

**CITY OF WARRENVILLE**

**MEMO**

To: Mayor, City Council, and City Administrator Coakley  
From: Consuelo Arguilles, Assistant Community Development Director CA  
Subject: ZONING OVERLAY DISTRICT INITIATIVE  
Date: July 12, 2022

**Purpose of Memo**

The purpose of this memo is to (i) document the two City Council members that volunteered to be part of a group of stakeholders that would work with staff to advance this important initiative in an efficient and inclusive manner and (ii) outline the scope of work and anticipated time commitment associated with doing so. At the July 11, 2022 meeting, the Community Development Committee passed a motion to name Alderman Lockett and Alderman Kruckenberg to work with the Community Development staff to advance the form-based Zoning Overlay District Initiative. In addition to the two members from the City Council, the stakeholder group will ideally include, two members from the Plan Commission, a local business/property owner, and a local real estate professional.

**Background**

The approved fiscal year 2023 budget allocates \$60,000 for this initiative. A copy of the approved budget decision package for this initiative is attached as Exhibit A.

**Stakeholder Group Responsibilities**

Expected responsibilities of this group include:

- Review and provide feedback on the Request for Proposals (RFP) the City will develop and issue in order to secure quality consultant assistance for this initiative.
- Review consultant responses to the City's RFP.
- Interview consultants that respond to the City's RFP.
- Forward a recommendation to the City Council on which consultant should be contracted with for this initiative.
- Provide feedback to the selected consultant and staff during the zoning overlay district development process.

**Stakeholder Time Commitment**

Staff expects the stakeholder group will meet between five and ten times over a 6-8 month time period as part of this process. Meetings will be primarily scheduled after normal business hours.

**Next Steps**

The Assistant Community Development Director will proceed with finalizing the membership of the stakeholders group and then begin the process of developing a RFP and identifying a preferred consultant.