

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, March 10, 2025, at 7:00 p.m. at City Hall
28W701 Stafford Place**

This meeting will be conducted in the traditional in-person format at the location listed above. For convenience, the public may view the meeting virtually on the Official YouTube Channel of the City at: <https://www.youtube.com/channel/UCcO8hN6YoUmWZrDFNASMzAQ/featured>

Public comment will only be available in-person during the meeting. The remote meeting access is for viewing purposes only.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CITIZENS COMMENTS

E. OFFICIALS AND STAFF COMMENTS

F. BUSINESS OF MEETING

1. Consideration of Short Term Rental Regulatory Goals (A.Emery)
2. Consideration of City Entry Monument Signs Implementation Plan (D.Romero)
3. Consideration of City Monument Sign at Everton Contract (D.Romero)
4. Consideration of two Intergovernmental Agreements with the Forest Preserve District of DuPage County (K. Hocking)
5. Discussion of the FY 2026 Citywide Work Plan (A. Morgan)
6. Review and File Economic Development Report (FYI)
7. Review and File Bi-monthly Code Enforcement Activity Report (FYI)
8. Review and File FY 2025 Community Development Work Plan Report (FYI)

ADA ACCOMMODATION NOTICE: Requests for accommodations should be submitted to the Assistant City Administrator at (630) 836-3050 or amorgan@warrenville.il.us at least 48 hours in advance of the meeting. PLEASE SHUT OFF ALL ELECTRONIC DEVICES AS THEY INTERFERE WITH THE SOUND TRANSMISSION IN THE CITY COUNCIL CHAMBERS. THANK YOU!

G. MISCELLANEOUS

H. CLOSED SESSION

I. ADJOURN

Please contact the City Administrator or the corresponding Department head by noon on the day of the meeting if you have questions regarding any of the above items.

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CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor Brummel and City Council
FROM: Amy Emery, AICP, Community and Economic Development Director AE
SUBJECT: AGENDA SUMMARY FOR MARCH 10, 2025, COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATE: March 6, 2025

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

F. BUSINESS OF MEETING

1. Consideration of Short-Term Rental Regulatory Goals (Attachment)

Short Term Rentals (STR) are a relatively new land use that really gained market share during Covid as alternatives to hotels were desired by travelers. Their popularity has continued to grow with Airbnb, VRBO, and other reservation services making STR a convenient option. There are some units in Warrentville. Included in the back-up materials is information about existing units, comparable community regulations, and three recommended goals to guide development of registration requirements.

Committee Action Requested: Provide feedback, input and direction to staff on the regulatory goals and registration approach for Short Term Rentals.

Staff Recommendation: Not applicable.

Budgetary Impact: Opportunity exists to tax STR at a rate comparable to hotels (5%)

Other Resources Required: Staff time to prepare ordinance amendments

Strategic Plan Goal: #1 Energetic and Healthy Economy – Business Retention and Expansion and #5 Safe and Healthy Neighborhoods – Promote Housing Choices

2. Consideration City Entry Monument Signs Implementation Plan (Attachment)

On the November 11, 2024, Community Development Committee of the Whole meeting, ACDD Hocking presented to the City Council the recommended next steps for the installation of City Entry Monument Signs. Approximately 26 years ago, the city decided that it was important for entry monument signs to be installed. City staff still believe that entry monument signs provide value to the community based on various reasons including brand identity, creating a positive first impression, and fostering community pride. Staff suggest that the City continue replacing the monument signs at the remaining locations. Included with the agenda backup materials are a memo by Civil Engineer Romero providing additional history and staff recommendations.

Committee Action Requested: Direct staff to proceed with City Entry Monument Signs Implementation Plan as recommended in CE Romero's March 5, 2025, memo.

Staff Recommendation: Civil Engineer Romero and CEDD Emery recommend this action.

Budgetary Impact: Future fiscal year impact costs to purchase and install remaining signs.

Other Resources Required: Staff time to coordinate future bid proposals and contracts

Strategic Plan Goal: #2 Engaged and Connected Community

3. Consideration of City Monument Sign at Everton Contract (Attachment)

At the November 11, 2024 Community Development Committee of the Whole meeting, ACDD Hocking presented to City Council recommended next steps for the City Entry Monument Signs. One of the recommended steps was to obtain at least three contractor cost proposals to install a faux-stone break away sign at the Everton Subdivision Development similar in appearance to the existing stone monument signs. City staff have completed this process and recommend Aurora Sign Company for two reasons: 1. Their cost proposal was approximately \$10,000 less than competition 2. Support of a local company – Aurora Sign Company is based in Warrenville. Civil Engineer Romero will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution waiving bidding and approving a contract with Aurora Sign Company for the purchase and installation of a City Monument Sign with solar panel powered lighting and faux-stone break away base.

Staff Recommendation: Civil Engineer Romero and CEDD Emery recommend this action.

Budgetary Impact: The FY25 budget includes funds for the cost (\$32,450)

Other Resources Required: Staff time to process permit and relocate existing light pole. Public Works staff or City landscaper to restore landscaping around monument sign.

Strategic Plan Goal: #2 Engaged and Connected Community

4. Consideration of Intergovernmental Agreements (Attachment)

In January 2016, the City and the Forest Preserve District of DuPage County (FPDDC) entered into an intergovernmental agreement regarding the extension of City watermain to serve the fleet maintenance facility and future FPDDC facilities along Mack Road including the existing facilities management building and other natural resources buildings. The FPDDC has determined a campus containing all its grounds and natural resources management maintenance operations is the most efficient use of the limited land available. To properly serve the new and existing buildings, a watermain loop is required. The FPDDC is also proposing a sanitary sewer extension and private connection. Staff reviewed the requests and determined that the new campus could be served with City utilities. Staff asked that the FPDDC cooperate in three trail projects in return for the extension of the utilities. A memo dated March 10, 2025 from ACDD Hocking is included in the backup materials that provides additional information.

Committee Action Requested: Recommend the City Council pass a resolution approving intergovernmental agreements with the Forest Preserve District of DuPage County for utility extensions and trail projects.

Staff Recommendation: ACDD Hocking and PWD Kuchler recommend this action.

Budgetary Impact: The FPDDC will pay for the installation of all the utility improvements. \$19,000 in average annual Enterprise Maintenance and Replacement Plan (EMRP) costs.

Other Resources Required: Staff time to coordinate with the FPDDC.

Strategic Plan Goal: #2 Engaged and Connected Community

5. Discussion of the FY 2026 Citywide Work Plan (Attachment)

In keeping with past practice, the Citywide Work Plan is incorporated into the City's budget process to provide the City Council with a list of large, multi-departmental initiatives and the corresponding prioritization. The draft Citywide Work Plan for FY26 is included with the agenda backup material. This will be the last Committee-of-the-Whole meeting until the budget workshop on March 15, to review the initiatives, provide feedback, and make changes prior to the adoption of the FY26 Budget. Assistant City Administrator Morgan will answer questions at the meeting.

Committee Action Requested: Provide feedback, input, and direction to staff on the initiatives and prioritization.

Staff Recommendation: Not applicable

Budgetary Impact: Not applicable

Other Resources Required: Staff time to review and amend the work plan, as needed.

Strategic Plan Goal: Not applicable.

6. Review and Economic Development Report (Attachment)

The Economic Development Activity Report for the months of September 2024 through February 2025 is included in the agenda backup materials.

CEDD Emery 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: #1 Energetic and Healthy Economy – Economic Trends Monitoring

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

The Code Enforcement Activity Summary Report for the months of January and February 2025 is included in the agenda backup materials.

CEDD Emery 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: #3 Quality City Services – Building and Life Safety Codes

8. Review and File the FY 2025 Community Development Work Plan Update (Attachment)
The Community and Economic Development Department FY 2025 Work Plan identifies the specific projects and initiatives Department staff expect to advance during FY 2025. The Department has prepared a spreadsheet to track progress on the various components of its FY 2025 Work Plan, which is included in the agenda backup materials.

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.

CEDD – Community and Economic Development Director, **Amy Emery**
ACDD – Assistant Community Development Director, **Kristine Hocking**
CE – Civil Engineer, **David Romero**
PWD – Public Works Director, **Phil Kuchler**

City of Warrentville
MEMORANDUM

TO: Mayor, City Council, and City Administrator White
FROM: Amy Emery, Director of Community & Economic Devt AÆ
SUBJECT: SHORT-TERM RENTAL GOALS
DATE: March 5, 2025

The purpose of this memo is to provide information about short-term rentals (STR). While no formal action is requested, this memo is being shared to provide the City Council an opportunity to become familiar with, ask questions about, and provide feedback to set direction for development of any requirements later this year.

What are Short-Term Rentals (STR)?

STR can be generally defined as including a residential unit that is rented wholly or partly (e.g., single floor or bedroom) for a fee of less than 30 consecutive days. STR are often viewed as an alternative to a traditional hotel room.

STR In The News

STR have been on the radar recently as some communities have had issues with larger homes being rented out for parties and events that have disturbed residents living in the neighborhood surrounding the home. In other communities, residents have asked for STR opportunities as a means to gain income to help offset their housing costs. In December, Airbnb proactively sent unsolicited information to community leaders across the region, including Warrentville, to offer regulatory advice.

Warrentville Values and Strategic Plan Relationship to STRs

As a community that supports private property rights and encourages entrepreneurial spirit, STR can be viewed as an opportunity for property owners. Recognizing the rising costs of homeownership, a STR unit can offer a means to generate revenue to help the homeowner with expenses. With responsible owners, a STR can go virtually unnoticed in a neighborhood. Problems arise if maintenance is lacking, parking is not adequately provided, and occupants do not respect the neighborhood setting.

STR are directly tied to two of Warrentville’s Strategic Plan Goals:

- #1 Energetic and Healthy Economy
- #5 Safe and Healthy Neighborhoods

Do STRs Exist in Warrentville?

Warrentville has eight advertised short-term rental units. This was determined from a review of common internet-based rental sources. Private room rentals not advertised through these sources are unknown. The following listings were found in Warrentville. All were listed on Airbnb. There were no active private property owner listings on Booking.com or VRBO. It is worth noting that

several Warrenville hotels do use all these websites to advertise rooms as well. Given the location of some of the units (upper story, basement, accessory unit), Community Development is investigating permitting and inspection history for each unit.

| TABLE 1: WARRENVILLE SHORT TERM RENTAL INVENTORY | | | | | |
|---|------------|-------------|--------------------|----------------|--|
| UNIT TYPE | # BEDROOMS | Whole Unit? | LOCATION | COST/NIGHT | Years in Business/reviews/ratings |
| Apartment (top floor of home with independent entrance) | 2 | Y | 29W522 Batavia Rd | \$125 | 3 Months 20 reviews 4.85 rating |
| Townhouse | 4 | Y | Torch Parkway | Varies - \$220 | 2 years 92 reviews 4.69 rating |
| Townhouse | 4 | Y | Torch Parkway | Varies - \$212 | 10 Months 88 reviews 4.39 |
| Townhouse | 4 | Y | Torch Parkway | Varies - \$230 | 2 years 51 reviews 4.67 rating |
| Bedroom for Rent* | 1 | N | 29W350 Townline Rd | \$45 | 6 years 189 reviews 4.93 rating |
| Bedroom for Rent* | 1 | N | 29W350 Townline Rd | \$42 | 6 years 189 reviews 4.93 rating |
| Home (Pole Building Conversion) | 2 | Y | 27W172 Galusha | \$172 | 3 years hosting 10 reviews 5.0 rating |
| Lower Level Studio | 1 | Y | 3 Elizabeth Ave | \$70 | 8 years hosting 87 reviews 4.87 rating |

*2 Bedrooms in Basement for Rent. It has separate entrance from upper level. Kitchen and half bath facilities shared.

How do Comparable Communities Address STR?

The response to STR varies significantly between communities. Research from Warrenville's Comparable Communities reflects this situation. There was little consistency and no apparent trends. The varied comparable community response demonstrates STR regulations is very much a local matter to be resolved as the community believes it is most appropriate. A summary of requirements is provided below:

| TABLE 2: COMPARABLE COMMUNITY REGULATIONS | | | | |
|---|---------------------|---|----------------|--|
| COMMUNITY | INSPECTION REQUIRED | REGISTRATION OR LICENSE REQUIRED | HOTEL TAX RATE | NOTES |
| Current Warrenville | No | No | 5% | Tax not currently collected for STR |
| Glen Ellyn | Yes | Yes, hotels (\$300 +\$10 for each room) | 5% | Hotel license required for transient or extended stay units (single family and duplex are exempted) |
| Naperville | N/A | N/A | | Banned per Ord 20-087 |
| Wheaton | Yes | Yes, hotels | 5% | Permitted accessory residential use, owner must live on site during rental period |
| Lisle | No | Yes, hotels (\$50) | 5% | No language found addressing STR specifically |
| Willowbrook | | | 6% | Airbnb listed in definition of hotel, other than for taxes no other regulatory language found |
| Roselle | No | Yes, hotels and STR | 5% | Must be owner occupied, 3-30 days only, parties prohibited, owner can only have one STR |
| Clarendon Hills | | | 5% | No language found addressing STR specifically |
| Aurora | | | 3% | Hotel definition for licensing excludes BnB, etc., hotels require a license, for taxes it could include STR, no specific STR language found |
| Darien | N/A | Prohibited | | |
| Lemont | | Only allowed in the downtown district, by special use | 5% | tax language may exclude STR (10 or more rooms) |
| Montgomery | | | 5% | No language found addressing STR specifically |
| North Aurora | | | 3% | Allowed only in the industrial district, hotel tax may exempt STR (20 or more rooms) |
| Oakbrook Terrace | N/A | Prohibited | 6% | Bed and Breakfast Considered Commercial Use |
| West Chicago | Yes | Yes, \$50 | 5% | single family allowed, attached SF requires SUP, prohibited in apts or condos, owner must normally occupy home, only allowed 1 in City, only 3-30 day rentals, no off-site parking, parties prohibited |
| South Elgin | | | 3% | No language found addressing STR specifically |
| Schaumburg | yes | Yes, \$175 STR | 8% | |
| Hoffman Estates | N/A | Prohibited | | |

Goals for Regulating STR in Warrenville

With only eight units, none of which have been the subject of any complaints and all of which have very high visitor reviews, Warrenville does not have an STR problem. As a community, Warrenville does not seek to create regulations for problems that do not exist. However, the community is very mindful of fairness and safety. As such, staff will prepare a registration requirement for City Council consideration later this year.

When considering new rules, processes or regulations, it is best to begin with goals. With respect to STRs, staff would recommend focusing on **(1) safety, (2) property owner rights, and (3) neighborhood compatibility**. To honor these goals, staff would pursue a balanced approach when developing any proposed registration requirements to consider the needs of residents, renters, and neighbors with the development of requirements and materials aimed at:

- 1) ***Ensuring rentals are safe.*** This may involve education or potentially a life safety inspection to verify units are compliant with building and fire codes. Through registration, the City will maintain a line of communication to share information about owners' rights, fire safety and more. In addition, registration will alert public safety officers (police and fire) that additional occupants may be at a location during an emergency response.
- 2) ***Respecting owner's rights.*** Supporting property owners' choice to create a short-term rental in any residential or mixed-use residential development by establishing a simple registration path like any other home-based business (vs. special zoning).
- 3) ***Minimizing impact to neighborhoods.*** Educating property owners, neighborhood associations and tenants about their rights and responsibilities is important. Considerations include:
 - Parking provided on-site
 - Signage restrictions
 - Restrictions on large parties and other gatherings
 - Minimum number of nights to stay
 - Requirements for property owners to use the property as their primary residence
 - Limits on the number of licenses granted to a single individual or entity
 - HOA awareness and property maintenance expectations
 - Liability Insurance

Recommendation

No formal action is required. This item is provided for general discussion to obtain City Council input about STR impacts on Warrenville and the three proposed regulatory goals for any registration requirements.

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor, City Council, and City Administrator White
FROM: David Romero, Civil Engineer 
SUBJECT: CITY ENTRY MONUMENT SIGNS IMPLEMENTATION PLAN
DATE: March 6, 2025

Purpose of Memo

- i) Provide a recap of the background information on the existing City's monument signs
- ii) Provide an update on staff recommended next steps
- iii) Provide a staff recommendation on the implementation plan of City monument signs

Background Information Recap

For the November 11, 2024, Committee meeting, ACDD Hocking presented a plan to replace the existing City wooden signs. Pictures and map exhibits of all sign locations can be referenced at [Exhibit A](#).

Update on Staff Recommendation for Next Steps

Below are the 4 recommended steps (in Bolded Italics) proposed by ACDD Hocking's memo and staff's current update for each step.

1. ***Contract with HDG to create a design of two types of faux- stone signs. One would be close to the stone sign for Everton. The other would be a smaller version more similar in scale to the existing wooden signs, to help facilitate approval of them by IDOT and DuDOT.***

Hitchcock Design Group (HDG) created a plan set for the faux-stone sign that will be installed at the Everton Subdivision – reference [Exhibit B](#). The design mimics the same style and dimensions as the existing “new style” masonry signs installed at three locations in the City. HDG will begin work on designing the second, smaller faux-stone sign, once a manufacturer's shop drawing is submitted for the Everton monument sign. HDG suggested waiting to receive the manufacturer's shop drawing as it could better inform them how to approach the second design.

The second faux-stone design will be shortened in length from approximately 12 feet to 9 feet. This matches the existing length of the wooden monument signs located at four other locations throughout the City. It also allows for the signs to be installed fully in the right-of-way without requiring easements. Lighting will be evaluated on a location-by-location basis regarding a direct connection or use of solar panels.

2. ***Obtain at least three contractor cost proposals to install a faux-stone break-away sign similar in appearance to the stone monument signs for the Route 59 at Everton location.***

Staff has already obtained one estimate for a faux-stone sign and it is within the City's budget. Staff will ask that the cost proposals include an alternative price if more than one sign is included in the cost. There may be an opportunity to obtain better price per sign in this way.

Staff requested proposals from seven sign contractors and of the seven notified, three of the contractors responded with proposals. Of the three proposals submitted, ultimately City staff believe it is in the best interest to proceed with the contractor Aurora Sign Company as will be presented in the following agenda topic for this meeting.

- 3. Determine, besides the one on Route 59 at Everton, which signs should be replaced, and which are not needed. Present staff suggestions for signs to be replaced as well as a contract to build the sign along Route 59 at Everton at a future Committee meeting.*

Benefits of monument signs**

1. Establish name recognition
2. Build your brand identity
3. Distinguish boundaries
4. Creating a positive first impression.
5. Enhance the aesthetic of public spaces
6. Fostering a stronger sense of place and community pride

Approximately 26 years ago, the City decided that it was important for entry monument signs to be installed. Since then, it could be safely assumed that the benefits listed above aided the small town of Warrenville to be “recognized” amongst the larger County communities. The signs helped to “build our identity” as a community that is surrounded by nature and prioritized caring for it. They also helped to “distinguish” the City among the surrounding County and municipal properties and provide visitors and travelers a “positive first impression”. It’s evident that one of the main objectives of the 2017 Streetscape Project was to “enhance the aesthetic” in the Civic Area. The outcome was that City residents felt “a stronger sense of place and community pride”.

