land uses to encourage physical activity and alternative modes of travel throughout Charleston Director of Public Works City Planner	Implement 2018 Bicycle and Pedestrian Plan; Implement Beautification Development Plan for the Lincoln Prairie Grass Trail (LPGT).	In 2017, the City partnered with City of Mattoon for improvements to the LPGT between the two communities. The ITEP Grant Project will go out for bid in early 2019 with construction starting early spring/summer 2019. Work on Charleston's portion of the ITEP GRANT will be completed by Fall 2019. City officially adopted its first Bike Pedestrian Plan in spring 2018. This plan will guide the city in its efforts to develop and promote formalized bicycle pedestrian planning throughout the City and incorporates routes through EIU as well. Council approved the BPAC Committee members in October, 2018.	\$9,000 / yr.

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-10	1999 & 2009 Comp Plan and City Council Retreat Master Priority List (PR2)	<p>Lake Island Tract and Lake Charleston Master Plan. Create new public recreation spaces and waterfront access around Lake Charleston</p> <p>City Manager Director of Public Works City Planner Director Parks and Rec</p>	<p>Purchase / acquire additional property surrounding Lake Charleston and continue with Lake Charleston development projects. Discuss, consider, and advise on best course of action to move ahead to implement projects consistent with the Lake Charleston Master Plan and the City's interests. Construct additional trails, remove invasive species and add native habitat, dredge the sedimentation pond, complete the rip-rap project around entire Lake where practical to provide trail access and recreation / fishing access (and fishing rock piers) and continue working on facility improvements that also address health, safety and general welfare of the community. Develop plans to construct new trails on the north side of the lake (formerly Fifiel property and land north of the water plant). Develop plans to asphalt north side lake trail to connect to Stoner Dr; implement plans to cross the river to GPF property.</p>	<p>City crews continue clearing the Lake Island hillside from invasive species (shrubs, brush and trees). A new restroom was constructed near the Alex Russell Pier. An ADA parking lot adjacent to the restroom was completed in 2016. New trails including the paved levee trail were completed in 2016. A new pavilion and restroom facility was opened in 2018 near the spillway. The majority of costs were covered by a CACF grant. City crews continued redevelopment of the area in 2018 including a new parking area and roadway improvements. A new playground area was completed in 2018. Beautification of the LIT is ongoing including; tree planting, pollinator area and landscaping and other habitat is in progress. Established collaborations with lots of groups to aid in funding and long-term maintenance. Continue improvements including "Dam A" reconstruction and other significant work at the Lake in 2019 and beyond. All of the projects are being financially supported by the CACF through grants as well as donations from other civic and charitable groups lending their assistance and support.</p>	
Transportation					
2020-11	1996 Charleston Tomorrow (1-1)	<p>Fix ravines at McKinley Avenue</p> <p>Director of Public Works</p>	Design and construct improvements to street.		
2020-12	1996 Charleston Tomorrow (2-4)	<p>Improve Lover's Lane</p> <p>Director of Public Works</p>	PRIORITY: HIGH - Design and construct improvements to street and plant additional trees as appropriate on the south side of the lane.	Now an FAU route and Federal Fund Eligible – we could consider the project for STU FUNDS in the future.	
2020-13	1996 Charleston Tomorrow (3-3) and 1999 & 2009 Comp Plan (T16)	<p>Improve Douglas and Coolidge from Lincoln Avenue to University Drive</p> <p>Director of Public Works</p>	PRIORITY: HIGH - Design and construct improvements to street.	We could consider the project for STU FUNDS in the future. Crews may be constructing a portion of this in the next three to five years now. Originally, this task was on the "not in 10 years" program. (Only possible if we do sections in-house).	\$1,200,000
2020-14	1996 Charleston Tomorrow (3-4)	<p>Extend Douglas to Decker Springs Road</p> <p>Director of Public Works</p>	Design and construct improvements to street.	Not feasible in next 10 years.	

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2020-15	1996 Charleston Tomorrow (3-6)	Improve Coolidge and Lee's Nursery Road between University and IL-130 Director of Public Works	Design and construct improvements to street.	Most of this is a Township Road (from Hickory Ridge to IL 130). Not feasible in next 10 years.	
2020-17	1999 & 2009 Comp Plan (T4)	Extend 1420E from Coolidge to Reasor Road (1000N) Director of Public Works	Design and construct improvements to street.	Not feasible in next 10 years.	
2020-18	1999 & 2009 Comp Plan (T5)	Extend Coolidge from 1400E to SR130 Director of Public Works	Design and construct improvements to street.	Not feasible in next 10 years.	\$3,000,000
2020-19	1999 & 2009 Comp Plan (T6) and 1996 Charleston Tomorrow (1-8)	Extend/upgrade Harrison Street from Division Street to Fuller Drive Director of Public Works	Design and construct improvements to street.	Not feasible in next 10 years.	\$900,000
2020-20	1999 & 2009 Comp Plan (T7) and City Council Retreat Master Priority List	Upgrade 10th and 11th Streets from Lincoln Avenue to Madison Avenue Director of Public Works	Design and construct improvements to street.	Water main, sidewalk and resurfacing has been designed from Lincoln Avenue north to Madison Avenue. 10th Street work completed in 2018 from Lincoln Avenue to Madison Avenue. 11th Street timeline is now being considered for construction to commence in 2022/2023 if possible.	\$500,000
2020-21	1999 & 2009 Comp Plan (T8) and 1996 Charleston Tomorrow (3-2)	Upgrade Polk Ave. from Reynolds Drive to SR16 Director of Public Works	Upgrade 10th and 11th Streets from Garfield to Madison.	Not possible in next 10 years.	\$1,200,000
2020-22	City Council Retreat Master Priority List	Lincoln Avenue project from Douglas Avenue to Hawthorn Drive Director of Public Works	Engage with third party consultant to develop and adopt Lincoln Avenue Master Plan. IDOT to design and construct road surface and traffic signal improvements (including completing countdown signals at all required locations).	Only a couple of locations left without Countdown signals in the City now (Douglas, Reynolds and 18th Street) and will address as time and funding allows. IDOT working on design for Lincoln Avenue improvements and ROW acquisition completed. Plans call for new ADA ramps and traffic signals along Lincoln Avenue. Lincoln Avenue improvements are to be coordinated with the City's bike plan. Council approved an LOA with IDOT in October, 2018 for City's share of project costs. IDOT's Lincoln Avenue improvements project to commence in 2019 and be completed by 2020.	
2020-23	City Council Retreat Master Priority List	9th & Lincoln Intersection Director of Public Works	Select an engineer to study geometrics and signal upgrades. Secure MFT as a revenue source.	Still tabled due to problems with SW quadrant (ROW). Considering options.	

