

# CITY OF WARRENVILLE

## MEMORANDUM

To: Mayor Brummel and City Council *RM*  
From: Ronald Mentzer, Community and Economic Development Director  
Subject: AGENDA SUMMARY FOR MAY 9, 2022, COMMUNITY  
DEVELOPMENT COMMITTEE MEETING  
Date: May 4, 2022

Please contact the City Administrator or the corresponding Department head by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

### F. BUSINESS OF MEETING

1. Presentation of Environmental Advisory Commission's Proposed FY 2023 Work Plan (Attachment)

Environmental Advisory Commission (EAC) staff liaison CE Romero will present the EAC's FY 2023 Work Plan at the meeting. The work plan included with the agenda backup outlines six new initiatives the Environmental Advisory Commission intends to advance in FY 2023. It is estimated that the new initiatives will increase staff's involvement with the Commission by 50 hours and increase costs by \$4,450 in FY 2023.

EAC Chairperson Kauth and CE Romero will be available to answer questions at the meeting.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** As detailed in the Environmental Advisory Commission's FY 2023 Work Plan.

**Other Resources Required:** Staff time to support the work of the Commission.

**Strategic Plan Goal:** #3 Open Space and Environment.

2. Consideration of Revocable Right-of-Way Permit and Covenant Agreement for 3S604 Glen Drive South (Attachment)

The current owner of the residential property at 3S604 Glen Drive desires to add onto his existing decorative fence which is installed within the unimproved City right-of-way (ROW) located along his north-east side property line. The existing fence installed in this unimproved segment of City ROW has not been approved by the City as a permissible encroachment. Before the property owner could legally install additional fencing in this segment of ROW, the City and property owner need to execute a revocable ROW permit and covenant agreement.

The property owner submitted the April 4, 2022, letter and executed City of Warrenville revocable ROW permit and covenant agreement included with the agenda backup to document his request for City permission to maintain the existing fence and install new fencing in the unimproved City ROW adjacent to his property.

The City does not normally allow individuals to install fencing in City ROW's. However, in this case the City has no plans to improve this particular segment of unimproved ROW and the existing and proposed fencing will not interfere with the City's current use of the ROW. As such, City staff does not object to the approval of a revocable ROW permit and covenant agreement that would allow the property owner's private fencing improvements in the City's unimproved ROW subject to the restrictions contained in the City's standard revocable ROW permit and covenant agreement.

PWMA Youngmeyer will present and address questions on this request at the meeting.

**Committee Action Requested:** Recommend the City Council pass a resolution approving a revocable right-of-way permit and covenant agreement that would allow the property owner at 3S604 Glen Drive to install and maintain private fence improvements in an unimproved City right-of-way.

**Staff Recommendation:** Public Works Director Phil Kuchler recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to process the agreement.

**Strategic Plan Goal:** Not applicable.

3. Informational Update on Adult Use Cannabis Dispensary (Attachment)

ACDD Arguilles prepared the May 3, 2022, memo included in the agenda backup to provide an update on the status of (i) the adult use cannabis dispensary that received City special use permit approval in 2020 to operate at 4S120 Route 59 and (ii) the State's adult use cannabis dispensary licensing process. The company that received City approval to operate an adult use dispensary at 4S120 Route 59 still intends to open at that location subject to securing the required State license.

ACDD Arguilles will make a brief presentation and address questions regarding the status of cannabis dispensary licensing at the local and State level at the meeting.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

4. Informational Update on the 2020 Census Results (Attachment)

Included in the agenda backup is a copy of the May 5, 2022, memorandum ACDD Arguilles and P/GIST Kieffer prepared to summarize the results of the 2020 Census, highlight current key demographic, income, and housing characteristics in the City of Warrentville, and offer their thoughts on the key takeaways in this data for the City of Warrentville. It is important to note that some of the data provided in the memo was derived from the Census' American Community Survey because certain datasets were not included in the 2020 Census.