Boundaries and Impressions

As demonstrated in the overall City aerial map as part of [Exhibit A](#), the entry monument signs were strategically placed near the borders of the City, and at opposite ends of major thoroughfares. One of those major thoroughfares that has an existing sign is westbound Diehl Road. However, where other thoroughfares in the City have a reciprocal entry sign, Diehl Road does not have a monument sign for the eastbound traveler entering the City. Staff believe that installing a monument sign near the proposed location in [Exhibit A](#) would not only compliment the westbound sign and complete identifying our boundaries, but also remind travelers exiting neighboring Naperville that they are now entering Warrenville.

**www.northeastsigncompany.com

4. *All other sign replacements would be included in a future budget cycle as funds become available.*

Staff recommends the City Council direct staff to:

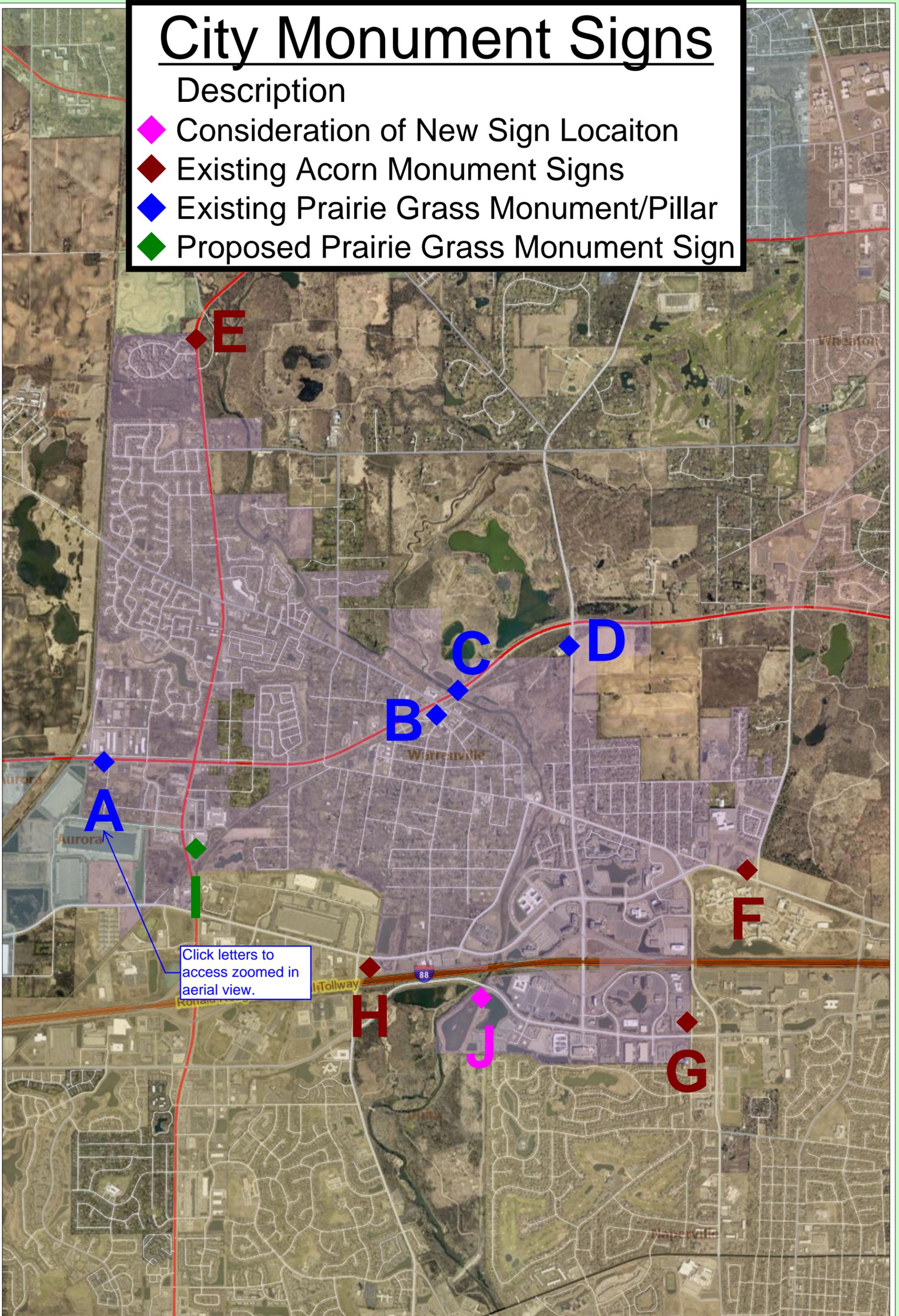
- Include the replacement of all City entry monument signs as a Work Plan Item/Initiative which will support strategic plan goal #2 Engaged and Connected Community.
- Oversee the purchase and installation of all replacement signs.
- Apply for relevant funding sources as they become available.

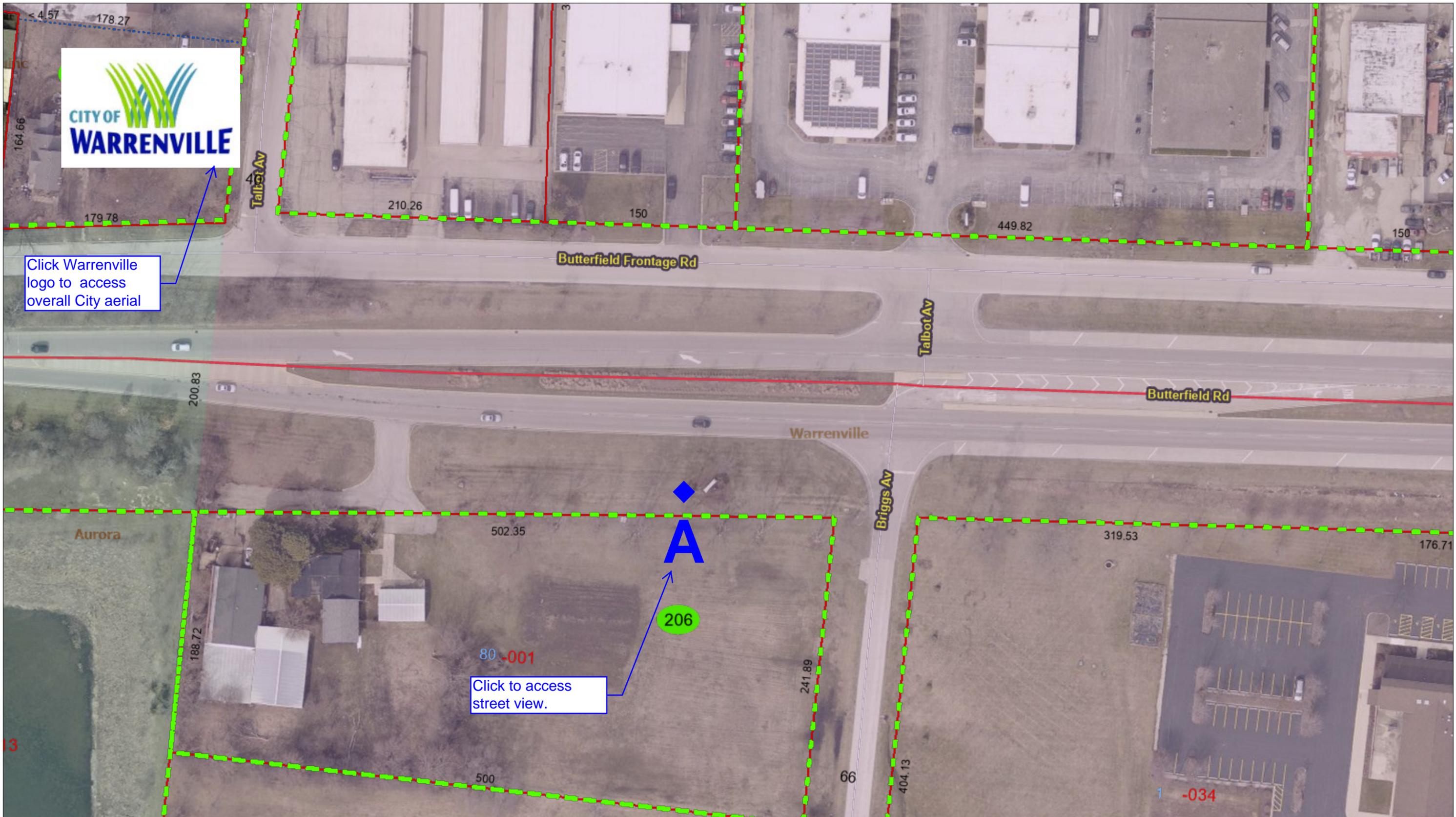
Exhibit A

City Monument Signs

Description

- ◆ Consideration of New Sign Location
- ◆ Existing Acorn Monument Signs
- ◆ Existing Prairie Grass Monument/Pillar
- ◆ Proposed Prairie Grass Monument Sign





Click Warrenville logo to access overall City aerial

Click to access street view.

206

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 May 2024 See more dates



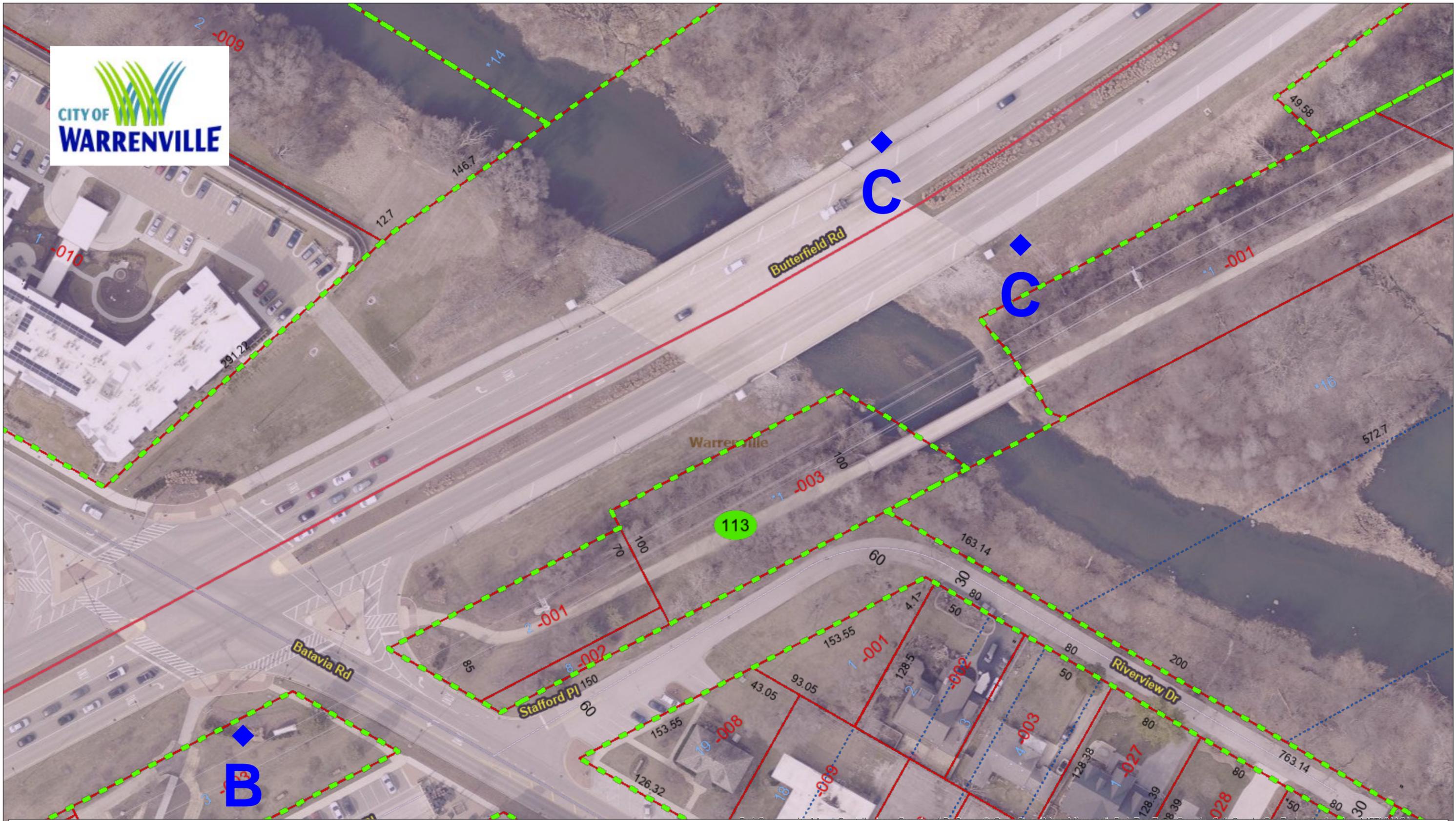
Click Warrenville logo to access overall City aerial



Click to access zoomed in aerial view.

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- Subdivision Lot Lines
- Cadastral Realestate
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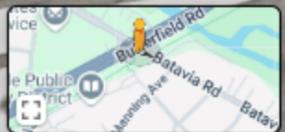
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 Warrenville, Illinois