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2020-24	City Council Retreat Master Priority List	Streets and Storm Sewers 9th to 12th south of Lincoln to Cleveland Avenue Director of Public Works	Select an engineer to study needed improvements and design scope of work for contractors. Secure sufficient revenues.	Engineering for project revised after 9th & Lincoln project was tabled/delayed due to ROW concerns. City crews to work on this project based upon capital improvement plan schedule. 12th Street will be the focus and drainage plans for 12th St are complete. Plan to make these improvements in house, project tabled due to funding.	
2020-25	City Council Retreat Master Priority List	Street project 5th and Madison Avenue Director of Public Works	Design and construct traffic signal improvements.	Intersection was overlaid with new asphalt in 2018 and new striping and detectable signal loop completed. Traffic signals will be used from Lincoln Avenue to replace the old signals at this location.	
2020-26	City Council Retreat Master Priority List	Street project 15th Street - Harrison to Smith Drive Director of Public Works	Design and construct improvements to street.	City crews to work on this project based upon capital improvements plan schedule planned in 2021.	
2020-27	City Council Retreat Master Priority List	Bridge - 8th Street Director of Public Works	Continue to monitor status. Consider repair or replacement based upon findings.	Status the same.	
2020-28	Public Works Priority List	Reynolds Drive Bridge Director of Public Works	Continue to monitor status. Consider repair or replacement based upon findings.	Status the same.	
2020-29	1999 & 2009 Comp Plan (T18)	Formalize and improve parking areas through consolidation and landscaping, especially in Central Business District and adjacent to EIU campus Director of Public Works	Design and construct improvements. Incorporate appropriate trees and shrubs for urban setting. Utilize feedback from Tree Commission.	In 2017, city crews and contractor restriped the parking lanes and cross t's. We also approved a 30 min parking ordinance and purchased and installed 4 (30) minute parking spots on the perimeter of the square to provide some relief during heavy use periods. Ongoing Program	\$200,000

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2020-30	1999 & 2009 Comp Plan (T19) and City Council Retreat Master Priority List	<p>Create pedestrian and bicycle paths / regional bike trail system</p> <p>Director of Public Works City Planner Director Parks and Rec</p>	<p>Implement 2018 Bicycle and Pedestrian Plan. Construct ITEP Lincoln Prairie Grass Trail (LPGT) Improvements and RTP LPGT Improvements. Construct new trailheads on 6th Street and along LPGT and where practical. Expand efforts beyond Lake Charleston trails.</p>	<p>Lake Charleston bicycle & hiking trails & pathways around the lake have been constructed which connect to Sister City Park with more to come. City received a grant from Lumpkin Foundation to contract with Ride Illinois to create a comprehensive bike plan for the community. Partnered with EIU and others to develop the bike plan. The Charleston Board of Zoning & Appeals & Planning Board (BZAP) recommended, and the City Council approved/adopted, the City's official Bicycle Plan in May, 2018. The Council approved the creation of the Bicycle & Pedestrian Advisory Committee in October, 2018. The Committee (BPAC) began meeting in November, 2018. City staff have already initiated the installation of way-finding signs in the north half of Charleston (summer 2018). More work to follow this winter / spring 2019. New bike lanes to be formally marked in summer 2019 to connect LPGT to EIU and south to Sister City Park/Lake areas. Engineering Department has initiated / negotiated ROW from property owners on N. side of Lincoln Avenue between 6th & 7th Street. Hope to complete purchase/ROW's in 2018 or early 2019. Ongoing Program.</p>	\$500,000
2020-31	City Council Retreat Master Priority List	<p>Street and Sidewalk Conditional Rating Survey and Sidewalk Condition Survey</p> <p>Director of Public Works</p>	<p>Update and implement the street Conditional Rating Survey and address highest priority street segments detailed in the CRS. Update and implement the sidewalk "worst to first" program.</p>	<p>Work on this approach began in 2004 and continues today. Streets and sidewalks are replaced based on these methods.</p>	
2020-32	1999 & 2009 Comp Plan (T20) and City Council Retreat Master Priority List	<p>Sidewalk Improvements</p> <p>Director of Public Works</p>	<p>Update Sidewalk Condition Inventory and continue to fix sidewalks on a "worst to first" basis. Use City crews and/or hire contractor(s) to remove and replace sections. Use appropriate fund(s) as revenue sources and projects related to street and utility projects to be top priority.</p>	<p>City continued to complete its annual program of "Worst to First" in addition to repairs during street and utility projects. City was awarded CDBG Sidewalk Grant (RLF CLOSEOUT GRANT) to repair/replace 4.17 miles of sidewalk commencing in 2018 with completion estimated in 2020. \$654K will be spent on this project. Both City crews and contractors will be used to perform sidewalk improvements. In addition, Public Works has identified 250 intersections with no sidewalk ramps.</p>	\$846,450 per mile