P/GIST Kieffer will make a brief presentation and address questions regarding the 2020 Census results at the meeting.

**Council Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

5. Informational Presentation on Missing Middle Housing

In September of 2021, the City Council discussed and endorsed the findings contained in the Warrenville Housing Action Plan (the Action Plan) prepared for the City with the assistance of the Chicago Metropolitan Agency for Planning, the Metropolitan Mayors Caucus, and the Metropolitan Planning Council. One of the Action Plan's two short term recommendations encourages the City to "*Explore additional rental options for Missing Middle Housing and seniors*". During last September's discussion, several Aldermen expressed interest in learning more about Missing Middle Housing and staff offered to prepare and present additional information on the topic at a future committee of the whole meeting.

CEDD Mentzer will provide a PowerPoint presentation at the meeting and address questions on what Missing Middle Housing is, what it looks like, the benefits it could offer in Warrenville, and the steps the City can take to encourage it. Paper copies of the presentation will be distributed at the meeting.

**Council Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #1 Economic Development.

6. Revised Final Engineering Agreements for Mack Road Bridge and Multi-Use Path Project (Attachment)

The City Council approved the original final engineering agreements for this project in September 2020. Since that point, numerous revisions were made to the preliminary engineering design plans in order to obtain IDOT's approval of the preliminary design report (PDR) for the project. The approved PDR reflects the proposed new multi-use path being constructed along the north side of Mack Road.

These preliminary plan revisions necessitate revisions to the scope of the final engineering agreements. In order to move ahead with the final engineering of this project, revised agreements need to be approved and executed by the City of Warrenville and IDOT. The City has received a Federal Surface Transportation-Bridge funding commitment for 80% of the engineering design costs for bridge related items. The City would be responsible for 20% of the final engineering costs for bridge related items and 100% of the final engineering costs for multi-use path related items.

A copy of the May 4, 2022, memorandum SCE Hocking prepared to document the status of this project and explain the agreements and contracts the City needs to execute in order to move forward with the project's final engineering is included in the agenda backup.

SCE Hocking will provide a brief presentation and be available to address questions at the meeting.

**Committee Action Requested:** Recommend the City Council pass a resolution approving the final engineering agreement with Engineering Resource Associates, Inc., for the final engineering design of the Mack Road Path and Bridge Replacement Project, in the amount of \$391,600 and pass a resolution approving the IDOT local agency agreement which reflects a local cost share of \$142,320.

**Staff Recommendation:** Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** The FY 2023 Budget contains sufficient funding for the local cost share.

**Other Resources Required:** Staff time to coordinate with the consultant and IDOT.

**Strategic Plan Goal:** #3 Open Space and Environment and #4 City Infrastructure.

7. Consideration of IDOT Award of Trailhead Project and Increased Use Developer Park Contribution Funding for City Cost Share (Attachment)

On Friday, April 29, IDOT opened bids for the Trailhead Project. The apparent low bidder is Landmark Contractors with a bid of \$1,001,551.45 which is \$206,070.45 above the engineer's estimate. Based on the low bid price, and assuming the City receives the additional STP funding staff has requested, the City's cost share increased from \$220,508.00 to \$275,030.52. IDOT is requesting the City provide a letter documenting its concurrence with the low bid cost and increased local cost share. The IDOT local agency agreement will also need to be amended and will be presented for approval at a future City Council meeting. All City engineering and construction costs for this project are anticipated to be offset by use of developer park contributions reserved and on account for City use.

A copy of the May 3, 2022, memorandum PWD Kuchler and SCE Hocking prepared to provide more details regarding the cost and funding of this project, and outline their recommendation to proceed, is included in the agenda backup. SCE Hocking will provide a brief presentation and be available to address questions about this item at the meeting.