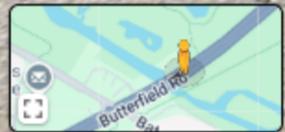
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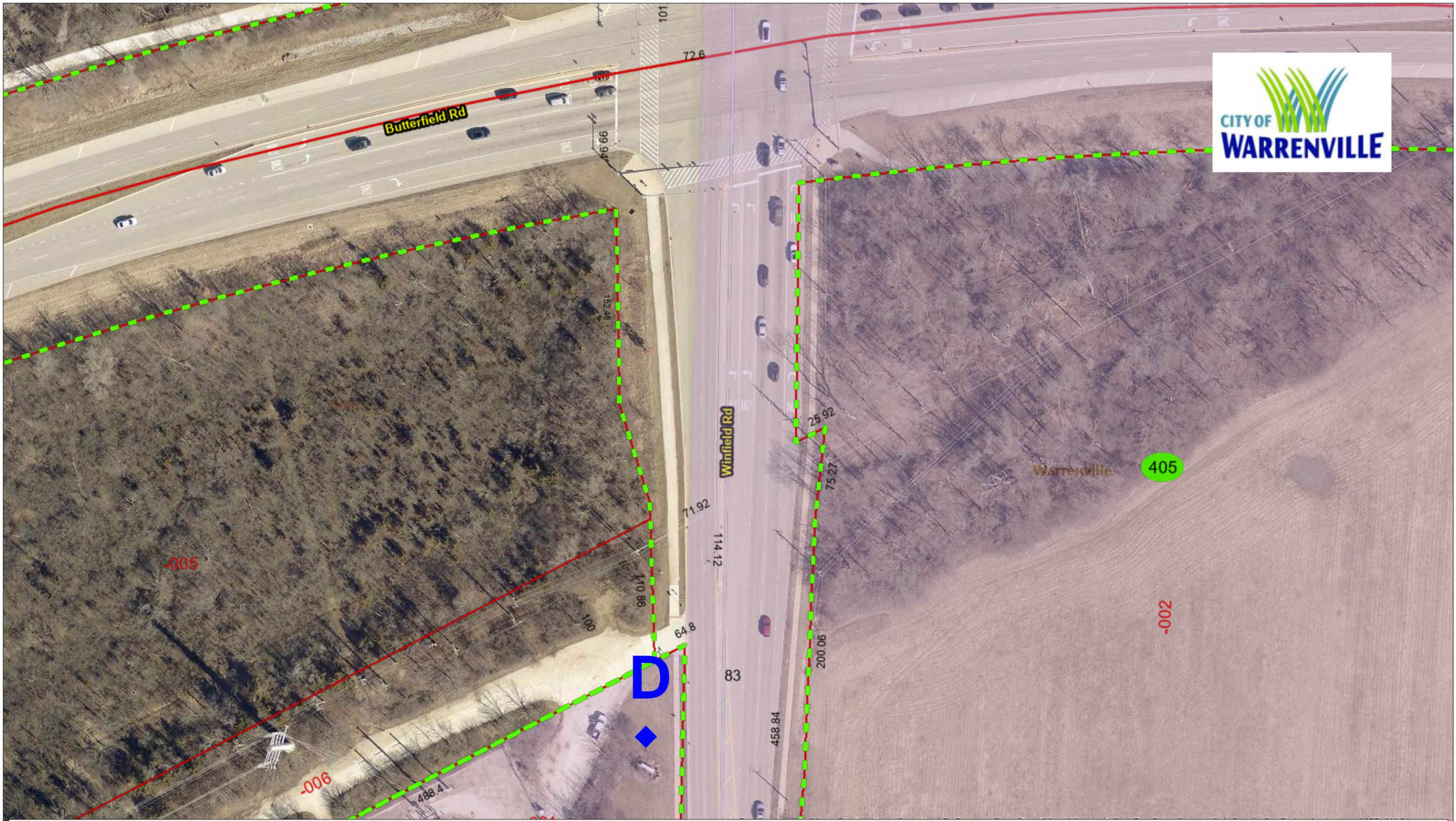
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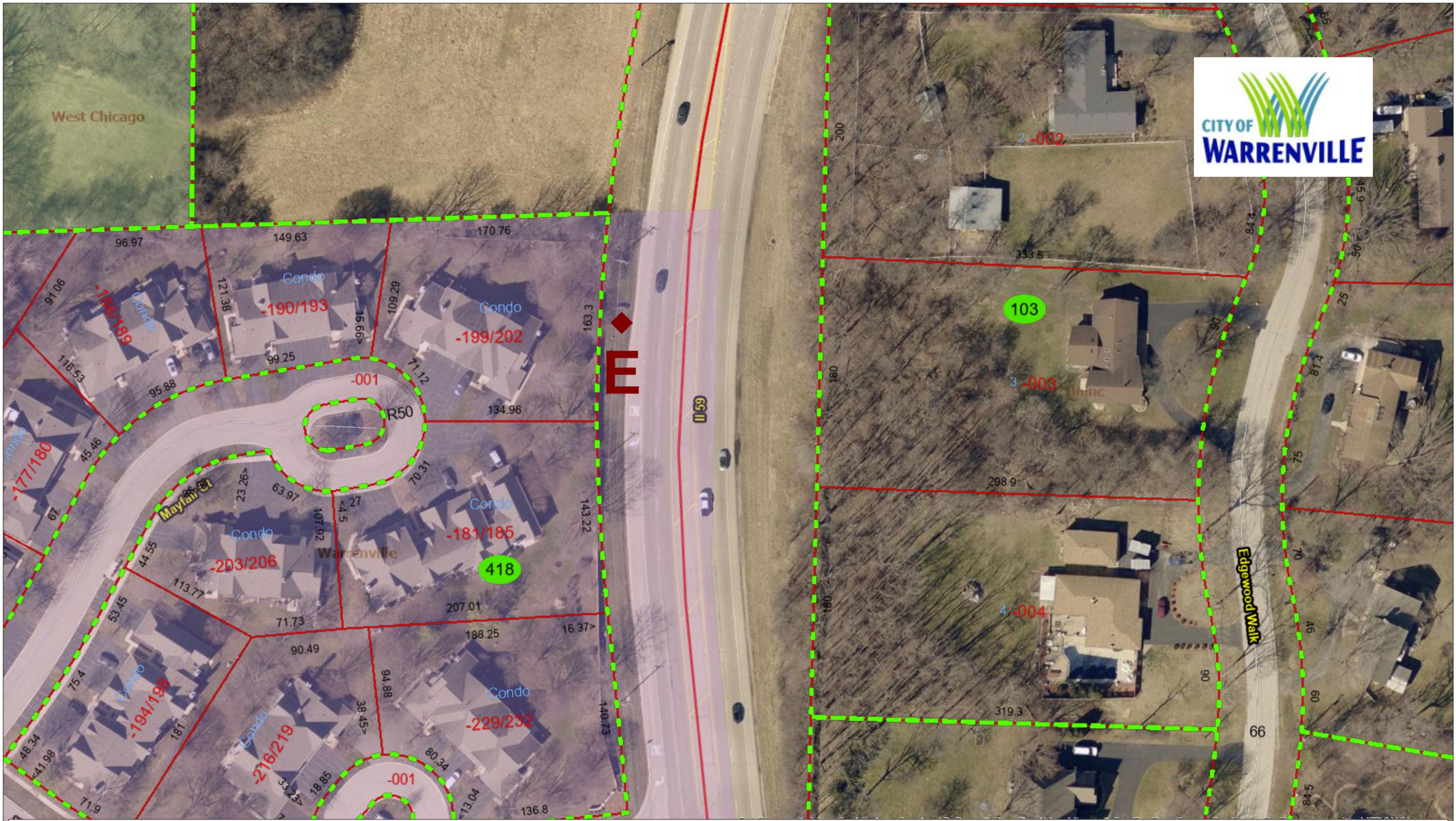
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 Warrenville, Illinois
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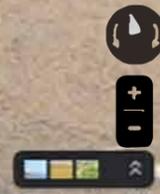
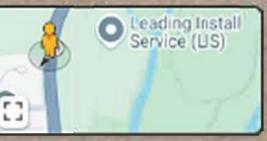
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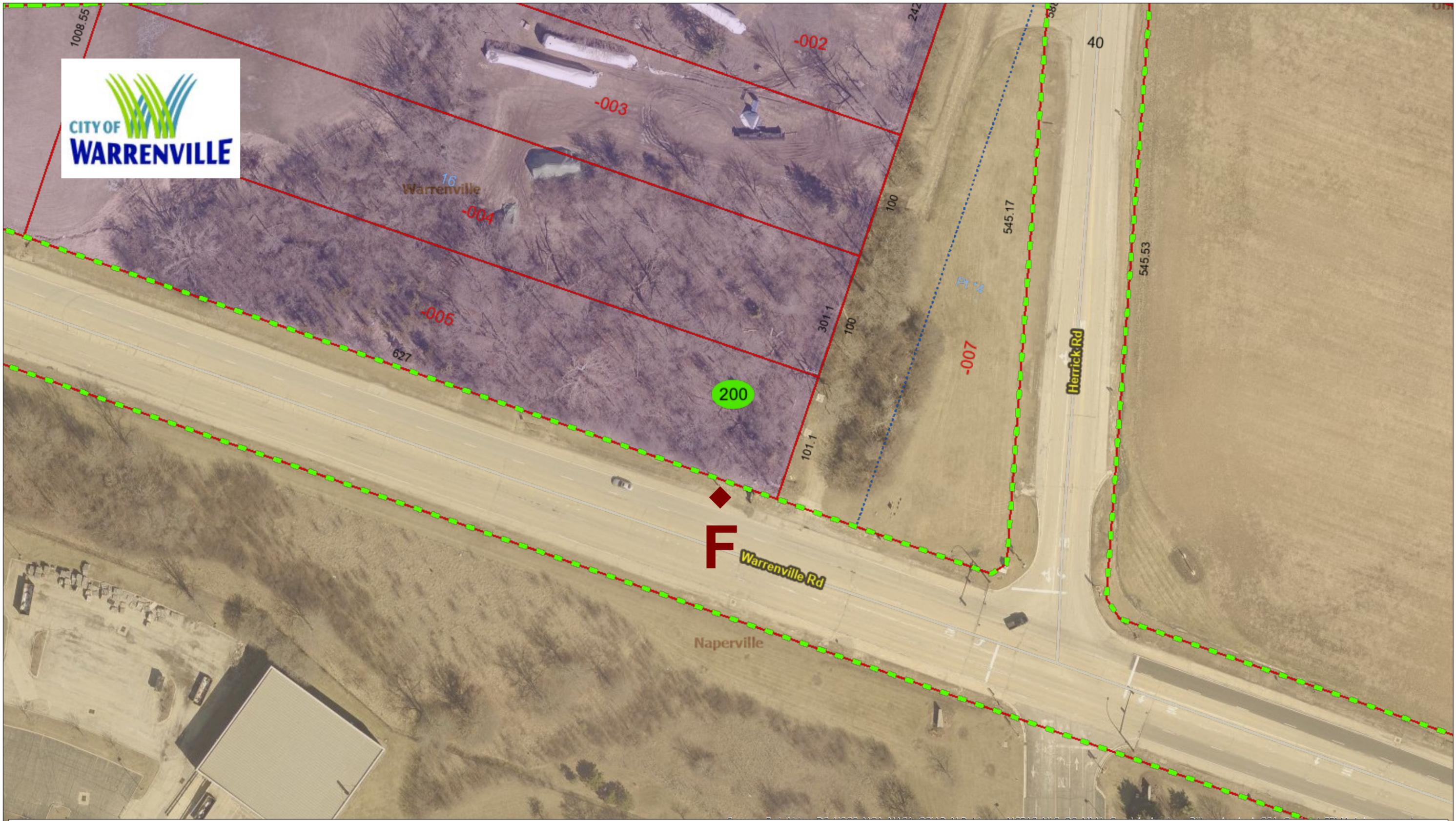
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 Naperville, Illinois

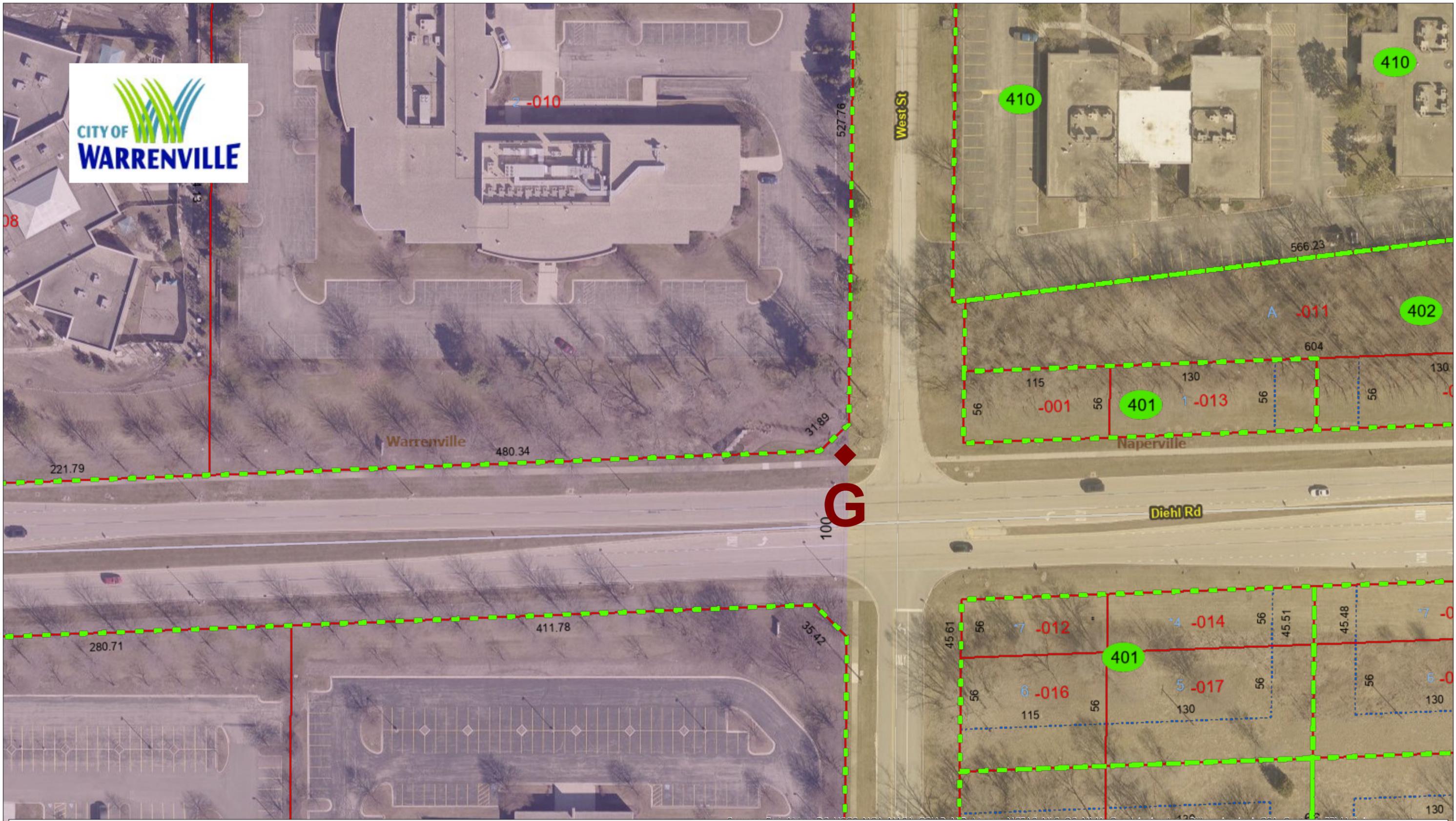
Google Street View

Jun 2024 See more dates



◆
F





DuPage County
 Information Technology Department / GIS Division
 421 N County Farm Rd.
 Wheaton, IL 60187

Phone: 1(630)407-5000
 Email: gis@dupageco.org

DuPage Maps Portal:
<http://www.dupage.maps.arcgis.com/home>

This map is for assessment purposes only.
 DuPage County Web Site :
<https://www.dupagecounty.gov>

Copyright DuPage 2025

- - - - Subdivision Lot Lines
- - - - Cadastral Realstate
- - - - Parcel Blocks

- Pavement_Centerline
- 0
 - 1
 - 2
 - 3
 - 4
 - 5
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 - 9
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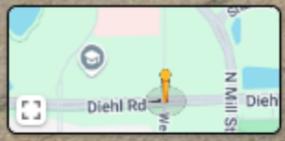
Diehl Rd
Naperville, Illinois

Google Street View

Sep 2024 See more dates



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DuPage County
 Information Technology Department / GIS Division
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 Wheaton, IL 60187

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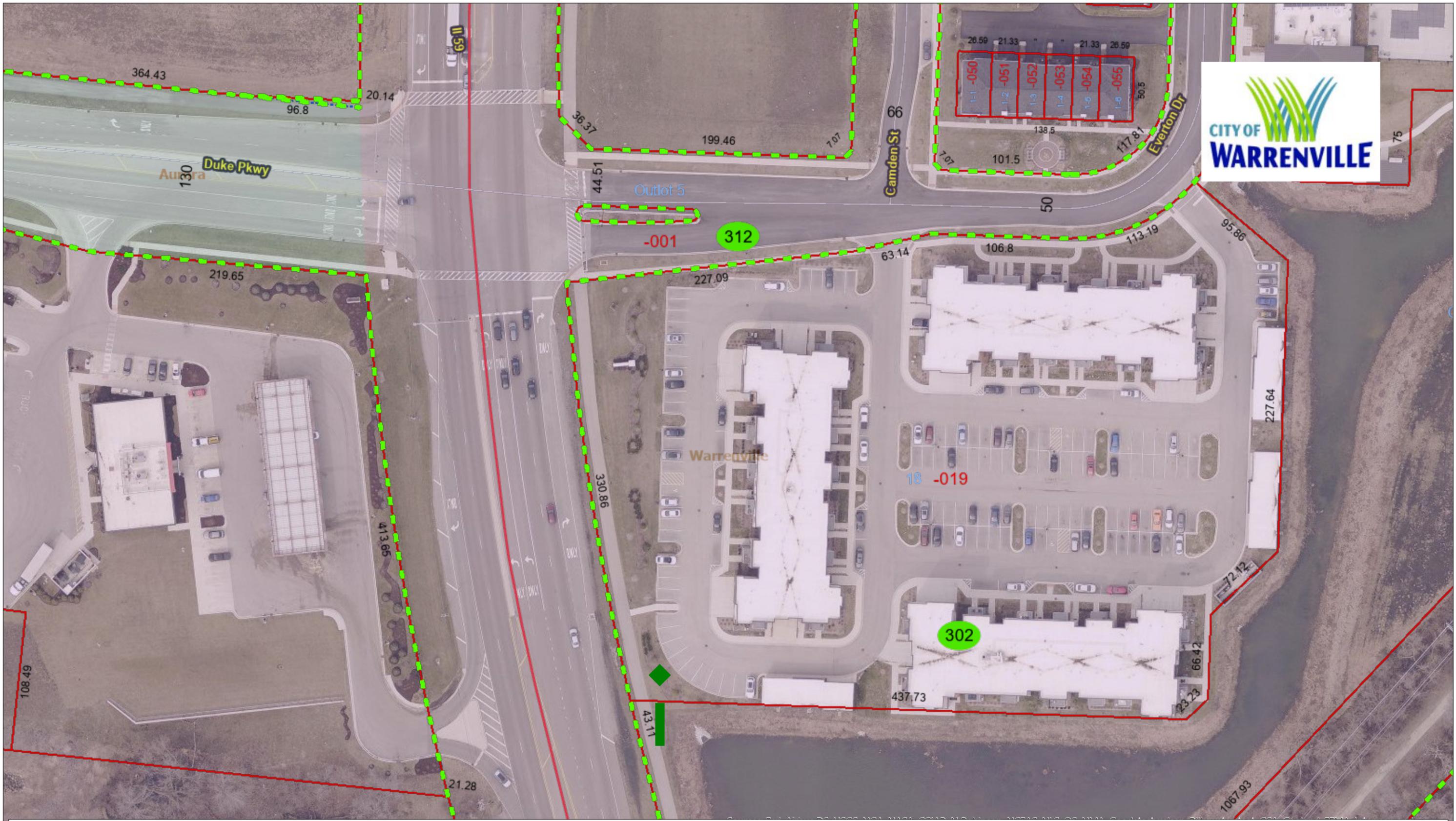
Copyright DuPage 2025

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| <ul style="list-style-type: none"> --- Subdivision Lot Lines Cadastral Realstate Parcel Blocks | <p>Pavement_Centerline</p> <ul style="list-style-type: none"> 0 1 2 3 4 5 6 7 8 9 <all other values> |
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← Ferry Rd
 Warrenville, Illinois
 Google Street View
 Sep 2024 See more dates



Navigation controls including a compass, zoom in (+) and zoom out (-) buttons, and a street view pegman icon.



DuPage County
 Information Technology Department / GIS Division
 421 N County Farm Rd.
 Wheaton, IL 60187

Phone: 1(630)407-5000
 Email: gis@dupageco.org

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DuPage County Web Site :
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- Subdivision Lot Lines
- Cadastral Real estate
- Parcel Blocks

- Pavement_Centerline
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 - 6
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← Illinois Rte 59
 Warrenville, Illinois
 Google Street View
 Apr 2024 See latest date



Navigation controls including a compass, zoom in (+) and zoom out (-) buttons, a street view pegman icon, and a close (X) button.



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- Subdivision Lot Lines
- Cadastral Realestate
- Parcel Blocks

Pavement_Centerline

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- 9
- <all other values>

← 30199 Diehl Rd
 Warrenville, Illinois

Google Street View

Sep 2024 See more dates



Diehl Rd

Warrenville
14000

J



Exhibit B



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

MONUMENT SIGN

29W719 EVERTON DR,
WARRENVILLE, IL 60555

CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

CONSTRUCTION DOCUMENTS

JANUARY 27, 2025

GENERAL NOTES

1. BASEMAP INFORMATION OBTAINED FROM PLANS PREPARED BY GRWA RECEIVED DECEMBER 17, 2024.
2. VERIFY SITE CONDITIONS AND INFORMATION ON DRAWINGS. PROMPTLY REPORT ANY CONCEALED CONDITIONS, MISTAKES, DISCREPANCIES OR DEVIATIONS FROM THE INFORMATION SHOWN IN THE CONTRACT DOCUMENTS. THE OWNER IS NOT RESPONSIBLE FOR UNAUTHORIZED CHANGES OR EXTRA WORK REQUIRED TO CORRECT UNREPORTED DISCREPANCIES.
3. SECURE AND PAY FOR PERMITS, FEES AND INSPECTIONS NECESSARY FOR THE PROPER EXECUTION OF THIS WORK. COMPLY WITH CODES APPLICABLE TO THIS WORK.
4. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS AND NOTES.
5. THE PLANS AND SPECIFICATIONS ARE INTENDED TO BE COMPLETED ENTIRELY BY THE CONTRACTOR, UNLESS CLEARLY IDENTIFIED AS "BY OWNER." ALL WORK CONTAINED WITHIN IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

SHEET INDEX

| | |
|------|-------------------------------------|
| L1.0 | EXISTING CONDITIONS AND LAYOUT PLAN |
| L2.0 | CONSTRUCTION DETAILS |
| L2.1 | CONSTRUCTION DETAILS |
| L2.2 | CONSTRUCTION DETAILS |

PROJECT LOCATION MAP



It's smart. It's free. It's the law.