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Infrastructure & Facilities					
2020-33	1996 Charleston Tomorrow (5)	Relieve flooding of homes and buildings and streets Director of Public Works			
2020-34	1996 Charleston Tomorrow (5-4)	Enlarge storm sewer and inlet on Macomb Street Director of Public Works	Design and Construct Improvements.	On long list of possible drainage improvements. Not a priority right now. Other work is more important to Public Works Department.	
2020-35	1996 Charleston Tomorrow (6-1)	Route 316 subways improve inlets (IDOT) Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years.	
2020-36	Public Works Director	Evaluate flooding conditions at Madison Avenue and 18th Street Director of Public Works	Design and Construct Improvements.	This area has seen standing water with heavy rains but is not technically in the FEMA designated floodplain.	
2020-37	City Council Retreat Master Priority List	I & I - Inflow and Infiltration of Sanitary Sewer System Director of Public Works	Conduct additional studies (as required) to determine any cross-over connections and leaks and use crews and contractors to correct I & I issues that have been identified. Consider code enforcement for private properties.	EIU continue to address and move forward with their plans to make utility (storm & sewer) improvements on campus to alleviate any issues downstream on our systems. They splashed "all" of the 5 buildings that were sending considerable storm water to the City's system. EIU work is complete.	
2020-38	1996 Charleston Tomorrow (7)	Re-establish ditch on problem oil and chip streets Director of Public Works	Design and Construct Improvements.	Use our new mini excavator to complete this work.	\$480,000
2020-39	1996 Charleston Tomorrow (8)	Construct curb, gutter and storm sewer to replace ditches on oil and chip streets Director of Public Works	Design and Construct Improvements.	Ongoing Program	\$480,000
2020-40	1996 Charleston Tomorrow (9-1)	Ensure reliable domestic water service Director of Public Works	Obtain IEPA permits to construct new water mains to replace old galvanized mains.	Ongoing Program	
2020-41	1996 Charleston Tomorrow (9-2)	Replace deteriorated, undersized mains Director of Public Works	Design and Construct Improvements.	Ongoing Program	
2020-42	1996 Charleston Tomorrow (10 & 11)	Provide adequate fire protection and adequate pressure and flow for domestic use to all parts of the city as identified in the 1995 study. Improve water pressure and flow to all parts of the city Director of Public Works	Strengthen water main grid with new 8 in. and 6 in. mains to older parts of the City; move fire hydrants to new mains and connect to short runs of old mains that have individual service taps.	Ongoing Program	
2020-43	1996 Charleston Tomorrow (12)	Improve and extend water service Director of Public Works	Design and Construct Improvements.	Ongoing Program	

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2020-44	1996 Charleston Tomorrow (12-1)	Loop water main northerly back to City Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-45	1996 Charleston Tomorrow (12-2)	Construct 12 in. water main loop around east side of City Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-46	1996 Charleston Tomorrow (13)	Eliminate sanitary sewer overflows into houses Director of Public Works	Design and Construct Improvements.	Ongoing Program	
2020-47	1996 Charleston Tomorrow (13-1)	Replace interceptor sewer on E Street Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-48	1996 Charleston Tomorrow (13-2)	Abandon old interceptor between 14th & 18th Street Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-49	1996 Charleston Tomorrow (13-4)	Replace 18 in. interceptor between State Ave. to Madison Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-50	1996 Charleston Tomorrow (13-5)	New sewer lines 1st Street & 2nd Street, Tyler and Polk Director of Public Works	Design and Construct Improvements.	Not feasible in next 10 years	
2020-51	1996 Charleston Tomorrow (13-6)	Take yard drains off sanitary sewer systems, Division and Grant Director of Public Works	Design and Construct Improvements.	Part of I/I investigation now (on list of improvements now).	
2020-52	1996 Charleston Tomorrow (13-7)	Separate storm and sanitary sewer systems Director of Public Works	Design and Construct Improvements.	Ongoing Program	
2020-53	1996 Charleston Tomorrow (13-9)	Find and repair sources of inflow Director of Public Works	Design and Construct Improvements.	Ongoing Program	
2020-54	1996 Charleston Tomorrow (15)	Extend sewer system to growth areas Director of Public Works	Design and Construct Improvements.	Ongoing Program	
2020-55	1999 & 2009 Comp Plan (IF1)	Extend water and sewer services as identified Director of Public Works	Use IEPA Facilities Plan as a guide to determine locations for water and sewer main extensions.	Would prefer to keep infrastructure extension as an offer to a perspective developer if / when they come to develop. Using IEPA facilities plan as a guide to extension locations. Not planned in next 10 year unless new development requires it.	\$5,000,000