**Committee Action Requested:** Authorize i.) staff to prepare a letter to concur with IDOT's award of the Trailhead Project to the low bidder Landmark Contractors, Inc in the amount of \$1,001,551.45 and with a local cost share total of \$275,030.52, (ii) Mayor Brummel to sign the letter, and iii.) use of City reserved developer park contributions to cover the City's entire cost share for this project.

**Staff Recommendation:** Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** The FY 2023 Budget contains sufficient funds for the City's cost share of this project, which would be paid for with City reserved developer park contributions.

**Other Resources Required:** Staff time to prepare letter and coordinate with IDOT.

**Strategic Plan Goal:** #3 Open Space and Environment and #4 City Infrastructure.

8. Amendment to the T-Mobile Lease at West Street Water Tower (Attachment)

T-Mobile's lease on the City's West Street water tower expires this year, so it is requesting an extension for a total of 20 years, which would run until 2042. Staff has reviewed the City's current lease agreements and recent extensions, as well as agreements from other communities, and has determined the dollar amount and annual escalator in this amendment are reasonable and consistent with current rates. The amendment also includes T-Mobile taking over an onsite shelter that was abandoned by a different company years ago. By taking over this shelter, T-Mobile is assuming a liability that is currently the City's and will move some of its equipment out of the water tower permanently. The proposed extension amendment is included with the agenda backup.

PWD Kuchler will be available to address questions regarding this amendment at the meeting.

**Committee Action Requested:** Recommend the City Council approve a resolution approving the first amendment to the communications site lease agreement with T-Mobile Central LLC.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** Extending the lease allows the City to continue collecting revenue.

**Other Resources Required:** None.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

9. Use of Developer Sidewalk Contributions For New Sidewalk Along Talbot Avenue (Attachment)

CEDD Mentzer has prepared the May 4, 2022, memo included in the agenda backup to provide a status update on the proposed Elite Ambulance project at the northeast corner of Talbot Avenue and Calumet Avenue, share background on the developer sidewalk contributions the City currently has on file, and document staff's recommendation to use these contributions to help fund the construction of a new five-foot wide concrete sidewalk connection to Summerlakes Park.

CEDD Mentzer will address questions at the meeting.

**Committee Action Requested:** Authorize staff to work with the City Attorney on the preparation of a reimbursement agreement for a portion of the construction costs associated with a new sidewalk connection along Talbot Avenue in accordance with the conditions and requirements outlined in Director Mentzer's May 4, 2022, memo.

**Staff Recommendation:** Community and Economic Development Director Mentzer, Deputy Public Works Director Kuchler, and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** Expenditure of up to \$18,842 in developer sidewalk contribution funding the City has on account.

**Other Resources Required:** Staff and City Attorney time to develop agreement and coordinate with developer.

**Strategic Plan Goal:** #4 City Infrastructure.

10. Review and File Community Development Department FY 2022 Work Program (Attachment)

The Community Development Department's FY 2022 Work Plan identifies the specific projects and initiatives Department staff expected to advance during FY 2022. The Department has prepared a spreadsheet-based document to track progress on the various components of its FY 2022 Work Plan, which is included in the agenda backup.

CEDD Mentzer will address questions regarding this update at the meeting.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

11. Review and File Bi-Monthly Code Enforcement Activity Report (Attachment)

The Code Enforcement Activity Summary Report for the months of March and April, 2022, is included in the agenda backup.

CEDD Mentzer will address questions regarding this report at the meeting.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

RM/ds

**ACDD** – Assistant Community Development Director, **Consuelo Arguilles**

**CE** – Civil Engineer, **David Romero**

**CEDD** – Community and Economic Development Director, **Ron Mentzer**

**P/GIST** – Planner/GIS Tech, **Andrew Kieffer**

**PWD** – Public Works Director, **Philip Kuchler**

**PWMA** – Public Works Management Analyst, **Kristin Youngmeyer**

**SCE** – Senior Civil Engineer, **Kristine Hocking**