Call Before You Dig

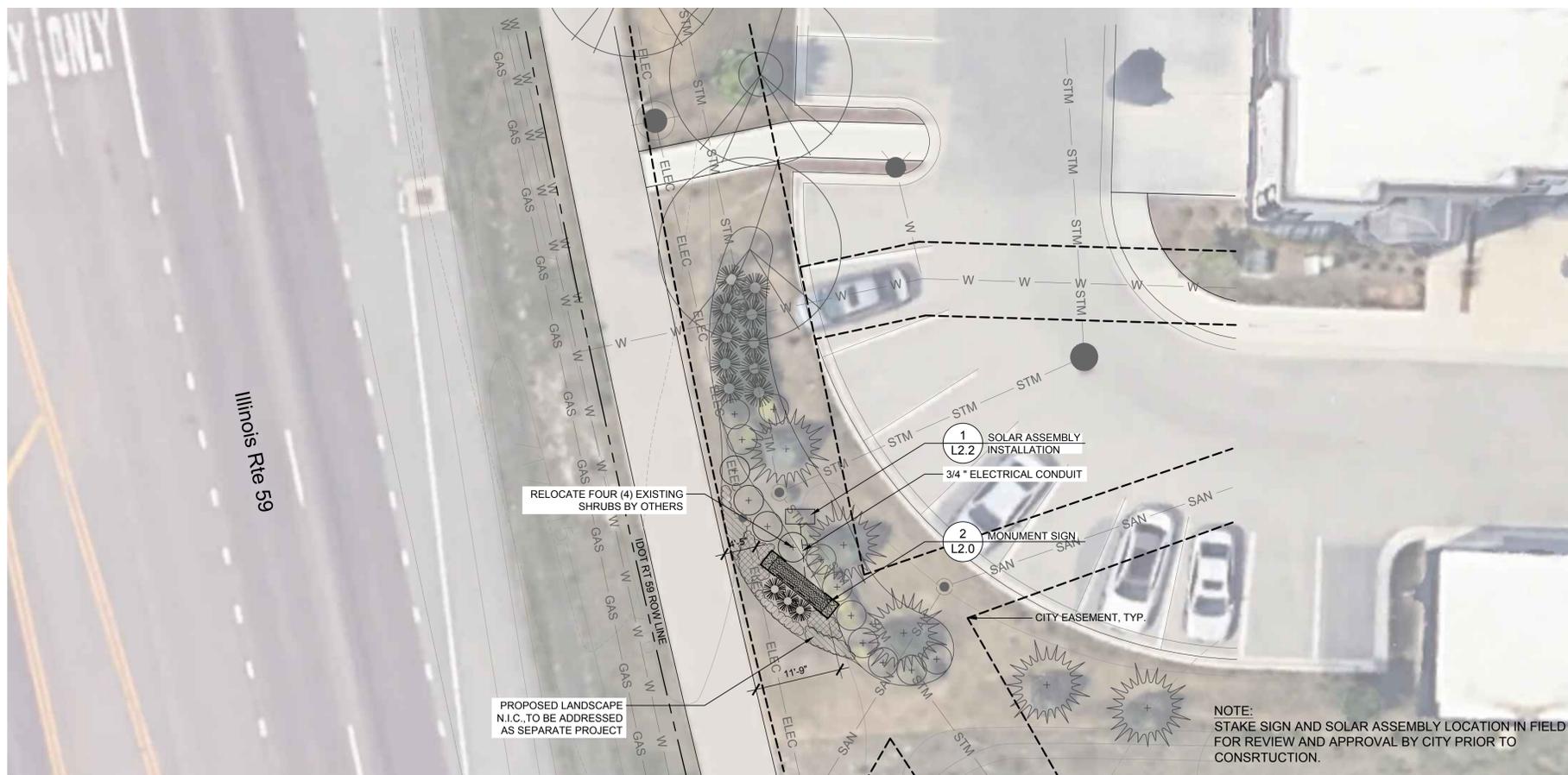
JULIE
ILLINOIS ONE-CALL SYSTEM

Call before you dig.

800.892.0123



EXISTING CONDITIONS PLAN



LAYOUT AND MATERIALS PLAN

LAYOUT NOTES

1. CONTRACTOR RESPONSIBLE FOR FIELD LAYOUT OF ALL NEW IMPROVEMENTS. DIGITAL FILES OF GEOMETRIC INFORMATION WILL BE PROVIDED UPON REQUEST IN AUTOCAD FORMAT. NO ADDITIONAL PAYMENT WILL BE MADE FOR ADJUSTMENTS NECESSARY TO CONSTRUCT THE WORK AS SHOWN.
2. CONTRACTOR RESPONSIBLE TO COORDINATE WORK IN ORDER TO OBTAIN APPROVAL OF ALL LAYOUT BY CITY PRIOR TO CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO CORRECT WORK IF CONSTRUCTED INCORRECTLY WITHOUT PRE-APPROVAL BY CITY.
3. CONTRACTOR RESPONSIBLE TO MAINTAIN ALL LAYOUT STAKES DURING CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO REPLACE LAYOUT STAKES.
4. MONUMENT SIGN TO BE FABRICATED, FURNISHED, AND INSTALLED BY CONTRACTOR. DOWNLIGHT AND SOLAR ASSEMBLY TO BE FURNISHED AND INSTALLED BY CONTRACTOR.
5. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS, AND NOTES.



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

PREPARED FOR
CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

PROJECT
MONUMENT SIGN

29W719 Everton Dr,
Warrenville, IL 60555

CONSULTANTS

ISSUED
JANUARY 27, 2025
REVISIONS

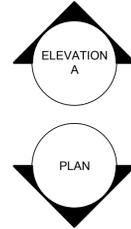
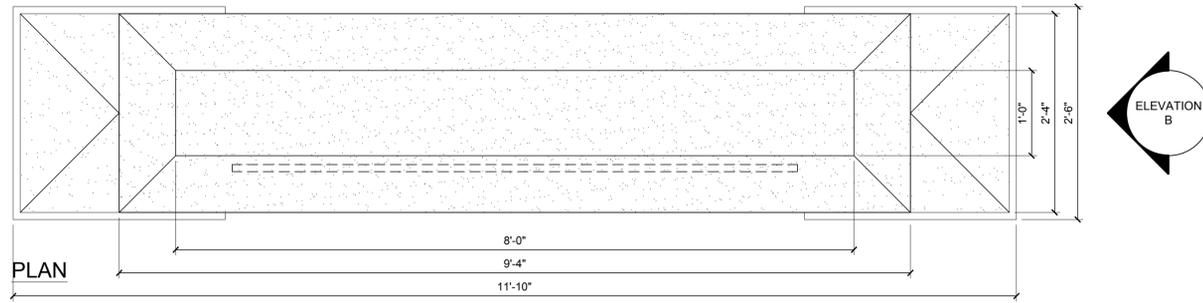
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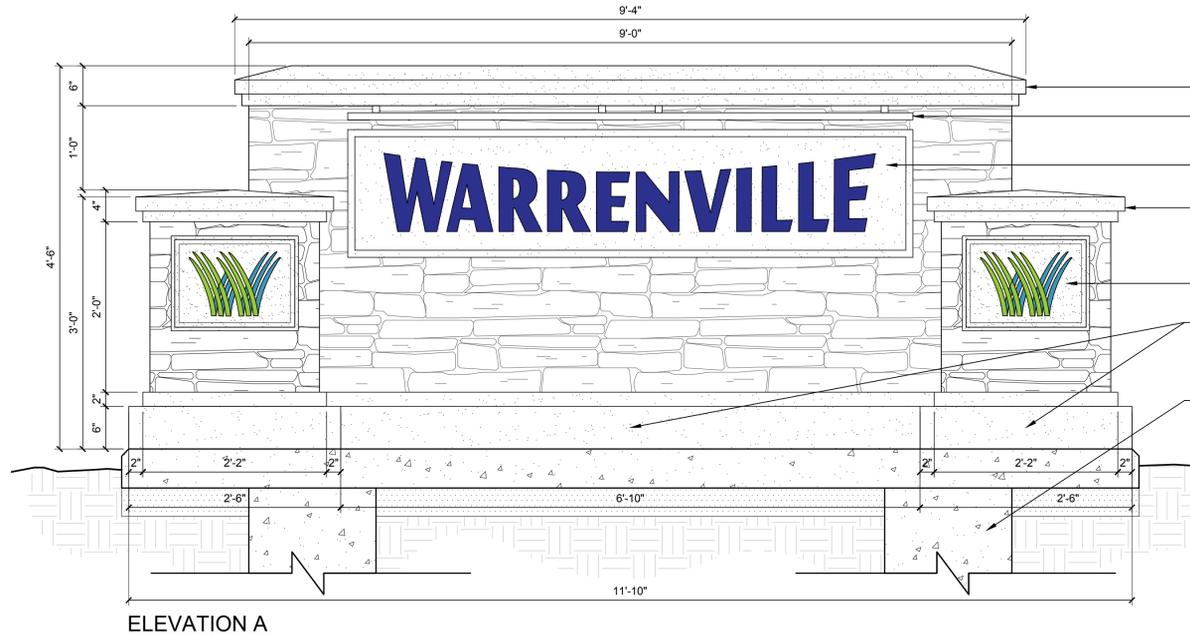
SHEET TITLE
EXISTING CONDITIONS AND LAYOUT PLAN

SCALE IN FEET
1" = 10'
0' 5' 10' 30'

NORTH SHEET NUMBER
L1.0

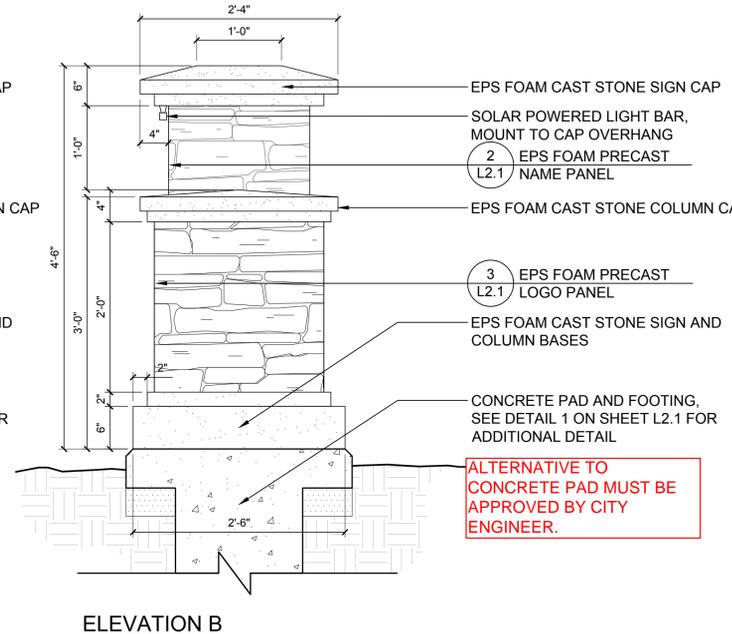


MONUMENT SIGN MATERIALS
MONUMENT SIGN TO BE CONSTRUCTED FROM EXPANDED POLYSTYRENE (EPS) FOAM WITH PROTECTIVE POLYMER COATING AND DECORATIVE FINISH TO MEET THE DESIGN INTENT PER THE DETAILS AND TO MATCH EXISTING CITY MONUMENT SIGNS. STONE, MATERIAL TEXTURE, AND COLORS TO BE MOCKED-UP FOR REVIEW AND APPROVAL BY THE CITY PRIOR TO CONSTRUCTION.



- EPS FOAM CAST STONE SIGN CAP
- SOLAR POWERED LIGHT BAR, MOUNT TO CAP OVERHANG
- 2 EPS FOAM PRECAST L2.1 NAME PANEL
- EPS FOAM CAST STONE COLUMN CAP
- 3 EPS FOAM PRECAST L2.1 LOGO PANEL
- EPS FOAM CAST STONE SIGN AND COLUMN BASES
- CONCRETE PAD AND FOOTING, SEE DETAIL 1 ON SHEET L2.1 FOR ADDITIONAL DETAIL

ALTERNATIVE TO CONCRETE PAD MUST BE APPROVED BY CITY ENGINEER.



- EPS FOAM CAST STONE SIGN CAP
- SOLAR POWERED LIGHT BAR, MOUNT TO CAP OVERHANG
- 2 EPS FOAM PRECAST L2.1 NAME PANEL
- EPS FOAM CAST STONE COLUMN CAP
- 3 EPS FOAM PRECAST L2.1 LOGO PANEL
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- CONCRETE PAD AND FOOTING, SEE DETAIL 1 ON SHEET L2.1 FOR ADDITIONAL DETAIL

ALTERNATIVE TO CONCRETE PAD MUST BE APPROVED BY CITY ENGINEER.

2 MONUMENT SIGN
1" = 1'-0"



EXISTING SIGN FOR REFERENCE



FAUX STONE TO MATCH EXISTING MASONRY VENEER PATTERN, COLOR RANGE, AND TEXTURE RANGE. DESCRIPTION AND PRODUCT SPECIFICATION BELOW:
SHALL BE LIMESTONE, SOUND, NATURAL FACE LEDGESTONE, NATURAL COLOR BLEND, 3-INCH DEPTH. CUSTOM BLEND TO MATCH WARRENVILLE CITY SIGNS - 70% SPLITFACE, 30% BEDFACE. SIZE RANGE IS 2"-6" AND 6"-9" FOR BOTH TYPES.
PRODUCT/SUPPLIER:
BROOKFIELD CUSTOM BLEND
HALQUIST STONE COMPANY
N51 W23563 LISBON ROAD
SUSSEX, WI 53089
800-255-8811
WWW.HALQUISTSTONE.COM

ISSUED
JANUARY 27, 2025
REVISIONS

| NO | DATE | ISSUE |
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CHECKED BY: MPW / TCK
DRAWN BY: BAM

SHEET TITLE
**CONSTRUCTION
DETAILS**

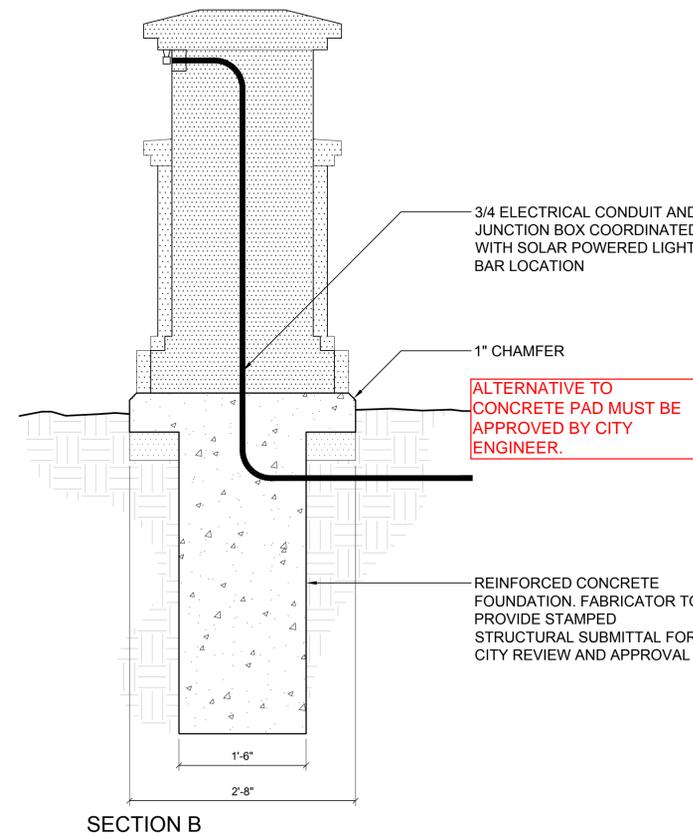
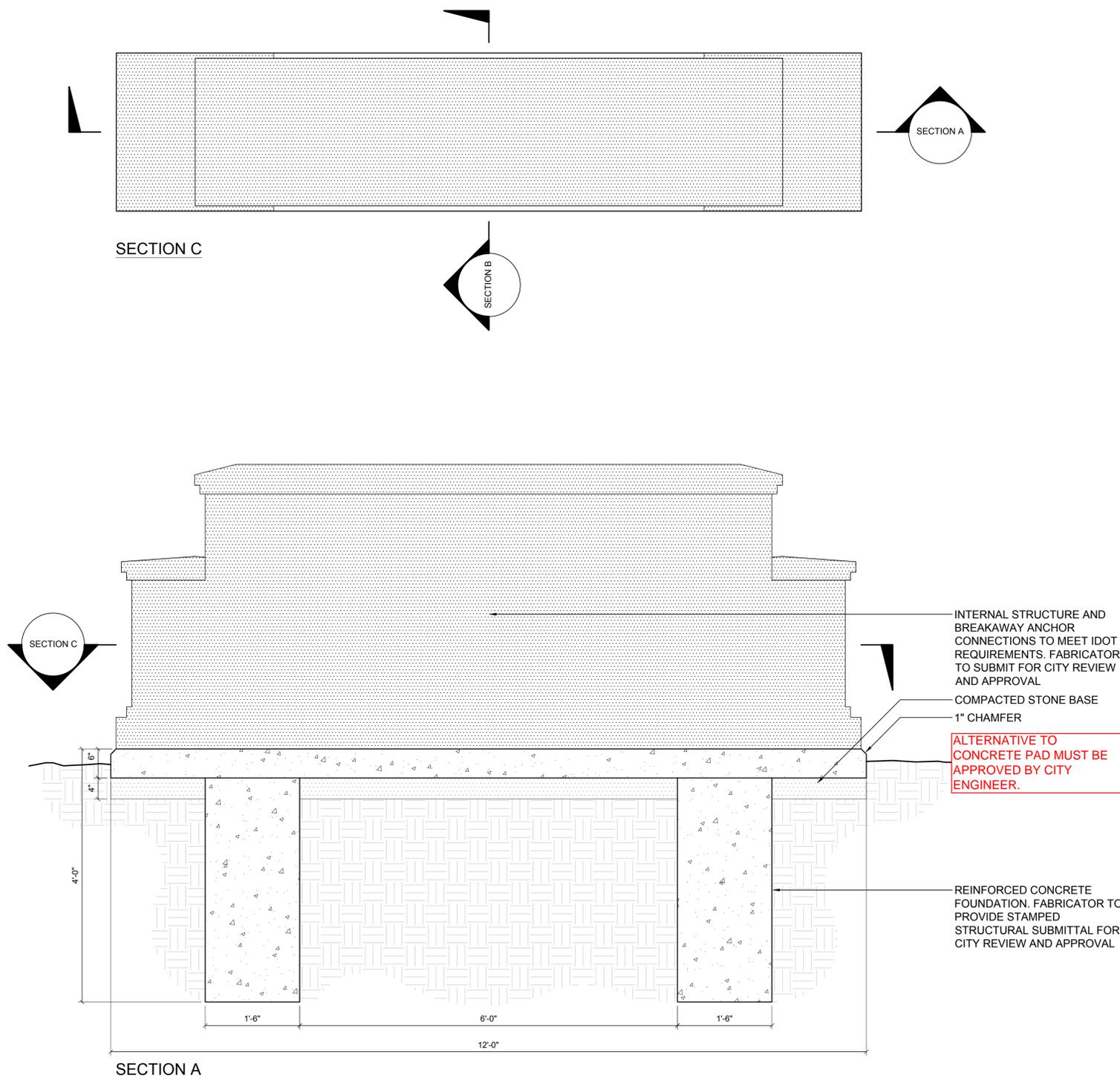
SCALE IN FEET
AS NOTED



NORTH
 SHEET NUMBER
L2.0

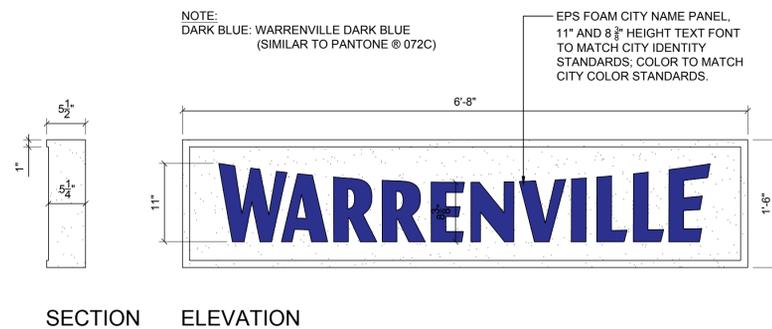
MONUMENT SIGN MATERIALS

MONUMENT SIGN TO BE CONSTRUCTED FROM EXPANDED POLYSTYRENE (EPS) FOAM WITH PROTECTIVE POLYMER COATING AND DECORATIVE FINISH TO MEET THE DESIGN INTENT PER THE DETAILS AND TO MATCH EXISTING CITY MONUMENT SIGNS. STONE, MATERIAL TEXTURE, AND COLORS TO BE MOCKED-UP FOR REVIEW AND APPROVAL BY THE CITY PRIOR TO CONSTRUCTION.