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2020-56	City Council Retreat Master Priority List	Wastewater Treatment Plant and IEPA Regulations - Nutrient Removal Director of Public Works	First, study alternatives for point source improvements vs non-point source improvements and costs for nutrient removal program.	City budgeted for study of Nutrient Removal using consultant (Donahue & Associates) for planning phase. Then will hold until directed by IEPA to proceed. Timeline unknown. Possible State / Federal mandate coming to remove phosphorous during treatment. High cost is anticipated. Awaiting a specific deadline, so the timeline is subject to change. Looking at alternatives with University of Illinois Watershed Extension, NRCS and Sand County Foundation.	
2020-57	City Council Retreat Master Priority List	Study and implement solar systems at Water and Waste Water Treatment Plants and other City Facilities if practical Director of Public Works	Continue to study potential for solar system for Water Plant and Wastewater Plant and other City facilities. Design and construct if feasible.	Purpose is to provide alternative clean energy for facilities using savings through credit programs. City approved funds to apply for solar tax credits in 2020. Solar system proposals are being considered for solar systems at WTP and WWTP.	
2020-58	1999 & 2009 Comp Plan and 1996 Charleston Tomorrow (IF2) and City Council Retreat Master Priority List	Build a multifunctional community center complex City Manager Director of Public Works City Planner Director Parks and Rec	Confirm need, study feasibility, identify revenue sources, site, design & construction costs, financing options, ongoing operation & maintenance costs.	Determine community expectations and commitment. Design and construct accordingly. (2017) Continued discussions with Mattoon Community YMCA. Unfortunately, that possibility has now been put on hold (indefinitely). We'll pursue other options. City entered into IGA with the Charleston Township District for a \$400K grant to help fund the project/site development & infrastructure. W&S to be extended onto property in FY 2020. This includes street return & 250' of new City street to be constructed by First Christian Church commencing in the near future.	\$10,000,000
2020-59	City Council Retreat Master Priority List	Capital Asset Management Plan for Utilities Director of Public Works	Update CAMP annually with City Council input. Review planned water and sewer rate increases and consider adjustments. Review water and sewer policies annually to remain consistent with the results of the CAMP analysis.	Previous rate increases were implemented based on the CAMP program. City will continue to be conservative and protect our reserve funds to comply with IEPA mandates.	

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2020-60	1996 Charleston Tomorrow (9) City Council Retreat Master Priority List	<p>American with Disability Act Planning. Accommodate as many types of disabled persons in the community as possible through both construction and non-construction methods including sidewalks and parking projects</p> <p>City Manager Director of Public Works City Planner Director Parks and Rec</p>	Implement the City's ADA Transition Plan. Inventory sidewalk locations without ramps and delineators. Use GIS program and prioritize sidewalks with high traffic sites near schools, public facilities, and elsewhere.	Hired consultant to inventory and advise per federal law to correct deficiencies. City developed a comprehensive ADA Transition Plan. City continued Phase 1 level improvements and modifications at all locations. Examples include parking areas, sidewalks, signage, and playgrounds and facility improvements. Ongoing Program	
2020-61	City Council Retreat Master Priority List	<p>Water System / SCADA System</p> <p>Director of Public Works</p>	Purchase, replace 10+ year old computer used to control and track water system.	SCADA software still needs to be replaced when funding allows. This is not a necessity at this time, but will revisit replacement if emergency occurs.	\$45,000
2020-62		<p>IDOT access control on State Routes in the City</p> <p>Director of Public Works</p>	Work with IDOT to reduce or eliminate certain access control restrictions along Lincoln Avenue and 18th Street.		

Community Development Plan

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2020-63	1996 Charleston Tomorrow (1)	<p>Update the comprehensive plan every ten years or as determined by City Council</p> <p>City Planner</p>	<p>Appoint committee to collect, analyze and summarize resources information. Hold public hearing to discuss the updating the Comprehensive Plan.</p>	<p>Charleston Tomorrow: 1996; Charleston Comprehensive Plan: 1999 and Updated in 2009 and in 2020.</p>	
2020-64	1996 Charleston Tomorrow (2)	<p>Update the Unified Development Code as needed</p> <p>City Planner</p>	<p>Form committee to review and develop recommendations regarding zoning ordinance issues. Hold public hearing to present updated ordinance recommendations. Examples of code issues that need resolved include but not limited to: Nonconforming Situations, Parking Standards, Signage, Density and Dimensional Standards / Maximum Building Coverage, Permitted Uses, Setback Requirements, Corridor Development District updates, Accessory Structures, Multi-Family Residential, Government Uses, Agricultural Uses, Self-Storage, Surface Parking Requirements, Electric Charging Stations, Landscape and Bufferyards and Fence Standards</p>	<p>Unified Development Code completed in March 2003 and updated as needed. City needs to create a working group / committee to review the current UDC for code wide revisions as determined.</p>	
2020-65	City Council Retreat Master Priority List	<p>Periodically review and update Building Codes as needed - Building, Electrical, Mechanical, Plumbing</p> <p>City Planner Building Code Official</p>	<p>Review current codes to determine if updates are necessary or required.</p>	<p>City last updated building related codes in 2011 with amendments in 2015 (adopted 2006 IRC and 2009 ICC Codes). City continues to review our codes annually and will consider changes as required by Federal and/or by State Law/Regulatory Agencies. City enforces the 2019 Illinois Plumbing Code and the 2018 Illinois Accessibility Code. In 2020, City intends to adopt the 2020 NEC Code.</p>	
2020-66	1996 Charleston Tomorrow (3)	<p>Update the Subdivision Ordinance (Unified Development Code) as needed</p> <p>City Planner</p>	<p>Form committee to review and develop recommendations regarding zoning ordinance issues. Hold public hearing to present updated ordinance recommendations.</p>	<p>Unified Development Code completed in March 2003 and updated as needed.</p>	

