

**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
DECEMBER 2025 REPORT**

Monthly Report for December 2025

- Finalizing the 7 year grant reporting for a DOT TEA grant as part of a TID #4 development agreement with Drexel. DOT requires reports on job retention and creation.
- Coordinating a possible attraction of a new business as part of a potential annexation
- Developing marketing materials with the assistance of a consultant for use in attracting new businesses
- Providing pre-application guidance for the 2026 façade program for applications. In 2024-2025, the façade program has awarded more funding than the previous ten years combined.
- Developed a draft downtown design plan process that needs further revision.
- Executed several social media posts for various departments on the City's social channels.
- Building the back end of the online permitting software program. This is a significant project that requires a lot of set up prior to launch.
- Discussed driveway alignment issues with GAR Plastics in how to get better truck flow out of their site onto W. James Street.
- Lead two development review team meetings to address various development issues.
- Interviewed with the Dev. Review Team, two developers for the Tower Housing project.
- Answered calls from citizens, developers regarding projects.
- Permits issued year to date:
 - Building: 170
 - Zoning/Misc: 75
- Submitted proposed fee schedule for 2026 with updates.
- Collaboratively planning road layout for the Gateway District (W. Hwy 73/Heritage Ave area.) getting input from key property owner
- Submitted materials for annual report to City Administrator
- Coordinated zoning permits with building inspectors.
- Responded to open records request.
- Drafted updated CDA bylaws.
- Updated façade grant program requirements.
- Met with key property owner to coordinate area development plan and future development
- One Chicken permit inspection
- Met with developer regarding potential TIF project in TID #6