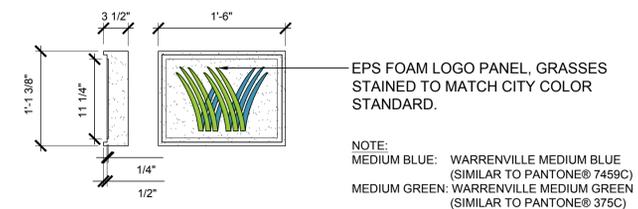
1 MONUMENT SIGN - SECTIONS

1" = 1'-0"



2 EPS FOAM PRECAST NAME PANEL

1" = 1'-0"



3 EPS FOAM PRECAST LOGO PANEL

1" = 1'-0"

ISSUED
JANUARY 27, 2025

| NO | DATE | ISSUE |
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CHECKED BY
MPW / TCK

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BAM

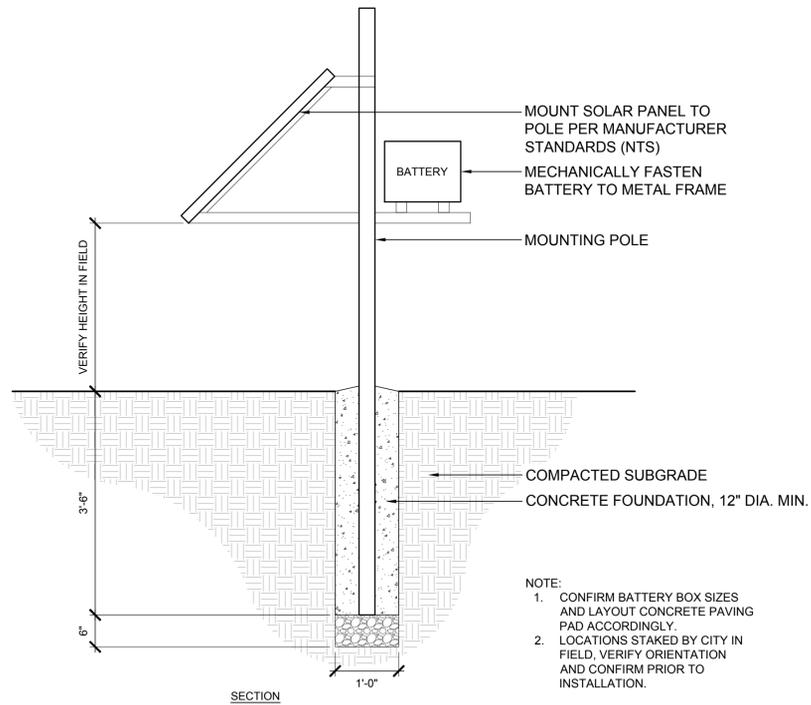
SHEET TITLE
**CONSTRUCTION
DETAILS**

SCALE IN FEET
AS NOTED

NORTH

SHEET NUMBER

L2.1



EXISTING SOLAR ASSEMBLY FOR REFERENCE

1 SOLAR ASSEMBLY INSTALLATION

3/4" = 1'-0"



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

PREPARED FOR
CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

PROJECT
MONUMENT SIGN

29W719 Everton Dr,
Warrenville, IL 60555

CONSULTANTS

ISSUED
JANUARY 27, 2025
REVISIONS

| NO | DATE | ISSUE |
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CHECKED BY: MPW / TCK
DRAWN BY: BAM

SHEET TITLE
CONSTRUCTION DETAILS

SCALE IN FEET
AS NOTED

NORTH
 SHEET NUMBER
L2.2

RESOLUTION NO. R2025-__

A RESOLUTION WAIVING BIDDING AND APPROVING A CONTRACT WITH AURORA SIGN COMPANY FOR THE PURCHASE AND INSTALLATION OF A CITY MONUMENT SIGN AT THE EVERTON SUBDIVISION DEVELOPMENT

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the City budgeted funds for the purchase and installation of a City Monument Sign with solar panel powered lighting and faux-stone break away base to be installed at the Everton Subdivision Development ("**Equipment**"); and

WHEREAS, the City solicited quotes from three qualified vendors for the Equipment; and

WHEREAS, Aurora Sign Company ("**Vendor**") submitted a quote for the purchase and installation of the Equipment in the amount of \$32,450; and

WHEREAS, City staff reviewed the quotes received and recommends that the City enter into a contract with Vendor for the purchase and installation of the Equipment at the price proposed ("**Contract**"); and

WHEREAS, in accordance with Section 1-8-4.B.6.a.3 of the Warrenville City Code ("**City Code**"), the Mayor and the City Council have determined that it is in the best interest of the City and the public to waive the bidding requirements set forth in the City Code and approve the Contract with Vendor for the Equipment;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Ordinance.

SECTION 2: Waiver of Competitive Bidding. Pursuant to Section 1-8-4.B.6.a.3 of the City Code and the City's home rule authority, the City Council waives the requirement of competitive bidding for the procurement of the Equipment.

SECTION 3: Approval of Contract. The Contract with Vendor in the amount of \$32,450 is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Administrator.

SECTION 4: Execution. The City Council hereby authorizes and directs the City Administrator to execute, on behalf of the City, the final Contract only after receipt by the City Administrator of at least two executed copies of the Contract from Vendor; provided, however, that if the City Administrator does not receive such executed copies of the Contract from Vendor within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Agreement shall, at the option of the City Council, be null and void.

SECTION 5: Effective Date. This Resolution shall be in full force and effect following its passage and approval by a two-thirds majority in the manner provided by law.

[Signatures and Voting Record on Following Page]

PASSED THIS ____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A
CONTRACT

CITY OF WARRENVILLE

CONTRACT FOR THE PURCHASE AND INSTALLATION OF
CITY MONUMENT SIGN AT EVERTON PROJECT

Full Name of Contractor **AURORA SIGN COMPANY** ("Contractor")

Principal Office Address **30W196 CALUMET AVENUE, WARRENVILLE, IL 60555**

Contact Person **TOM COMPANA** Telephone Number **630-898-5900**

TO: City of Warrenville ("Owner")
3S258 Manning Avenue
Warrenville, Illinois 60555

Attention: Cristina White
City Administrator

Contractor warrants and represents that Contractor has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Attachment 1, which is securely stapled to the end of this Contract.

compliance with, and as required by or pursuant, to this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

1. **Work**

A. **Contract and Work.** Contractor proposes, and agrees, that Contractor shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract, all of the following, all of which is herein referred to as the "Work":

1. **Labor, Equipment, Materials and Supplies.** Provide, perform, and complete, in the manner specified and described in this Contract, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary to perform the Work, as described in **Attachment B**, titled "Specifications" (the "Specifications") and **Attachment C**, titled "Plans", attached hereto and by this reference made a part of this Contract.
2. **Permits.** Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith.
3. **Bonds and Insurance.** Procure and furnish all bonds and all insurance certificates and policies of insurance specified in this Contract.
4. **Taxes.** Pay all applicable federal, state, and local taxes.
5. **Miscellaneous.** Do all other things required of Contractor by this Contract; and
6. **Quality.** Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full

B. **Reserved.**

C. **Performance Standards.** Contractor proposes, and agrees, that all Work shall be fully provided, performed, and completed in accordance with the Proposal. No provision of any referenced standard, specification, manual or code shall change the duties and responsibilities of Owner or Contractor from those set forth in this Contract.

D. **Responsibility for Damage or Loss.** Contractor shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, any damage done to, and any loss or injury suffered by, Owner, the Work, the Work Site, or other property or persons as a result of the Work.

E. **Inspection/Testing/Rejection.** Owner shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in Owner's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract and Owner, without limiting its other rights or remedies, may require correction or replacement at Contractor's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective, damaged, or nonconforming and charge Contractor with any excess cost incurred thereby, or cancel all or any part of any order or this Contract. Work so rejected may be returned or held at Contractor's expense and risk.

2. **Contract Price**

Contractor shall take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth below in accordance with the Proposal.

A. **SCHEDULE OF PRICES**

For providing, performing, and completing all Work, set forth in **Attachment A** titled "Proposal," and attached hereto and by this reference made a part of this Contract.

| | |
|-----------------------------|-----------------|
| Contract Price for all Work | \$32,450 |
|-----------------------------|-----------------|

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. All prices stated in the Schedule of Prices are firm and shall not be subject to escalation or change;
2. Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released; and
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices; and
4. Any items of Work not specifically listed or referred to in the Schedule of Prices, or not specifically included for payment under any Unit Price Item, shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Contractor, its superintendents, or its office and engineering staff.

C. TIME OF PAYMENT

It is expressly understood and agreed that all payments shall be made in accordance with the following schedule:

50% Deposit Due Upon Acceptance of Agreement, 50% Due Upon Completion of sign, lighting and solar panel installation, and approval of Final Inspection.

All payments may be subject to deduction or setoff by reason of any failure of Contractor to perform under this Contract. Each payment shall include Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and Contractor's certification that all prior payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

3. Contract Time

If this Contract is accepted, Contractor proposes and agrees that Contractor shall commence the Work within 10 days after Owner's acceptance of the Contract provided Contractor shall have furnished to Owner all bonds and all insurance certificates specified in this Contract (the "Commencement Date"). If this Contract is accepted, Bidder proposes and agrees that when Bidder commences the Work, Bidder shall perform the Work diligently and continuously, and shall complete the Work by **June 30, 2025**.

4. Financial Assurance

A. Bonds. Contractor shall provide a Performance Bond and a Labor and Material Payment Bond, on forms provided by, or otherwise acceptable to, Owner, from a surety company acceptable to Owner, each in the penal sum of the Contract Price, within 10 days following Owner's acceptance of this Contract.

B. Insurance. Contractor shall provide certificates and policies of insurance evidencing the minimum insurance coverages and limits set forth below prior to the Commencement Date. Such policies shall be in form, and from companies, acceptable to Owner and shall name Owner, its elected and appointed officials, officers, employees, agents, attorneys, consultants and representatives as additional insureds. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the Work are as follows:

1. Workers' Compensation and Employer's Liability

Limits shall not be less than:

Worker's Compensation: Statutory

| | | |
|-----------------------|------------------|----------------|
| Employer's Liability: | \$1,000,000 | each |
| | accident-injury | |
| | \$1,000,000 | each |
| | employee-disease | |
| | \$1,000,000 | disease-policy |

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Commercial Motor Vehicle Liability

Limits for vehicles owned, non-owned or rented shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit

3. Commercial General Liability

Limits shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.

Coverage to include:

- Premises Operations
- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

4. Umbrella Liability

Limits shall not be less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Policy shall apply in excess of the limits stated in 1, 2, and 3 above.

C. Indemnification. Contractor shall indemnify, save harmless, and defend Owner against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof, or any failure to meet the representations and warranties set forth in Section 6 of this Contract.

D. Penalties. Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof.

5. Firm Proposal

All prices and other terms stated in this Contract are firm and shall not be subject to withdrawal, escalation, or change unless authorized by the Owner.

6. Contractor's Representations and Warranties

In order to induce Owner to accept this Contract, Contractor hereby represents and warrants as follows:

A. The Work. The Work, and all of its components, shall be of merchantable quality; shall be free from any latent or patent defects and flaws in workmanship, materials, and design; shall strictly conform to the requirements of this Contract, including, without limitation, the performance standards set forth in Subsection 1B of this Contract; and shall be fit, sufficient, and suitable for the purposes

expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner. Contractor, promptly and without charge, shall correct any failure to fulfill the above warranty at any time within two months after final payment or such longer period as may be prescribed in the performance standards set forth in Section 1B of this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Contractor's obligation to correct Work shall be extended for a period of two months from the date of such repair or replacement. The time period established in this Section 6A relates only to the specific obligation of Contractor to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Contractor has under this Contract.

B. Compliance with Laws. The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Contractor agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time; any statutes requiring preference to laborers of specified classes; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Work.

C. Not Barred. Contractor is not barred by law from contracting with Owner or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or the amount of tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.

D. Prevailing Wage Act. This Contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. (the "Act"). Contractor and any subcontractors rendering services under this Contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record-keeping duties and certified payrolls.

E. Patriot Act Compliance. The Contractor represents and warrants to the Owner that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the Owner that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Contractor hereby agrees

to defend, indemnify and hold harmless the Owner, its corporate authorities, and all Owner elected and appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representations and warranties.

F. Qualified. Contractor has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Contractor to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time set forth above.

7. Acknowledgements

In submitting this Contract, Contractor acknowledges and agrees that:

A. Reliance. Owner is relying on all warranties, representations, and statements made by Contractor in this Contract.

B. Remedies. Each of the rights and remedies reserved to Owner in this Contract shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract.

C. Time. Time is of the essence in the performance of all terms and conditions of this Contract and, except where stated otherwise, references in this Contract to days shall be construed to refer to calendar days.

D. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, whether before or after Owner's acceptance of this Contract; nor any information or data supplied by Owner, whether before or after Owner's acceptance of this Contract; nor any order by Owner for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Work by Owner; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract; nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Work, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Contractor; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

E. Severability. The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the

validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby, and the remaining provisions shall be interpreted, applied and enforced so as to achieve, as near as may be, the purpose and interest of this Contract to the greatest extent permitted by applicable law.

F. Amendments. No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until it is reduced to writing and executed and delivered by Owner and Contractor, except that Owner has the right, by written order executed by Owner, to make changes in the Work ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, then an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Work caused by any Change Order shall entitle Contractor to make any claim for damages, anticipated profits, or other compensation.

G. Assignment. Neither this Contract, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Contractor except upon the prior written consent of Owner.

H. Governing Law. This Contract, and the rights of the parties under this Contract shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

DATED this _____ day of _____, 2025.

CITY OF WARRENVILLE

By: _____
City Administrator

AURORA SIGN COMPANY

By: _____
Its: _____

ATTEST/WITNESS

By: _____
Its: _____

ATTACHMENT A

PROPOSAL



PROPOSAL

250190-01

Date: 02/17/2025

Expires: 03/19/2025

Drawing Numbers:

Project: City of Warrenville - Monument...
29W719 Everton Dr.
Warrenville, IL

Client: City of Warrenville
35258 Manning Avenue
Warrenville, IL 60555

Contact: David Romero 630-836-3029 dromero@warrenville.il

We are pleased to offer this proposal for the following services at the above location.

| Project Description: | Item Total: |
|---|------------------------------|
| 1: Monument Sign; Fabricate and install one (1) single-sided illuminated ground sign EPS SIGNFOAM. 4'-6" X 11'-10" incorporate a solar powered light bar mounted on cap. Sign panels 1'-6" X 6'-8" (nameplate) and 2- 1'-1 3/8" X 1'-6"(logo panels)/single-side. Breakaway system. Concrete pad and footing per specifications on provided bid. Faux stone to match existing masonry. | \$20,880.00 |
| 2: SOLAR Lighting; Furnish and install full solar system lighting system as specified. Includes solar panel and mounting pole as shown within bid | \$4,195.00 |
| Grounds Repair | \$3,500.00 |
| Traffic Control | \$3,500.00 |
| Permit and Procurement Fees (Actual permit costs to be added) | \$375.00 |
| Deposit Rate: 50% Deposit: \$16,225.00 | Subtotal: \$32,450.00 |

Total: \$32,450.00

TERMS: A deposit of 50% of the total project is required with order. OR 65% if an EMC is included in the project description. The balance is due within 10 days of completion invoice.

PROCESSING FEE: All Credit Card payments will require a 3.5% transaction fee.

OPTION: A 2%DISCOUNT WILL APPLY TO PAYMENT IN FULL AT CONTRACT SIGNING. Permit costs will be billed separately.

PERMITS: Permit fees, engineering fees required by cities, and procurement fees will be additional. Sign construction will commence upon receipt of permit. Delivery dates are estimated from receipt of permit.

TAXES: The total cost of this contract is subject to the State of IL S.O.T. (service occupational tax) tax rate in the jurisdiction of the sign installation location, **TO BE BILLED ON FINAL INVOICE.**

EXCAVATION AND LANDSCAPING: In the instance where trenching and/or excavating for a sign base is involved, Aurora Sign Company assumes no responsibility for the final reseeding, planting and/or black dirt replacement involve in this operation. Aurora Sign Company will return the area to a workable condition to allow the customer to do the final landscaping involved. The above contract pricing is calculated with engineered footings for soil types common to your area. Upon

Salesperson: Tom Campana

Buyer _____ Seller _____



30W196 CALUMET AVENUE W. | WARRENVILLE, IL | 60555

PROPOSAL

250190-01

Date: 02/17/2025

Expires: 03/19/2025

Drawing Numbers:

Project: City of Warrenville - Monument...
29W719 Everton Dr.
Warrenville, IL

Client: City of Warrenville
3S258 Manning Avenue
Warrenville, IL 60555

Contact: David Romero 630-836-3029 dromero@warrenville.il

excavation of abnormal soil conditions, (i.e.loose compaction, fresh backfill, abnormal backfill, building debris, hidden concrete) additional cost may be incurred. These additional costs will be passed along to the customer at a rate of cost plus 15% for handling.

WARRANTY: The above signage is guaranteed against defects in workmanship for a period of 24 months after the completion date. A Maintenance Contract is available to continue regular service following the warranty period.

DRAWINGS: The drawings that are submitted with this proposal are the property of Aurora Sign Company and are to be used only in connection with work performed by them. Reproduction in whole or in part for any other purpose is expressly forbidden without written consent from Aurora Sign Company. Design and layout charges of up to \$3000.00 may be assessed for misuse or reproduction of these plans.