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2020-67	1996 Charleston Tomorrow (5)	Identify businesses best suited to Charleston (Retail Site Assessment) as needed City Manager City Planner	Partner with the Charleston Chamber of Commerce for retail recruitment efforts. Update needs assessment for student and residents identifying what goods and services are needed and would be supported or feasible in the following areas; retail, entertainment, dining & recreation. Develop & implement a plan to meet the identified needs. Attract business to the community and Business Park that meet the criteria in the study.	Completed in April 2009. Buxton ID update in 2013 and Retail Strategies consultant hired in 2014. (2017) Terminated contract with Retail Strategies. Staff now engaged in recruitment until funds are available to finance a consultant again. Coordinated our efforts with w/Chamber staff. Hope to continue that relationship to strengthen recruitment efforts going forward.	
2020-68	1996 Charleston Tomorrow (5-5 & 5-6)	Establish a central source of information for incoming businesses that can provide all of the information they need to know about the community; such as demographics, permit requirements & zoning City Planner	Create an "ambassador group" to represent the different segments of the community to work with in attracting new businesses to the community or expanding the services of current businesses.	Established as the Department of Building and Development Services with new partnerships with the Chamber of Commerce.	
2020-69	1996 Charleston Tomorrow (5-4)	Evaluate and determine appropriate financial incentive packages offered to businesses. These incentives may include tax abatements, the TIF district, tax credits and the enterprise zone City Planner	Implement Business and Industrial Development incentive package and enter into redevelopment agreements where practical. Apply for new Enterprise Zone designation and add retail development component. Explore the benefits of the National Register of Historic Places program. ALL incentive programs should be part of development discussions and be located on the city's website and social media platforms.	In Process/ongoing; (2017) Business Incentives Package was developed by City Staff & Attorney and approved by Council. EZ Renewal Application due to DCEO in December, 2018 with awards in 2019; Coles County awarded new EZ designation beginning January 1, 2020. Coles Together to coordinate that effort and work with county/municipal staff to help develop application with consultant. Completed. Parts of City are now designated Opportunity Zone and New Market Tax Credit Program.	
2020-70	City Council Retreat Master Priority List	Downtown TIF Redevelopment Projects / TIF District Extended Life City Manager City Planner	Review Redevelopment Plan and explore new initiatives to implement. Explore 2nd TIF end date extension (requires legislative approval) when current TIF expires in December 31, 2022. Restore/remodel privately owned buildings and city facilities including the Police Station. Encourage worthy projects with complete applications.	Continuing the TIF program as is with new projects reviewed and approved annually. Several quality TIF projects are underway now and anticipate a few more in the next application cycle. In 2020, City working on steps to request a second TIF end date extension and hopes to submit the request to the State by the end of 2020. Major renovations of police station underway in 2020.	

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2020-71	City Council Retreat Master Priority List	Economic Development - Retail (and Recruitment Consultant) City Manager City Planner	Engage a retail consultant to refresh the City's retail studies to explore the potential for these types of facilities on sites around the City. Renew efforts with help from the Charleston Chamber of Commerce. Pursue leads that enhance existing business and attract new business. Transfer lead from consultants to staff for research and outreach. Explore applications for mobile devices that would create a one-stop economic development portal for the City.	City Manager and City Planner continue to be engaged with multiple retailers at various ICSC events over the past year. City Council did not budget for or approve a new consultant agreement in 2018. The costs simply outweigh the benefits achieved based on past results and we have more pressing expenditures that our GF must be directed to at this time. It is noteworthy that interest in Charleston persists at a time when enrollments at EIU are on the rise. Prospects and leads provide reasons to be positive. City personnel meet monthly with the Charleston Chamber Executive to discuss ongoing retail/economic development activities/initiatives. This is a worthy addition to recruitment efforts. City will attempt to re-engage with retail recruitment consultant in future City Budget or with contingency funds if possible.	
2020-72	City Council Retreat Master Priority List	Economic Development - Industrial City Planner	Study creating new "Corridor District" zoning district along 1000N. Begin discussions internally and expand discussion to other parties. Identify a vision and ways to achieve it. Continue economic development efforts in industrial influence areas.	Coles Together completed Enterprise Zone (EZ) application, submitted in 2018 and received State approval with DCEO in 2019 (start 1/1/2020). Continue economic development efforts and build on past success along Route 16 Corridor and 1000N. Look for additional opportunities elsewhere in town.	
2020-73	City Council Retreat	Expand Economic Development Base City Planner	Encourage expansion of economic development activities in service, industrial, commercial and tourism areas - to compliment the City's existing economic base.	City has worked to expand industrial and commercial interest. City has also recently expanded its tourism offerings through Lake Charleston in order to diversify its economic base. These efforts need to continue as tourism is a critical fourth leg in economic development.	
2020-74	City Council Retreat Master Priority List	Hotel Market Study City Manager City Planner	Use Hotel-Motel Taxes as revenue source for updated hotel study to engage with a hotel consultant for a hotel study (refresh or update existing study) to explore the potential for these types of facilities in the City. Use the City's Tourism Department, Historic Preservation Commission and Downtown merchants to remote downtown improvements and programs.	Last hotel study was completed in 2011. City continues recruitment efforts on hotel project and maintaining connections with contacts and hotel consultant. City's budget is tight. Will attempt to place this task in future City Budget or with contingency funds.	\$15,000

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2020-75	1999 & 2009 Comp Plan (ED2)	Establish a Main Street Program to better assist downtown businesses Director of Public Works City Planner Director Parks and Rec	Replace light fixtures in inside of square with architectural fixtures, improve cross walks at all four corners of the square provide additional landscaping.	Partially Complete. City will not fund official state "Main Street" program. No GF funds available for added cost/staff.	\$100,000/yr.
2020-76	1996 Charleston Tomorrow (6 & 6-4)	Historic Preservation City Clerk HPC City Planner	Establish a Charleston day program illustrating Charleston's history.	Currently Charleston HPC hosts walks in historic district.	
2020-77	1996 Charleston Tomorrow (7, 7-1, 7-2, 7-3)	Neighborhood Preservation City Planner	Include the City's Community Housing Revitalization Plan as part of 2020 comprehensive plan update. Raise the community's consciousness of the importance of Neighborhood Preservation in Charleston. Identify neighborhood areas and form groups to coordinate preservation activities that will enhance and improve the area. Form steering committee of neighborhood group leaders as volunteer groups to work with City Building and Development Services department. Enhance and develop better use of common areas by neighborhood groups.	In 2018, the City adopted its Community Revitalization Plan and this document should be implemented.	
2020-78	1996 Charleston Tomorrow (7-4)	Promote Beautification along Town Branch with property owners City Planner	Improve City owned areas along the Town Branch. Study improvements to privately owned areas of the Town Branch creek as a community benefit.	Property owners have been resistant and this project has been tabled for now. We can't acquire the ROW necessary to complete this effort.	
2020-79	City Council Retreat Master Priority List	Blighted Structures - Commercial and Industrial Structures (including those near neighborhoods) City Planner Building Code Official	Where applicable, secure property and prepare a remediation plan that ensures public safety. Decide on long-term use of property. Take appropriate follow-up action. Enforce codes to keep secure and repair or demolish. Reviewing funding agency's options for demolition. May declare unsafe and dangerous to warrant demolition if no action taken.	Some buildings continue to deteriorate. For example, the former Lincoln School site status remains the same. City Planner continues to manage and provide updates on progress, activities, and issues with other properties. City used TIF funds in 2018 for demo of blighted commercial structure on Madison Avenue which was a huge improvement.	750000 +

