

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor Brummel and City Council
From: Ronald Mentzer, Community and Economic Development Director *RM*
Subject: AGENDA SUMMARY FOR MAY 8, 2023, COMMUNITY DEVELOPMENT COMMITTEE MEETING
Date: May 4, 2023

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. Community and Economic Development Director Presentation on Community and Economic Development Success, Challenges, and Opportunities

CEDD Mentzer will make a PowerPoint presentation on the key factors he feels have been critical to the City's successful community and economic development efforts over the past three decades. He also intends to share his perspective on what he sees as the most important community and economic development challenges and opportunities the City will face going forward.

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.

2. Update on Traditional Development Zoning Ordinance Revision Process

City staff and the City's consultant for this initiative, Codametrics, have scheduled a kick-off meeting with the Workgroup and multiple listening sessions with small groups of interested community stakeholders during the week of May 8. Meetings will be conducted in-person on Wednesday, May 10 and virtually on May 9 and May 11. The listening sessions are meant to provide an initial, somewhat informal, opportunity for the City's consultant to interact with and begin obtaining feedback on this initiative from interested community members. The more formal public information and input process will begin later in the summer after detailed public notice is communicated out. It will provide multiple additional opportunities for public participation.

ACDD Arguilles will present and address questions on this item 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.

3. Consideration of Consultant Contracts for Various Private Development Plan Review Services (Attachment)

In 2017, the City entered into agreements with two engineering consulting firms for private development plan review services. Private development plan review services are required for general site engineering, stormwater, floodplain, wetland, traffic, best management practices, and erosion and sediment control reviews that staff cannot do in house. In response to one of these firms recently permanently shutting down business operations, staff reached out to other consultants the City has worked with successfully to obtain their qualifications for the type of plan review services the City now needs to backfill for. After receiving and reviewing qualifications from a number of consultants, staff has identified the four consultants it feels are best qualified to perform the work required by the City. Copies of the proposals and staff recommended agreements for these four consultants are attached to the May 3, 2023, memo SCE Hocking prepared to document staff's consultant recommendations. A copy of this memo is included with the agenda backup materials.

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

Committee Action Requested: Recommend City Council pass resolutions approving the four consultant contracts referenced in the May 3, 2023, memo from Senior Civil Engineer Hocking.

Staff Recommendation: Senior Civil Engineer Hocking recommends this action.

Budgetary Impact: The FY24 Budget contains funding to cover the anticipated expenses.

Other Resources Required: Staff time to coordinate the efforts of these consultants.

Strategic Plan Goal: Not applicable.

4. Update on Condition and Distribution of Magnolia Tree Saplings

Due to unforeseen conditions recently reported to staff by the horticulturist hired to propagate the magnolia tree cuttings, the saplings were not in a condition that allowed them to be distributed at the City's recent Arbor Day event.

CEDD Mentzer will provide additional details and be available to address questions regarding the status of these saplings 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.

5. Discussion of Staff Recommendation to Include Plan Commission Chairman in Future City Council Economic Development Representatives Discussions

Approximately ten years ago, the City Council designated Mayor Brummel and Alderman Aschauer as the City Council's Economic Development Representatives (the "EDR") for the purpose of meeting with staff on an as needed basis to discuss and provide input on economic development related inquiries and opportunities. Staff regularly uses the EDR

input provided in these discussions to inform his economic development related interactions with private property owners, developers, real estate brokers, business owners, and the Plan Commission.

Staff and the EDR recently met and discussed how to backfill for Director Mentzer's economic development related institutional knowledge when he retires at the end of May. At that meeting, Director Mentzer recommended Plan Commission Chairman Cosgrove be invited to participate in future EDR/staff discussions. Chairman Cosgrove has a thorough understanding of the regulatory structure of the Cantera Development, Zoning Ordinance, and the Subdivision Control Ordinance along with vast historical knowledge of most of the privately owned properties the City is likely to receive economic development inquiries about in the future. Including him in future EDR/staff discussions would allow him to share this knowledge with the EDR and the staff members responsible for City economic development efforts going forward. This will enhance the overall effectiveness of future City economic development efforts. The City Council's Economic Development Representatives agreed with Director Mentzer's recommendation.

This item is included for information and discussion purposes only. Unless otherwise directed by the majority of the City Council, City economic development staff intend to invite Chairman Cosgrove to participate in future EDR/staff discussions.

CEDD Mentzer will address questions at the meeting.

Committee Action Requested: No action requested, for informational and discussion purposes only.

Staff Recommendation: Community and Economic Development Director recommends the Plan Commission Chairman be invited to participate in future EDR/staff discussions.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #1 Economic Development

6. Review and File Final Community Development Department FY 2023 Work Program Update (Attachment)

The Community Development Department's FY 2023 Work Plan identifies the specific projects and initiatives Department staff expects to advance during FY 2023. The Department has prepared a spreadsheet-based document to track progress on the various components of its FY 2023 Work Plan, which is included in the agenda backup materials. This is the final report for the Department's FY 2023 Work Plan.

CEDD Mentzer will be available to 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.

7. Review and File Bi-monthly Code Enforcement Activity Report (Attachment)
The Code Enforcement Activity Summary Report for the months of March and April 2023, is included in the agenda backup.

CCO Lilley will be available to 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.

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

CCO – Chief Code Official, **Michelle Lilley**

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

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