Salesperson: Tom Campana

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

AURORA SIGN COMPANY **PROJECT REFERENCES**

CITY OF AURORA

Trevor Dick
Assistant Director
DickT@aurora.il.us

CITY OF BATAVIA

Gary Holm
Director of Public Works
gholm@bataviail.gov

CITY OF GENEVA

Cathleen Tymoszenko
Economic Development Director
ctymoszenko@geneva.il.us

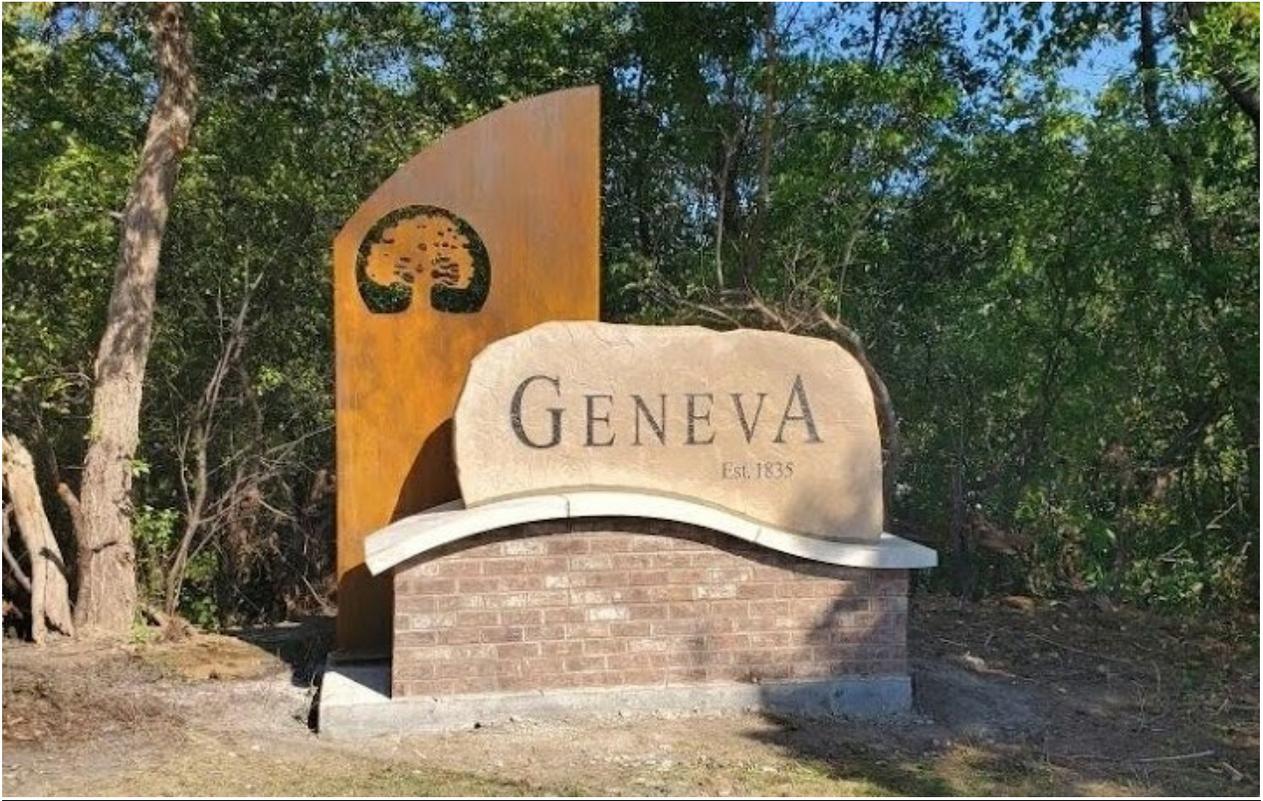
AURORA SIGN COMPANY
PROJECT LOCATIONS



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PROJECT LOCATIONS



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AURORA SIGN COMPANY
PROJECT LOCATIONS



ATTACHMENT B

SPECIFICATIONS

All references to “City” shall mean and refer to “Owner.” All references to “Standard Specifications” shall mean and refer to IDOT Standard Specifications for Road and Bridge Construction adopted January 1, 2022 and all supplemental specification and recurring special provisions to date.

1. **BONDS.** The Contractor shall provide within 10 days of acceptance by the City, a Performance Bond and a Payment Bond, each in the penal sum of the Contract.
2. **INSURANCE.** The Contractor shall provide within 10 days of acceptance by the City, a Certificate of Insurance.
3. **PREVAILING WAGES.** Contractor and any subcontractors rendering services must comply with all requirements of the Prevailing Wage Act.
4. **SCOPE OF WORK.** This work shall consist of the construction of the monument sign as set forth in these Specifications and at the locations indicated in “Plans”. The City Council approval of the awarded contract is scheduled for **March 17, 2025.** The awarded Contractor can commence work after they have received the Notice to Proceed; typically, one week after City Council meeting. The Contractor is expected to work daily until the work is complete. Work shall be completed by **June 30, 2025.**
5. **WORK HOURS.** Work performed shall be confined to the period beginning at 7 a.m. and ending at 6 p.m. on weekdays; and no work is to be performed on Saturdays, Sundays or Holidays, unless pre-approved by the City Public Works Director.
6. **STOCKPILING.** Contractor will not be permitted to stockpile soil near pond slope.
7. **INGRESS AND EGRESS.** In order to minimize disturbance, and closure of parking spaces Contractor shall enter Work Site near the parking spaces closest to the City Easement limits shown on the Plans. Contractor to make efforts to protect all surfaces within the Work Site. All surfaces disturbed during installation of the monument sign, including pavements, sidewalks, curbs, lawns, and other surfaces, shall be restored to their original condition, or better. Such work shall be incidental to the lump sum price for **CITY MONUMENT SIGN AT EVERTON PROJECT** and no additional compensation will be allowed.
8. **MATERIALS AND EQUIPMENT STAGING.** At no time shall the contractor’s equipment or materials block the drive aisle. Staging of materials and equipment shall be limited to the City Easement limits shown on the Plans.
9. **TIMELY COMPLETION.** In case of failure to complete the work on or before the time named herein, or within such extra time as may have been allowed by extensions, the Contractor agrees that the Owner shall withhold \$475.00 a day as liquidated damages (IDOT Standard Specification for Road & Bridge Construction as of January 1, 2022), which cost shall be considered and treated not as a penalty, but as damages due to the Owner from the Contractor by reason of inconvenience to the public, added cost of supervision and other items which may have caused an expenditure of funds resulting from the Contractor's failure to complete the work within the time specified in the contract.

10. **CLEAN UP.** Contractor shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.
11. **DISPOSAL OF EXCAVATED MATERIALS.** The Contractor will be required to dispose of all excavated materials at an approved landfill for uncontaminated materials. IEPA Form LPC-662 will be provided by the City as required after contract execution. This work shall be considered incidental to the Contract, and no extra compensation will be allowed.
12. **RESIDENT NOTIFICATION.** It shall be the Contractor's responsibility to notify the Everton Homeowners Association in writing at least seventy-two (72) hours in advance of the start of work. Within the notification, it is suggested that the Contractor include a short scenario explaining the work process. This work shall be considered incidental to the Contact, and no extra compensation will be allowed.
13. **MONUMENT SIGN SPECIFICATIONS**

Description. This work shall consist of providing all labor, materials, and equipment necessary to fabricate, furnish and install the EPS foam sign and its associated lighting unit, and including the concrete foundation. All work shall be per the details shown on the plans and as directed by the Engineer. **ALTERNATIVE TO CONCRETE PAD MUST BE APPROVED BY ENGINEER.**

All components as shown on the plans, shall be included in the cost of the sign.

All concrete foundations as shown on the plans, including but not limited to structural excavation, concrete structures, reinforcement bars, reinforcement bars epoxy coated, drilled shaft concrete foundations shall be included in the cost of the sign.

This work shall consist of the material, labor, and equipment necessary to furnish and install the LED sign lighting unit and solar panel as indicated on the plans, according to the type specified. The sign lighting unit and solar panels shall be installed on the monument sign complete with prewired cable, weatherproof bar fittings, adjustable mounting brackets and frames, batteries, battery box, sockets, solar panel, charge controllers, pre-programmed software and on/off switches to make ready for use and in accordance with the plan details and the following requirements. This work shall be performed according to applicable sections of Division 800 of the State Specifications. This is a proprietary item which will be sole sourced for this project.

Sign Lighting: The contractor will be required to furnish and install the sign lighting unit, and any other appurtenances required per the Plans. Upon completion of the initial installation an evaluation of the light distribution shall be performed to determine proper light distribution. The contractor shall make the appropriate adjustments, as needed to obtain necessary light levels.

13.1 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Signage drawings are provided to indicate design intent only. Provide shop drawings showing form, size, color, plan, sections, internal

structure and bracing, foundations, mounting structures (given site conditions) support and attachment mechanisms to meet IDOT breakaway requirements, electrical requirements and connections.

1. Show sign materials, dimensions, attachment methods and accessories.
 2. Show lighting, electrical, wiring, and connection to electrical system.
- C. Samples: For each sign type and for each color and texture required.
- D. Mock-ups: Provide mock-up of EPS foam signage materials, representing each material, color, finish, and texture for City approval prior to full sign fabrication.

13.2 QUALITY ASSURANCE

- A. The procurement documents herein are intended to show design intent only. The sign fabricator shall be solely responsible for preparing shop drawings, in conformance with the general design intent, including assurances that all structural and electrical conditions are met as required by applicable codes and requirements.
- B. The sign fabricator will review and evaluate all installation site conditions prior to preparation of shop drawings to determine if any modifications to installation sites or sign components are required.
- C. Drawings and written specifications herein are for the sole purpose of providing design intent and not intended for construction purposes. Resulting shop drawings are the sole responsibility of the Sign Fabricator in every respect. The owner's representative will review the shop drawings only for design intent and will in no way be responsible or liable for any results of construction from the shop drawings, or any other agreement other than the agreement with the owner authorizing these documents.
- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- E. The sign fabricator will provide the owner with a written warranty against any cracking, chipping, chalking, peeling, visible fading of all finishes as well as rusting, rattling, warping, loosening of installation and overall construction of entire components excluding intentional and incidental wear and tear. The warranty sign fabricator shall correct, to the city's satisfaction at the sign fabricator's expense, all defects in fabrication and installation of signage work for a period of three years after completion of installation of signage work.

13.3 EPS FOAM SIGN COMPONENTS

- A. Sign Components: Sign components as indicated on the basis of design documents to be fabricated from Expanded Polystyrene (EPS) Foam with protective polymer coating and decorative finish to meet the design per the details as shown on the plans. Reference material to be precast and limestone veneer to match existing City signage. Faux stone, material texture and colors to be mocked-up for review and approval by the City prior to fabrication.
1. Logo artwork to be provided by the City.

2. Preferred Supplier:
 - a. Peachtree City Foamcraft
386 Senoia Road
Tyrone, GA 30290
(770) 487-5491
<https://foamcraft.com>
OR approved equal

13.4 SOLAR LIGHT COMPONENT

1. Solar Power
 - a. Manufacturer: Solar illuminations
5611 Halifax Avenue
Fort Meyers, FL 33912
(239) 461-5522
<http://www.solarilluminations.com>
 - b. Model: FL15 Solar Light Bar System (Or approved equal)
 - 1) LED light bars: 2
 - c. Lumens: 864/lamps
 - d. 5 year light and equipment warranty
 - e. Include battery size appropriate to illuminate specified bar lights for Entryway Sign.
 - f. Mounting pole and framing to be non-corrosive and powder coated black.

13.5 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signage, noncorrosive and compatible with each material joined, and complying with the following:
 1. Use concealed fasteners and anchors unless indicated to be exposed.
 2. Sign Foundation Posts: Support and attachment mechanisms to meet IDOT breakaway requirements.
 3. Exposed Metal-Fastener Components, General:
 - a. Fabricated from same basic metal and finish of fastened metal unless otherwise indicated.
 4. Sign Mounting Fasteners:
 - a. Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work. Support and attachment mechanisms to meet IDOT breakaway requirements.
- B. Concrete: IDOT class SI Portland Cement Concrete unless otherwise directed by the City, minimum compressive strength of 3000 PSI at 20 days. Reinforcing steel to be ASTM A-615 Gr. 60.

13.6 FABRICATION

- A. General: Provide manufacturers' standard sign assemblies according to requirements indicated.
 - 1. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
 - 2. Internally brace signs for stability and for securing fasteners.
 - 3. Foamcraft: Fabricate free of warp, cracks, blowholes, pits, scale, sand holes, and other defects that impair appearance or strength..
 - 4. Junction box shall be listed as "weather resistant".
- B. Brackets: Fabricate brackets, fittings, and hardware for bracket-mounted signs to suit sign construction and mounting conditions indicated. Modify manufacturer's standard brackets as required.

13.7 INSTALLATION

- A. Sign Location: Locate sign and accessories where indicated. Stake location for review and approval by City representative prior to installation. Signage Fabricator/installer is responsible for locating all utilities and conditions prior to installation. Use mounting methods of types described and complying with approved shop drawings. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
- B. The Contractor shall complete installation of signs following authorization by the City to perform work.
- C. General: Install signs using mounting methods indicated and according to approved shop drawings.
 - 1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
 - 2. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
- D. Mounting Methods:
 - 1. Support and attachment mechanisms to meet IDOT breakaway requirements.
- E. Remove temporary protective coverings and strippable films as signs are installed.
- F. Provide electric service provisions and wiring as required to make a fully functional system.
- G. The Sign Contractor will provide the City with complete finish and component care instructions for cleaning and maintenance.

ATTACHMENT C

PLANS



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

MONUMENT SIGN

29W719 EVERTON DR,
WARRENVILLE, IL 60555

CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

CONSTRUCTION DOCUMENTS JANUARY 27, 2025

GENERAL NOTES

1. BASEMAP INFORMATION OBTAINED FROM PLANS PREPARED BY GRWA RECEIVED DECEMBER 17, 2024.
2. VERIFY SITE CONDITIONS AND INFORMATION ON DRAWINGS. PROMPTLY REPORT ANY CONCEALED CONDITIONS, MISTAKES, DISCREPANCIES OR DEVIATIONS FROM THE INFORMATION SHOWN IN THE CONTRACT DOCUMENTS. THE OWNER IS NOT RESPONSIBLE FOR UNAUTHORIZED CHANGES OR EXTRA WORK REQUIRED TO CORRECT UNREPORTED DISCREPANCIES.
3. SECURE AND PAY FOR PERMITS, FEES AND INSPECTIONS NECESSARY FOR THE PROPER EXECUTION OF THIS WORK. COMPLY WITH CODES APPLICABLE TO THIS WORK.
4. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS AND NOTES.
5. THE PLANS AND SPECIFICATIONS ARE INTENDED TO BE COMPLETED ENTIRELY BY THE CONTRACTOR, UNLESS CLEARLY IDENTIFIED AS "BY OWNER." ALL WORK CONTAINED WITHIN IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

SHEET INDEX

| | |
|------|-------------------------------------|
| L1.0 | EXISTING CONDITIONS AND LAYOUT PLAN |
| L2.0 | CONSTRUCTION DETAILS |
| L2.1 | CONSTRUCTION DETAILS |
| L2.2 | CONSTRUCTION DETAILS |

PROJECT LOCATION MAP



It's smart. It's free. It's the law.

Call Before You Dig

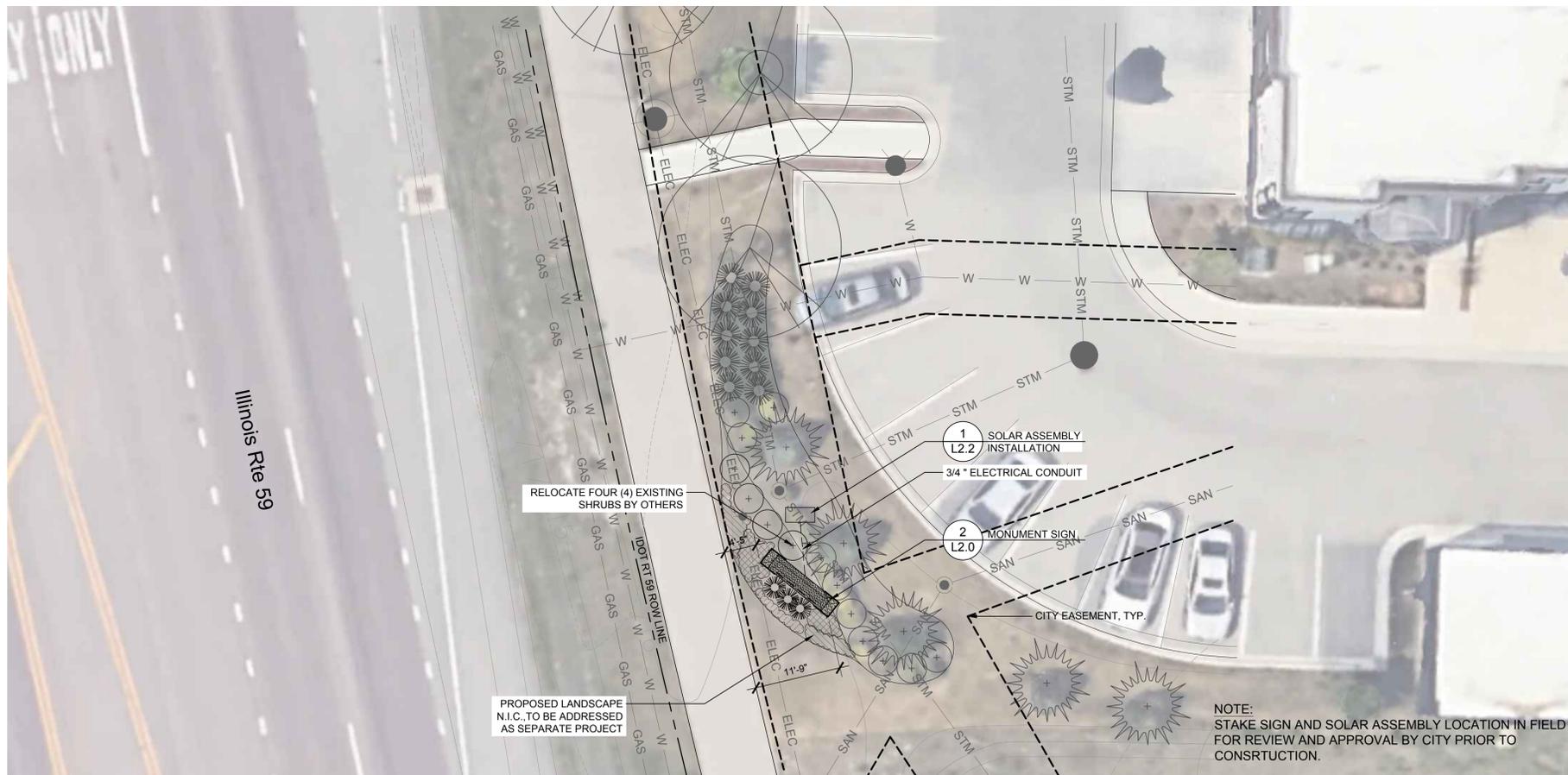
JULIE
ILLINOIS ONE-CALL SYSTEM

Call before you dig.