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-80	City Council Retreat Master Priority List	Residential Development City Planner	Incorporate City's Community Housing Revitalization Plan in 2020 Comprehensive Plan. Evaluate and implement incentives for new home construction and extend if warranted. Consider rehabilitation and/or tear-down and in-fill developments to upgrade older neighborhoods and other incentives for new single family residential development.	City approved a permit waiver in 2016 through 2020 (year 5) on a trial basis for all new construction of single family homes. Retriever Run development on the westside is an example of a new subdivision where permit fees were waived. City extended its water and sewer service using a sanitary force main (E-One). The City anticipates additional residential development in 2020 and beyond. We believe the permit waiver and incentives has spurred development in some cases. Hoping for more residential development in near future. EIU has also started offering its own moving incentive program to encourage new hires to move to Coles County.	
2020-81	1996 Charleston Tomorrow (1-3)	Provide safe and affordable housing for all citizens of Charleston City Planner Building Code Official	Examine and apply for grant funds, programs or low interest financing to stabilize neighborhoods and study tax abatement strategies. Target neighborhoods that have dilapidated homes that could be rehabilitated or replaced with new construction for single family residents.	City applied for a new CDBG Housing Rehabilitation Grant in 2018, was \$500,000 was awarded in 2019. City has received nearly \$5 million of rehabilitation grant funds since 1994 to update nearly 160 homes. Active demolition of dilapidated homes underway. City is coordinating its efforts with Habitat for Humanity and rehabilitation activities. City planning to apply for IHDA HOME SFR grant fund program in 2020. Ongoing Program	
2020-82	City Council Retreat Master Priority List	Community Aesthetics. Ensure that the environmental quality of life in Charleston remains high City Planner Building Code Official	Perform residential demolition services where determined.	City Planner continues to manage and provide updates on progress, activities, and issues related to residential demolition. In 2019, City awarded IHDA APP grant to help fund 6 demolitions with work to be completed in 2020.	\$10,000 - 15,000 per home
2020-83	1996 Charleston Tomorrow (8)	Community Aesthetics. Ensure that the environmental quality of life in Charleston remains high City Planner	Target 20% of unused city park space for habitat restoration projects and ongoing replacement of trees that are affected by disease, infestation and climate conditions.	Several projects currently underway including numerous "butterfly hotspots".	

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-84	2020 Comp Plan	Promote Butterfly Capital of Illinois designation City Planner Director of Parks and Rec	Execute the action item list detailed as part of the Mayor's Monarch Pledge. Add annual butterfly events and festivals in the City. Develop a recommended plant list for private property owners to encourage new habitat in the City and incorporate guidance and encouragement through the City's website. Review City ordinances to determine if updates are necessary that would encourage habitat restoration on private property.	In 2019, the city was designated the Butterfly Capital of Illinois by the Urban Butterfly Initiative. In addition, the city was designated a Monarch USA City and is part of the National Wildlife Federation's Mayor's Monarch Pledge. To date, the City has completed 24 of the 25 listed monarch pledge action items.	
2020-85	1996 Charleston Tomorrow (8-1)	Maintain the 16 Corridor and Entrances to the city so they present a pleasing "1st impression" of the City. Maintain clean and aesthetically pleasing environment City Planner Director of Parks and Rec Director of Public Works	Use outside consultant to create Master Plan for the Lincoln Avenue Corridor. Ensure the Master Plan incorporates trees and shrubs that provide aesthetic appeal and are appropriate species to withstand infestation, urban traffic and climate challenges. Provide opportunity for feedback from the Tree Commission.	Consider improving street lighting and decorative poles all along Lincoln Avenue and lighted street signage on traffic signals and decorative poles along Lincoln Avenue in key locations (18th, 9th, 7th, 6th, 4th, Division, University). (2019) resurfacing project by IDOT. Consider Black LED Lighting from Division to 9th - \$400K; Consider Black Traffic Signals Upgrade OPTION - \$175K.	
2020-86	City Council Retreat Master Priority List	Banners over Lincoln (State Route 16) City Manager Director of Public Works	Hire contractor(s) to install polls and cables at three locations; i.e., west border, center near Old Main, and east limit.	State finally adopted a budget, but currently there is no funding. Continue with EIU as partner, but project is on hold.	
2020-87	City Council Retreat Master Priority List	Geographic Information System City Manager City Planner	Hire a dedicated employee to manage and update City's GIS system. Utility Fund to be primary revenue source.	City shifted GIS workload and data management from EIU to City technical staff & Coles County Regional Planning and Development Commission. Currently, the engineering technician and operating engineer enter GIS utility updates. Building Department manages all land use GIS related information.	
2020-88	City Council Retreat Master Priority List	Intergovernmental Cooperation City Manager	Propose to City of Mattoon leaders a joint City Council meeting. Talking points may include corporate boundary, memorial airport, SB Lincoln Hospital. Format and place to be mutually determined.	Continue to work with City of Mattoon staff and at Joint Council meetings. The goal is to strengthen the relationship over time. Build relationships with EIU, Lakeland College, Coles County, and other local governmental entities.	
2020-89	City Council Retreat Master Priority List	Community Vision / Community Rebrand City Manager City Planner	Explore how best to involve and utilize citizens to prepare new community vision. Reach out and identify people with a passion for the community.	Consider public driven effort to develop new branding (niche) and related marketing to develop and expand Charleston's economic base as part of a community revitalization strategy and exploring innovative practices in communities.	