800.892.0123



EXISTING CONDITIONS PLAN



LAYOUT AND MATERIALS PLAN

LAYOUT NOTES

1. CONTRACTOR RESPONSIBLE FOR FIELD LAYOUT OF ALL NEW IMPROVEMENTS. DIGITAL FILES OF GEOMETRIC INFORMATION WILL BE PROVIDED UPON REQUEST IN AUTOCAD FORMAT. NO ADDITIONAL PAYMENT WILL BE MADE FOR ADJUSTMENTS NECESSARY TO CONSTRUCT THE WORK AS SHOWN.
2. CONTRACTOR RESPONSIBLE TO COORDINATE WORK IN ORDER TO OBTAIN APPROVAL OF ALL LAYOUT BY CITY PRIOR TO CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO CORRECT WORK IF CONSTRUCTED INCORRECTLY WITHOUT PRE-APPROVAL BY CITY.
3. CONTRACTOR RESPONSIBLE TO MAINTAIN ALL LAYOUT STAKES DURING CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE MADE TO REPLACE LAYOUT STAKES.
4. MONUMENT SIGN TO BE FABRICATED, FURNISHED, AND INSTALLED BY CONTRACTOR. DOWNLIGHT AND SOLAR ASSEMBLY TO BE FURNISHED AND INSTALLED BY CONTRACTOR.
5. REFER TO SPECIFICATIONS FOR ADDITIONAL CONDITIONS, STANDARDS, AND NOTES.



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

PREPARED FOR
CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

PROJECT
MONUMENT SIGN

29W719 Everton Dr,
Warrenville, IL 60555

CONSULTANTS

ISSUED
JANUARY 27, 2025
REVISIONS

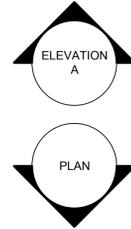
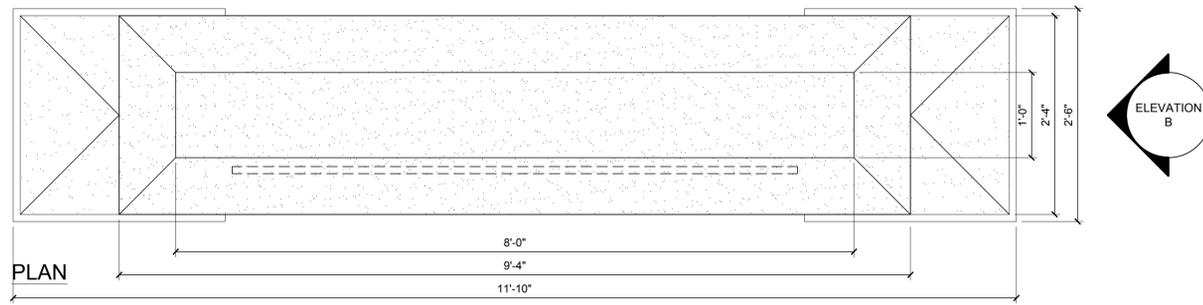
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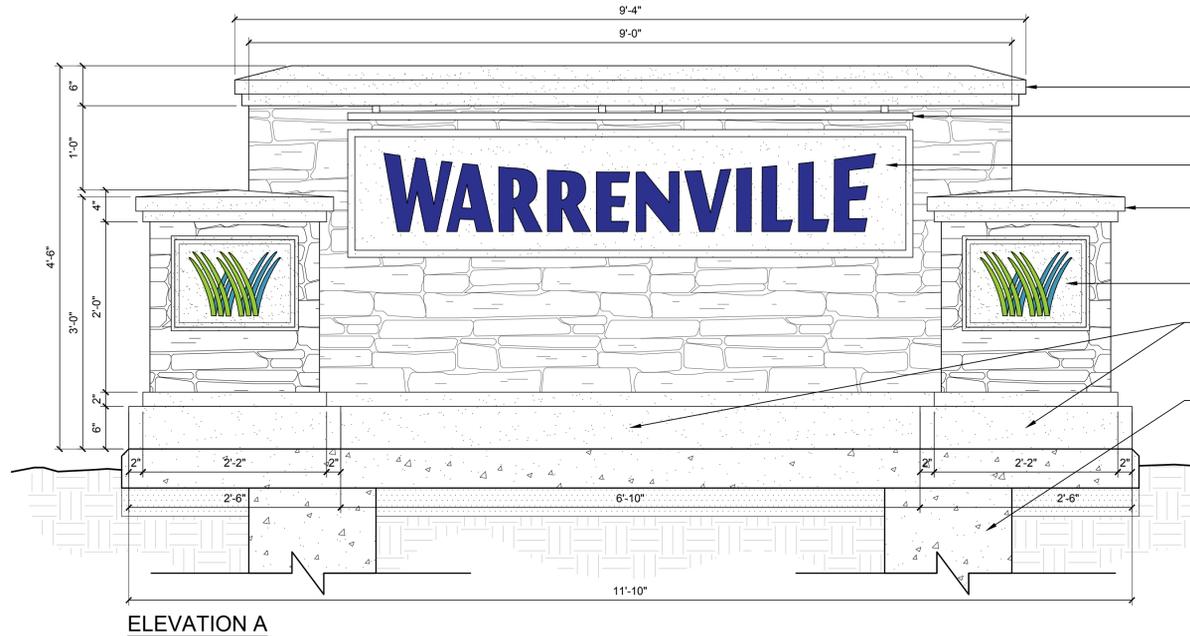
SHEET TITLE
EXISTING CONDITIONS AND LAYOUT PLAN

SCALE IN FEET
1" = 10'
0' 5' 10' 30'

NORTH
SHEET NUMBER
L1.0

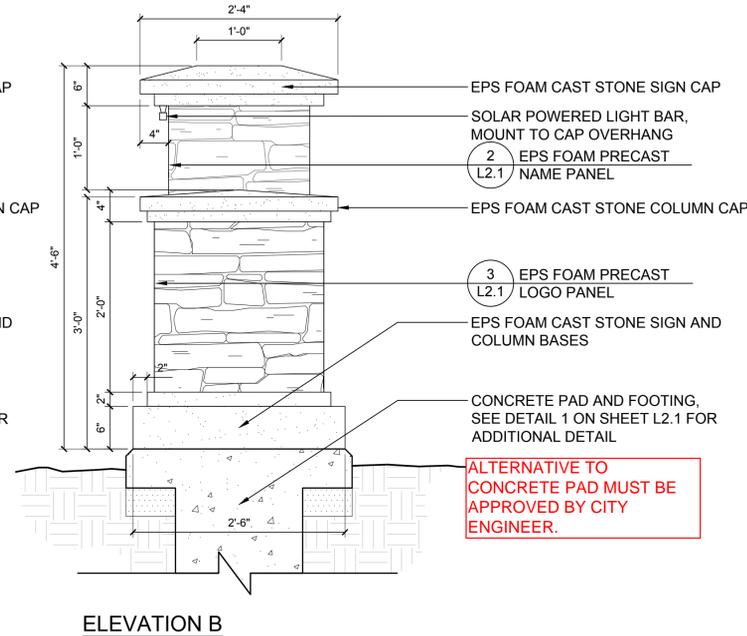


MONUMENT SIGN MATERIALS
MONUMENT SIGN TO BE CONSTRUCTED FROM EXPANDED POLYSTYRENE (EPS) FOAM WITH PROTECTIVE POLYMER COATING AND DECORATIVE FINISH TO MEET THE DESIGN INTENT PER THE DETAILS AND TO MATCH EXISTING CITY MONUMENT SIGNS. STONE, MATERIAL TEXTURE, AND COLORS TO BE MOCKED-UP FOR REVIEW AND APPROVAL BY THE CITY PRIOR TO CONSTRUCTION.



- EPS FOAM CAST STONE SIGN CAP
- SOLAR POWERED LIGHT BAR, MOUNT TO CAP OVERHANG
- 2 EPS FOAM PRECAST L2.1 NAME PANEL
- EPS FOAM CAST STONE COLUMN CAP
- 3 EPS FOAM PRECAST L2.1 LOGO PANEL
- EPS FOAM CAST STONE SIGN AND COLUMN BASES
- CONCRETE PAD AND FOOTING, SEE DETAIL 1 ON SHEET L2.1 FOR ADDITIONAL DETAIL

ALTERNATIVE TO CONCRETE PAD MUST BE APPROVED BY CITY ENGINEER.



- EPS FOAM CAST STONE SIGN CAP
- SOLAR POWERED LIGHT BAR, MOUNT TO CAP OVERHANG
- 2 EPS FOAM PRECAST L2.1 NAME PANEL
- EPS FOAM CAST STONE COLUMN CAP
- 3 EPS FOAM PRECAST L2.1 LOGO PANEL
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- CONCRETE PAD AND FOOTING, SEE DETAIL 1 ON SHEET L2.1 FOR ADDITIONAL DETAIL

ALTERNATIVE TO CONCRETE PAD MUST BE APPROVED BY CITY ENGINEER.

2 MONUMENT SIGN
1" = 1'-0"



EXISTING SIGN FOR REFERENCE



FAUX STONE TO MATCH EXISTING MASONRY VENEER PATTERN, COLOR RANGE, AND TEXTURE RANGE. DESCRIPTION AND PRODUCT SPECIFICATION BELOW:

SHALL BE LIMESTONE, SOUND, NATURAL FACE LEDGESTONE, NATURAL COLOR BLEND, 3-INCH DEPTH. CUSTOM BLEND TO MATCH WARRENVILLE CITY SIGNS - 70% SPLITFACE, 30% BEDFACE. SIZE RANGE IS 2"-6" AND 6"-9" FOR BOTH TYPES.

PRODUCT/SUPPLIER:
BROOKFIELD CUSTOM BLEND
HALQUIST STONE COMPANY
N51 W23563 LISBON ROAD
SUSSEX, WI 53089
800-255-8811
WWW.HALQUISTSTONE.COM

ISSUED
JANUARY 27, 2025
REVISIONS

| NO | DATE | ISSUE |
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CHECKED BY: MPW / TCK
DRAWN BY: BAM

SHEET TITLE
**CONSTRUCTION
DETAILS**

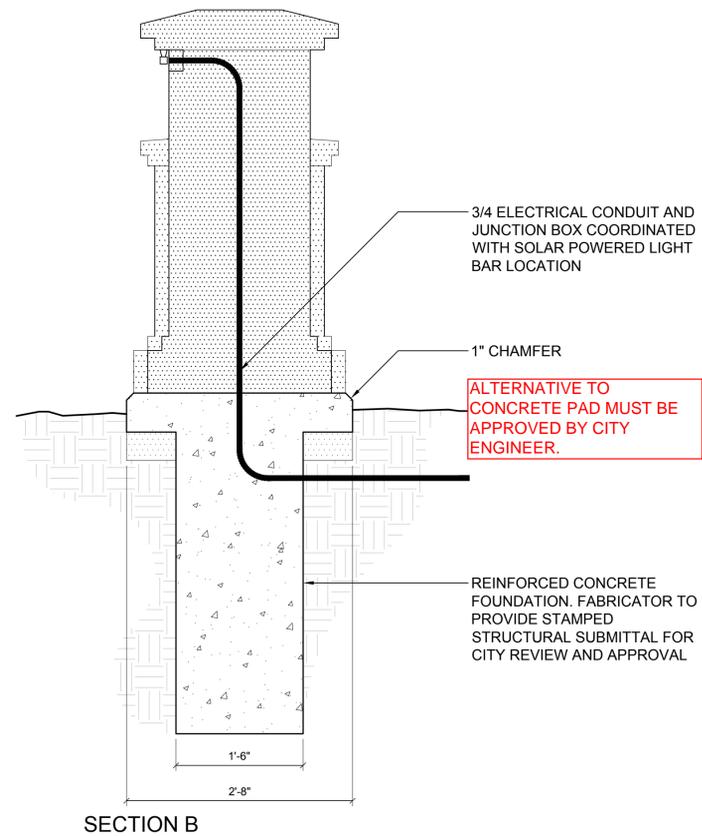
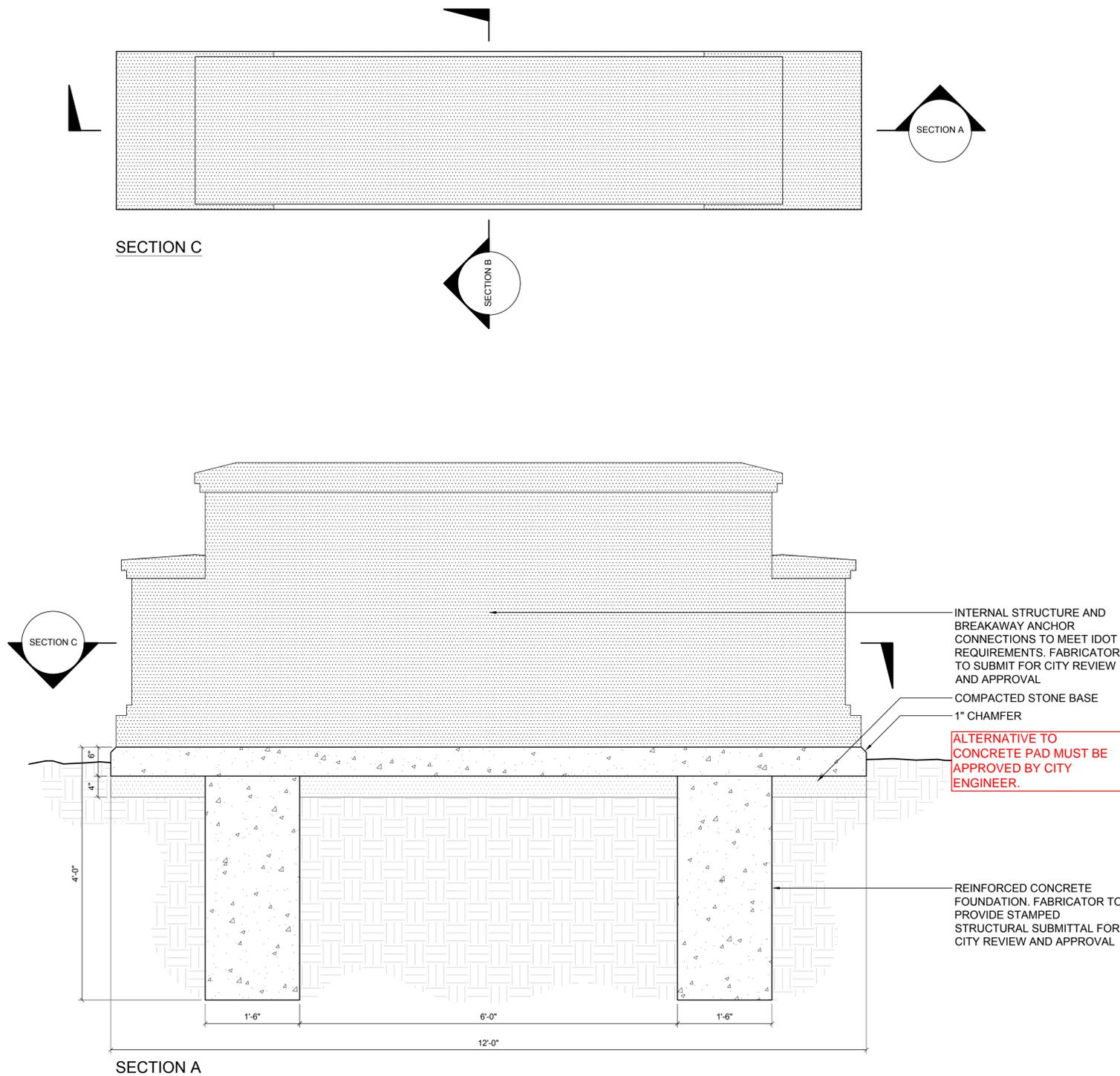
SCALE IN FEET
AS NOTED



NORTH
 SHEET NUMBER
L2.0

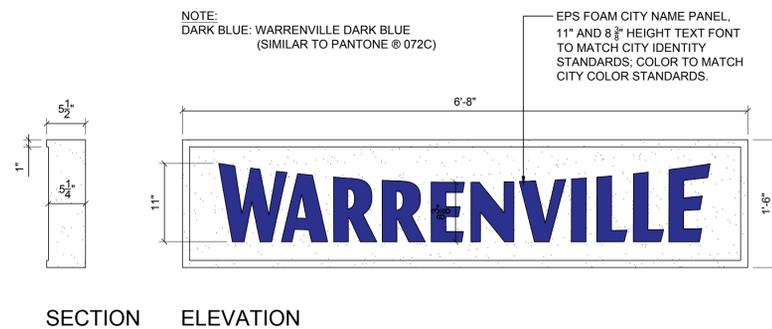
MONUMENT SIGN MATERIALS

MONUMENT SIGN TO BE CONSTRUCTED FROM EXPANDED POLYSTYRENE (EPS) FOAM WITH PROTECTIVE POLYMER COATING AND DECORATIVE FINISH TO MEET THE DESIGN INTENT PER THE DETAILS AND TO MATCH EXISTING CITY MONUMENT SIGNS. STONE, MATERIAL TEXTURE, AND COLORS TO BE MOCKED-UP FOR REVIEW AND APPROVAL BY THE CITY PRIOR TO CONSTRUCTION.



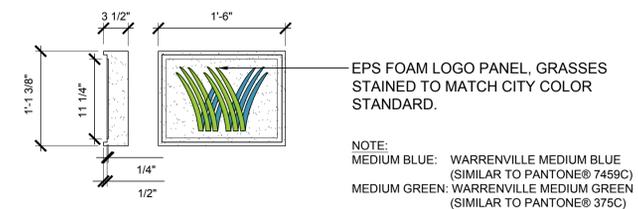
1 MONUMENT SIGN - SECTIONS

1" = 1'-0"



2 EPS FOAM PRECAST NAME PANEL

1" = 1'-0"



3 EPS FOAM PRECAST LOGO PANEL

1" = 1'-0"

ISSUED
JANUARY 27, 2025
REVISIONS

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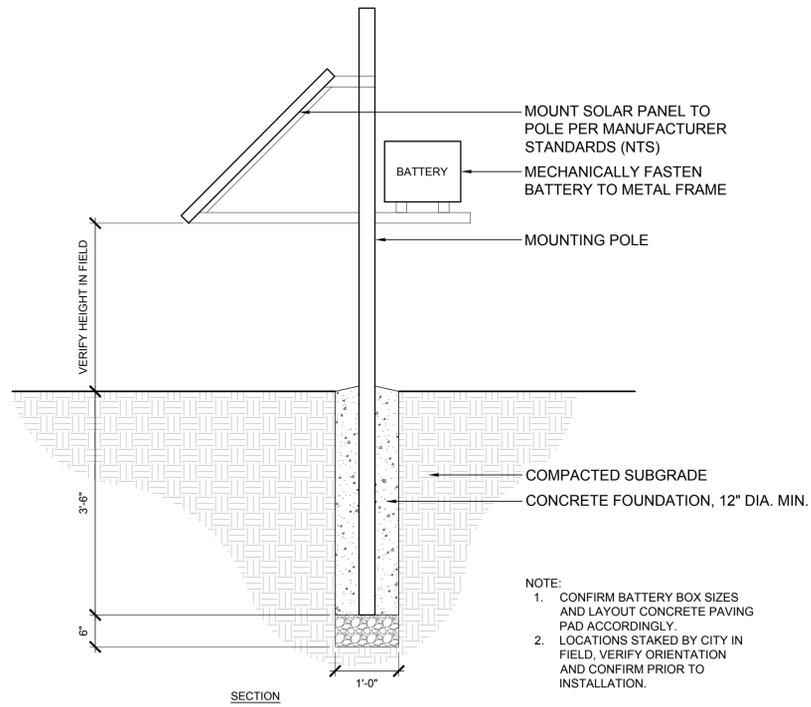
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BAM

SHEET TITLE
**CONSTRUCTION
DETAILS**

SCALE IN FEET
AS NOTED

NORTH SHEET NUMBER

L2.1



EXISTING SOLAR ASSEMBLY FOR REFERENCE

1 SOLAR ASSEMBLY INSTALLATION

3/4" = 1'-0"



22 E. CHICAGO AVENUE
SUITE 200A
NAPERVILLE, IL 60540
T 630.961.1787
HITCHCOCKDESIGNGROUP.COM

PREPARED FOR
CITY OF WARRENVILLE
3S258 MANNING AVENUE
WARRENVILLE, IL 60555

PROJECT
MONUMENT SIGN

29W719 Everton Dr,
Warrenville, IL 60555

CONSULTANTS

ISSUED
JANUARY 27, 2025
REVISIONS

| NO | DATE | ISSUE |
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SHEET TITLE
CONSTRUCTION DETAILS

SCALE IN FEET
AS NOTED

NORTH
SHEET NUMBER
L2.2

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor, City Council, and City Administrator White
FROM: Kristine Hocking, Assistant Community Development Director ^{KH}
SUBJECT: FPDDC INTERGOVERNMENTAL AGREEMENTS (IGA) FOR
UTILITY IMPROVEMENTS AND TRAIL PROJECTS
DATE: March 10, 2025

Purpose of Memo

The purpose of this memo is to i) provide historical information regarding the previous Forest Preserve District of DuPage County’s (FPDDC) IGAs, ii) provide information related to the new FPDDC utility extension request, iii) provide details regarding the two new IGA’s, and iv) a staff recommendation.