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-90	City Council Retreat Master Priority List	Annexations City Planner	Work with interested parties to encourage annexations of properties including those inside the City's IEPA facilities plan areas. Consider incentives to annexation including infrastructure cost partnerships with the City as part of pre-annexation agreements.	Annexations are a priority of the City and will continue to encourage annexations where feasible.	
2020-91	2020 Comp Plan	Solar Energy / Renewable Energy Sources Director of Public Works City Planner	City to be point of contact to assist with the implementation of the Solarize Central Illinois project with Lakeland College and Midwest Renewable Energy Association (MREA). Explore Future Energy Jobs Act including Solar Renewable Energy Credits (SRECs) and Adjustable Block Program, Solar Generation, Distributed Generation, Community Solar, and Illinois Solar for All Programs for example.	In 2018 a consortium of groups sponsored by Lakeland College applied to MREA as part of a solar "group buy" project. The purpose of the project is encourage private solar panel installation using group purchasing. The project was awarded and an advisory committee was established in early 2019.	
2020-92	2020 Comp Plan	Open and Green Space Maintenance Director of Parks and Rec City Planner	Create an "Adopt-A-Park" and related programs throughout the City.	Volunteers have been critical to the maintenance of new open space and park development and enhancing volunteer efforts will be critical to on-going success. Currently volunteers have helped create and maintain native habitat and this effort can be expanded to local park and other green space.	
2020-93	2020 Comp Plan	Innovation Center and Sustainability Programs City Manager City Planner	Create programs that will capitalize on innovation and sustainable programs.	In 2019, the City of Mattoon was awarded a grant to create the Coles County innovation center that will be located in the Cross County Mall. The city should partner with Coles County to be part of the this effort. Additional programs should be explored in the City and partnership with EIU in order to encourage new entrepreneurs in the community.	
2020-94	2020 Comp Plan	Improve participation in the City of Charleston City Manager	The City should develop mobile device applications, outreach programs and explore employment strategies that will improve the community's and participation with the City's public relations campaign which will also better link the community with Eastern Illinois University.	Using better marketing strategies and resources including social media, city staff and the community, a sense of community pride will be strengthened in the City. Partnering with EIU on these strategies will be key to the program's success.	

Community Cultural

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-95	1996 Charleston Tomorrow (2)	Improve City appearance Director of Parks and Rec City Planner	Develop 3 or 4 action committees to focus on major areas (edges, center, main street) to improve beautification. Educate community about ordinances. Enforce and expand ordinances where necessary. Include representation from the Tree Commission on these action committees. The Tree Commission will provide community education about the appropriate selection of trees near streets and power lines.		
2020-96	1996 Charleston Tomorrow (3)	Improve Arts environment Director of Parks and Rec	Promote arts events and displays in local parks and public spaces. Expand outdoor sculpture walk at Sister City Park and link with other city owned locations. Link Charleston's art culture with EIU from Sister City Park to Kiwanis Park (via EIU). Work on finding / planning for indoor arts experience spaces: studio, classes, exhibition.	(2016 & 2017) – Concerts in the park over lunch on the square. Increased events in parks. Added sculptures at Sister City Park and plans to conduct a sculpture walk soon! (2017) Added sculptures to Sister City Park. Creating a sculpture walk at park for future events/festivals and park users to see/enjoy. In 1977, (42 years) Kiwanis Amphitheater hosts community band concerts. Kiwanis Amphitheater now offers theater productions at Kiwanis Park.	
2020-97	1996 Charleston Tomorrow (4) and 2020 Comp Plan	Encourage an active Arts Council for the City of Charleston. Formalize relationship between City of Charleston and the Coles County Arts Council (CCAC) Director of Parks and Rec	Partner with CCAC and EIU; arrange meetings of representatives to establish and articulate working relationship.	Committee established with representatives from the City and from EIU.	
2020-98	2020 Comp Plan	Work towards stable financial support for the arts in Charleston Director of Parks and Rec City Planner	Establish a City arts grants program. Explore National Endowment for the Arts partnership grants or other external grants.		
2020-99	2020 Comp Plan	Increase public awareness of local arts events and expertise Director of Parks and Rec	Develop partnerships through CCAC to create a list of area artists and art events that can be publicized through City publication / social media / websites.		
2020-100	2020 Comp Plan	Encourage arts in the square Director of Parks and Rec City Planner	Guide downtown development to include the creation of a legal / government / arts hub.		

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-101	2020 Comp Plan	Link arts to other city planning successes and priorities Director of Parks and Rec City Planner	Use butterfly sculptures / signage to define significant places / trails across the City; Expand sculpture garden / trails / competitions and displays.	Sister City Park currently hosts a City owned sculpture display. Plans for butterfly sculpture to be located at the property next to the library.	
2020-102	1996 Charleston Tomorrow (5)	Celebrate the history and architecture of Charleston Director of Parks and Rec City Planner	Develop a film/lecture on historic Charleston followed by a walking tour self-guides by brochure. Conduct tours of the Court House jail tunnel;	Looking for Lincoln Program Expanded – developed and implemented Passport stamps program at City Hall, brochures, etc. to encourage tourist activity in the historic downtown but also along the Historic District and museum site. Continue to expand on this with Bike Programs. Walking Tours sponsored by HPC. NPS Passport Program active. Bike Program active. Ongoing Program	
2020-103	1996 Charleston Tomorrow (6)	Enhance Charleston festivals and overnight athletic events Director of Parks and Rec City Planner	Add new festivals and expand Charleston Festivals including Christmas in the Heart of Charleston, Red, White and Blue Days, Musefest, and EIU festivals. Create new opportunities for existing local festival promoters and active community groups to work together towards a multi-day Charleston festival. Consider quarterly/tourism season 3rd Friday style events downtown for live music, arts experiences in conjunction with business promotions.	(2017) Added Tour de Charleston event (Coordinated with Chamber of Commerce). Ongoing Program	
2020-104	1996 Charleston Tomorrow (7)	Expand the use of the Coles County fairgrounds	Coordinate events with the Coles County Fair Board.	Ongoing Program	
2020-105	1996 Charleston Tomorrow (8)	Develop walk/run/ bike tours Director of Parks and Rec City Planner	Coordinate new events with recreation department and biking organizations.	Tour de Charleston – held last two years (growing event) Grand Illinois Bike Tour to be held in Charleston in 2020 (2017) Expanding bike trails and improving LPGT with ITEP Grant. (2019) Ride Illinois "Great Illinois Bike Ride" is scheduled to stop in Charleston with 250 riders. Ongoing Program	
2020-106	1996 Charleston Tomorrow (11)	Create a neighborhood park system citywide Director of Parks and Rec City Planner Director of Public Works	Improve all existing parks and playgrounds.	City prepared a Master Plan in 1999. Ongoing Program	

Crime Prevention and Fire Safety (Public Safety)

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-107	1996 Charleston Tomorrow (3)	<p>Promote active citizen involvement in community crime prevention programs such as neighborhood watch, community police program, safe neighborhoods, etc.</p> <p>Chief of Police</p>	Increase community policing activities throughout the City. Increase financial support of criminal justice system as needed.	Ongoing Program	
2020-108	City Council Retreat Master Priority List	<p>Fire Station #1 and/or Fire Station #2 Improvements</p> <p>Fire Chief City Manager City Planner Building Code Official</p>	Hire architect. Let bids for contractor(s) and hire contractor(s) to add a service bay, office, meeting room, and ADA compliant restrooms.	Employees and public enter this facility. Still on hold due to budget constraints.	
2020-109	City Council Retreat Master Priority List	<p>Gov TC / Telecommunications Tower</p> <p>City Manager City Planner Chief of Police Fire Chief</p>	Work with Coles County, City of Mattoon, Eastern Illinois University, Lakeland College and Ce-Com operations to expand internet access at the County and to other City properties for public safety, security cameras, radios, internet and other purposes.	City approved IGA with other governmental entities that are participating in the project. Tower may be constructed in 2020 if everything is ready. Using City property on Adkins Drive for new tower site. City to also install new tower at WTP to triangulate the service.	\$50,000
2020-110	City Council Retreat Master Priority List	<p>Police Body Cameras and Data Storage</p> <p>Chief of Police</p>	Develop user protocols for capturing images. Identify how best to store images. Data base of body camera images are quickly growing. Work with Coles County Sheriff on cooperative plan for secure storage with ample capacity.	The joint storage server with the County has been upgraded/expanded. The camera vendor has been selected. The cameras will be purchased once funds have been identified for the purchase. County has been piloting body cameras and their systems in 2018. In 2019, the City received grant funding for the purchase of body cameras for CPD and those body cameras are now in use and policies have been developed.	
2020-111	2020 Comp Plan	<p>Emergency Operations Plan</p> <p>Fire Chief</p>	Review EOP annually and update every five years or as needed	Last update was August 2019	
2020-112	2020 Comp Plan	<p>Warning Sirens</p> <p>Fire Chief</p>	Review warning siren coverage areas and explore grant funding for additional warning sirens as/if needed including the Route 16 corridor.	Warning siren coverage map completed.	
2020-113	2020 Comp Plan	<p>Multi-Agency Garage at Training Center</p> <p>City Manager Chief of Police Fire Chief</p>	Explore the construction of an additional storage facility at the CFD / CPD training facility.	Ongoing Program	

Study Topic	Plan Document	Project Description	Plan of Action	Progress Summary	Cost
2020-114	2020 Comp Plan	Emergency Vehicle Fleet Plan City Manager Police Chief Fire Chief	Replace emergency vehicles as needed and as identified in the City's fleet plan. Explore grant funding for new CFD engine/pumper and ambulances as available. Explore the acquisition of an additional side by side vehicle for festivals, parades and Lake Charleston patrol.		
2020-115	2020 Comp Plan	Equipment Replacement Fire Chief	Replace emergency related equipment as needed. Explore grant funding to replace CFD Air Packs (SCBA) units.		
2020-116	2020 Comp Plan	Radio Upgrades Police Chief Fire Chief	Replace all two way CPD radios with digital capable technology by 2024.	In 2019, seven radios have been replaced. City estimates 28 additional portable radios and 11 in-car radios need to be replaced.	
2020-117	2020 Comp Plan	Convert CPD to Paperless Technology Police Chief	CPD uses hand written "tickets" for traffic enforcement. Explore converting to digital technology to replace the current paper system.		
2020-118	2020 Comp Plan	Update / Replace CPD Records Management System Police Chief	CPD's current system's expires in December 2021. Explore grant funding or other means to update its record management system.		