Historical Information

In January 2016, the City and the FPDDC entered into an intergovernmental agreement regarding the extension of City watermain to serve the fleet maintenance facility on the north side of Mack Road near Williams Road. This watermain would also serve future FPDDC facilities along Mack Road including the existing facilities management building and other natural resources buildings. The watermain and water service was constructed in 2017. Another IGA regarding future trail projects was also approved. The trail IGA implementation timetable has ended. The FPDDC continues to cooperate in the design and funding of the Mack Road Bridge and Path project that was part of the trail IGA.

Grounds and Natural Resources Maintenance Campus – Utility Request

The FPDDC has determined that a campus to contain all of the Grounds & Natural Resources Management Maintenance operations is the most efficient use of the limited land available. To serve this new building and other existing buildings, the FPDDC consultant suggested long individual water service connections to the existing main. After careful review by City staff and consultants, it was determined that long water services are not allowed per the IEPA due to water quality. Thus, the existing watermain would have to be extended and looped. In addition, the FPDDC asked if sanitary sewer could serve the existing and future buildings (Exhibit A of Utility IGA). City staff and its consultant analyzed the request in relation to water pressure, water quality, fire flow, sanitary sewer capacity and pipe slope and determined that the new campus and building could be served by the City utilities.

IGA – Utility Extension

An IGA is required to formally authorize the connection of the FPDDC project to City utilities. This IGA follows a similar format to the 2016 Watermain IGA. Important information includes:

- The City will review construction plans to ensure compliance with City standards and Stormwater Ordinance requirements.

- All fees will be waived. There are no recapture fees associated with the extensions. The FPDDC will pay for water meters and utility usage per the City Code.
- The FPDDC will fund and construct the new watermain and sanitary sewer facilities and will connect to the new buildings. The FPDDC will hire a consultant to oversee the construction. Construction will commence in summer 2025.
- The City will inspect all constructed utilities.
- The new watermain and sanitary sewer will be conveyed to the City via an easement agreement after construction.

IGA – Trail Cooperation

This IGA includes trail projects that would require FPDDC cooperation. All of the trail projects include the requirement of an easement on FPDDC property. This IGA follows a similar format to the 2016 Trail IGA. The trail projects include:

- Batavia Road Multi-Use Trail Extension West of Butterfield Road
 - A trail extension of an existing multi-use trail approximately 500 feet west to connect to the Cenacle Trail in Blackwell Forest Preserve.
 - The City would lead the design and construction of the project. The City would be responsible for funding and maintenance.
 - The FPDDC would be a co-sponsor on grant applications and would grant any permanent or temporary easements required.
 - 10-years to implement.
 -
- Diehl Road Multi-Use Trail Extension Across West Branch DuPage River to McDowell Trail
 - The FPPDC agrees to cooperate with granting easements when the Diehl Road Bridge is to be reconstructed. At that point is when a trail extension bridge would be the most feasible.
 - The project is partially within the City limits, but not on City property being entirely in County right-of-way and FPDDC property.
 - DuPage County Division of Transportation would lead this project.
 - City would be a co-sponsor on grant applications.
 - No timetable to implement.
 -
- Blackwell West of Route 59 Trail Connection
 - A trail connection between Fox Hollow and Maple Hill either through FPDDC property or along Route 59.
 - The City would lead the design and construction of the project. The City would be responsible for funding and maintenance.
 - The FPDDC would be a co-sponsor on grant applications and would grant any permanent or temporary easements required.
 - 20-years to implement.

Staff Recommendation

The Utility Extension IGA requires the FPDDC to abandon approximately 0.25 miles of existing watermain and install approximately 0.75 miles of new public water main. This will improve the water quality to the existing FPDDC fleet building. The FPDDC will install approximately 0.65 miles of new sanitary sewer. The Trail Cooperation IGA memorializes the FPDDC commitment to cooperate in the implementation of a number of high priority trail improvement projects on FPDDC property.

Staff believes it is in the best interest of the City, in order to continue to foster good cooperation with neighboring governmental entities, to approve the proposed Utility Extension and Trail Cooperation IGA's substantially in the form attached. Staff recommends City Council approval of the IGA's.

RESOLUTION NO. 2025-__

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE
FOREST PRESERVE DISTRICT OF DUPAGE COUNTY REGARDING
CERTAIN TRAIL IMPROVEMENT PROJECTS**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the City desires to enter into an intergovernmental agreement with the Forest Preserve District of DuPage County ("***District***") setting forth the parties' respective roles and obligations regarding three potential trail improvement projects should the trail improvement projects move forward in the future ("***Trail Improvement Agreement***"); and

WHEREAS, Article VII, Sec. 10, and the Illinois Constitution and the Intergovernmental Cooperation Act authorize units of local government to enter into intergovernmental agreements pertaining to intergovernmental activities; and

WHEREAS, the City and District are public agencies within the meaning of the Intergovernmental Cooperation Act, as set forth in 5 ILCS 220/1 et seq.; and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Trail Improvement Agreement with the District;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

SECTION 2: Approval of Trail Improvement Agreement. The Trail Improvement Agreement by and between the City and the District is approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3: Execution. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute, on behalf of the City, the Trail Improvement Agreement.

SECTION 4: Effective Date. This Resolution shall be in full force and effect following its passage and approval in the manner provided by law.

[VOTING AND APPROVAL PAGE FOLLOWS]

PASSED THIS ____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A

TRAIL IMPROVEMENT AGREEMENT

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE FOREST PRESERVE DISTRICT OF DU PAGE COUNTY
AND THE CITY OF WARRENVILLE REGARDING THE DESIGN, FUNDING, IMPLEMENTATION,
AND MAINTENANCE OF WATERMAIN AND SANITARY SEWER FACILITIES**

This Intergovernmental Agreement (hereinafter "AGREEMENT") is made and entered into this _____ day of _____, 2025, by and between the Forest Preserve District of DuPage County, a body corporate and politic, (hereinafter "DISTRICT") and the City of Warrenville, an Illinois Home Rule Municipality, (hereinafter "CITY"). The DISTRICT and the CITY are hereinafter sometimes individually referred to as a "party" or together as the "parties."

WITNESSETH:

WHEREAS, the DISTRICT owns property commonly known as Blackwell Forest Preserve (hereinafter "Blackwell"); and

WHEREAS, the DISTRICT is constructing a new grounds and natural resources management complex (hereinafter "GNRMC") within Blackwell, North of Mack Road and located in unincorporated DuPage County, Winfield Township; and

WHEREAS, the DISTRICT desires to connect to municipal watermain and municipal sanitary sewer facilities to serve the GNRMC and the existing, proposed new, and the future replacement of DISTRICT facilities and buildings along Mack Road identified on Exhibit B (collectively with the GNRMC, the "District Buildings"); and

WHEREAS, the CITY owns and operates municipal watermain and municipal sanitary sewer facilities in the vicinity of the proposed GNRMC; and

WHEREAS, the DISTRICT requests authorization from the CITY to connect to the CITY'S existing watermain and sanitary sewer facilities, construct new watermain and sanitary sewer facilities, and connect the DISTRICT'S GNRMC and other DISTRICT facilities to the CITY'S new watermain and sanitary sewer facilities (collectively, the "Improvements"); and

WHEREAS, the new watermain and sanitary sewer facilities will be conveyed to the CITY via an Easement Agreement for the CITY to operate and maintain the new watermain and sanitary sewer facilities; and

WHEREAS, the parties are public agencies within the meaning of the Intergovernmental Cooperation Act, as set forth in 5 ILCS 220/1 et seq.; and

WHEREAS, Article VII, Sec. 10, and the Illinois Constitution and the Intergovernmental Cooperation Act authorize units of local government to enter into intergovernmental agreements pertaining to intergovernmental activities; and

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, and in the spirit of intergovernmental cooperation, the parties agree that:

1.0 INCORPORATION OF RECITALS

1.1. The recitals set forth above are incorporated herein and made part hereof.

2.0 FEES

2.1 Unless specified otherwise in this document, all parties agree to waive standard and customary fees to each other for construction and permitting of the Improvements as well as for any easement and license fees, including tree fees, and other incidental costs associated with implementation of this intergovernmental agreement.

3.0 CITY'S EXISTING WATERMAIN AND SANITARY SEWER:

3.1 The CITY has an existing watermain located on the west side of Williams Road, south side of Mack Road, west side of the DISTRICT'S native plant nursery within Blackwell, and on the north side of Forestview Drive North ("Existing Watermain"). The CITY has an existing sanitary sewer located on the south side of Forestview Drive North ("Existing Sewer Main")(collectively, the Existing Watermain and Existing Sewer Main are the "Existing City Facilities"). A graphic illustration of the Existing City Facilities are attached hereto and incorporated herein as **Exhibit A**. The CITY has provided pressure/flow data and design plans/details for the Existing City Facilities. The DISTRICT understands the rate of flow and level of pressure ultimately provided is controlled by the capacity limits of the CITY'S existing watermain distribution system currently located at the intersection of Williams Road and Batavia Road, and accepts that rate of flow and level of pressure as-is.

4.0 WATERMAIN AND SANITARY SEWER SYSTEM EXTENSIONS

4.1 Project Scope, Design, Funding and Construction Responsibility: The DISTRICT will design, obtain the necessary permits, fund, and construct in accordance with the City's specifications public watermain extensions to the Existing Watermain to service the DISTRICT'S GNRMC and other DISTRICT facilities along Mack Road ("New Watermain Extension"). The DISTRICT will design, obtain the necessary permits, fund, and construct public sanitary sewer extension to the Existing Sewer Main to service the DISTRICT'S GNRMC and other DISTRICT facilities along Mack Road ("New Sewer Main Extension") (collectively, the New Watermain Extension and New Sewer Main Extension are the "City Facilities Extensions"). A graphic illustration of the City Facilities Extensions is attached hereto and incorporated herein as **Exhibit B**.

4.2 Construction Timing/Staging: The City Facilities Extensions will be constructed in one phase. The DISTRICT will use its best efforts to complete the construction of the City Facilities Extensions no later than December 31, 2025. Water and sanitary services running from the GNRMC and other DISTRICT facilities along Mack Road to the City Facilities Extensions are not anticipated to be constructed until 2026.

- 4.3 Permits, Review and Inspection Fees: The DISTRICT will (i) submit plans and specifications for the new watermain and sanitary sewer facilities for CITY review and approval and (ii) obtain all applicable CITY, Township, County, and State permits for this work. The CITY will waive all CITY building permit, storm water management permit, and/or engineering review and inspection fees related to the new watermain and sanitary sewer facilities and connections thereto..
- 4.4 Recapture Agreement: There will be no recapture fees associated with the watermain or sanitary sewer systems.
- 4.5 Watermain and Sanitary Easements on DISTRICT Property: The DISTRICT will grant a permanent exclusive City utility easement sufficient to authorize the construction, repair, maintenance, replacement, abandonment, or removal of the City Facilities Extensions within a portion of Blackwell in the form of an Easement Agreement acceptable to the City and recorded by the DISTRICT. The Easement Agreement shall include, without limitation, provisions prohibiting (i) any other underground utilities running parallel to the City Facilities Extensions within the easement; (ii) new trees, hardscapes, stockpile materials, structures, and permanent long-term storage of vehicles within the easement. The Easement Agreement shall be recorded after the City Facilities Extensions have been inspected by the CITY and determined to be in compliance with the permits and City specifications but prior to the CITY's final acceptance of the new watermain and sanitary sewer facilities. Upon final acceptance of the watermain and sanitary sewer improvements by the CITY, the DISTRICT shall transfer ownership of the watermain and sanitary sewer facilities to the CITY via a Bill of Sale, which acceptance and bill of sale must be approved by the City Council of the CITY. The District shall be responsible for recording easement documents with the DuPage County's Recorders Office and pay all fees associated with recording those documents.
- 4.6 Design and Construction Oversight Consultant: The DISTRICT intends to issue a Request for Proposal (RFP) for engineering consultant design and oversight of the DISTRICT grounds and natural resources management complex watermain and sanitary sewer extension project to construct the City Facilities Extensions ("Project"). The CITY expects the DISTRICT will contract with a consultant or consultants and contractors with experience in the design and construction of this type of Project. Therefore, the DISTRICT will allow the CITY to review and comment on the draft RFP and bid documents they prepare for this Project, for both engineering and construction. The DISTRICT will incorporate CITY recommendations into the language of the RFP that are reasonable, defensible, and will help ensure respondents to the RFP and requests for bids are qualified to perform the required engineering design, provide the required level of construction oversight, and perform the required construction.
- 4.7 Final Acceptance, Guarantee, and Future Maintenance of City Facilities Extensions: CITY watermain service to any DISTRICT Mack Road buildings will not be activated until the GNRMC City Facilities Extensions are inspected and approved by the CITY. The DISTRICT will guarantee the proper installation and operation of all DISTRICT constructed public watermain related improvements for a one year maintenance period

that will commence on the date of CITY takes ownership of the City Facilities Extensions through the execution of the bill of sale. The DISTRICT shall be responsible for repairing or replacing defective materials or work identified by the CITY during the one-year maintenance period. Once the maintenance period expires, the City will be responsible for normal maintenance, repair, and replacement of the City Facilities Extensions.

5.0 MACK ROAD MAINTENANCE COMPLEX IMPROVEMENTS AND CITY WATER AND SANITARY SEWER CONNECTIONS

- 5.1 It is understood that the purpose of the new watermain and sanitary sewer facilities is to provide CITY domestic and fire protection water service and sanitary sewer service for the District Buildings. All of these buildings and facilities are or will be located in unincorporated Winfield Township. While the DISTRICT has determined that the maintenance, construction and possible future replacement of District Buildings are important to the safe and efficient maintenance of the forest preserve system, the DISTRICT and CITY recognize the “rural” character of the area they are and would be located in. In order to allow the DISTRICT to carry out its mission and minimize the impact improvements to the Mack Road Maintenance Complex may have on the surrounding neighborhood, and specifically, properties located in the City of Warrenville, the DISTRICT and CITY agree as follows:
- 5.2.1 DISTRICT buildings connected to CITY Water: Unless otherwise approved by both the CITY and the DISTRICT, only the District Buildings will be allowed to be connected to CITY water service. Once the City Facilities Extensions are completed and the District Buildings are connected, the CITY will, subject to the provisions of this AGREEMENT and the City Code, provide ongoing public water and sanitary service to the District Buildings.
- 5.2.2 Countywide Stormwater and Floodplain Ordinance Compliance: The DISTRICT will design and implement all new construction and reconstruction at the Mack Road Maintenance Complex in compliance with the DuPage Countywide Stormwater and Floodplain Ordinance in effect at the time of the implementation of any such project. The DISTRICT will obtain a DuPage County Stormwater Management Permit/Certification from DuPage County Stormwater Management for the planned new GNRMC prior to construction commencing on said facility.
- 5.2.3 Tap-on Fees and Water and Sewer Use Charges: The DISTRICT will pay applicable water meter and water and sanitary sewer use charges outlined in sections 7-4B-5 and 7-4C of the CITY’S City Code as now existing or hereafter amended. These fees are based on the size of the domestic water meter service pipe. The CITY agrees to waive all water and sanitary sewer tap-on fees for all of the District Buildings.

6.0 INDEMNIFICATION

- 6.1 Each party to this AGREEMENT shall require that any third party vendor, consultant or contractor hired to do work on the project shall (a) name the CITY and the DISTRICT as non-contributory co-insureds on the liability insurance policy of the vendor, consultant or contractor and (b) agree to defend, save, indemnify, keep and hold harmless the other parties, and all of their officers, elected officials, servants, agents and employees from all liabilities, damages, suits, costs and expenses in law or equity, including costs of suit, expenses for legal services and defense and including the agents, servants and employees of the parties, for personal injury, death judgments and settlements that may at any time arise or be claimed by any person, or property damage or any and all other claims or suits of any nature whatsoever that might arise or result directly or indirectly, from the negligent acts or omissions, or the intentional acts of the third party related to its work on the project. All contracts entered into by each party to this AGREEMENT with any third party vendor, consultant or contractor shall include a provision specifically naming the other parties as third-party beneficiaries of the hold harmless and indemnification to be provided by the third party vendor, consultant or contractor under this paragraph.
- 6.2 Pursuant to the authority conferred by Article VII of the Local Government and Governmental Employee Tort Immunity Act, each party to this AGREEMENT (as indemnitor) shall defend, save, indemnify, keep and hold harmless the other party (as indemnitee) and all of their officers, elected officials, servants, agents and employees from all liabilities, damages, suits, costs and expenses in law or equity, including costs of suit, expenses for legal services and defenses and settlements and judgments that may at any time arise or be claimed by any person, including the agents, servants and employees of the indemnitor or indemnitee, for personal injury, death or property damage or any and all other claims or suits of any nature whatsoever that may arise or result, directly or indirectly, or in any manner connected with the indemnitor's rights, responsibilities or actions under this AGREEMENT, when caused by an act or omission to act on the part of the indemnitor, its officers, agents or employees, that allegedly constitutes, without limitation, negligence, creation or maintenance of a dangerous condition on public property, or intentional infliction of harm. The parties agree that, notwithstanding the language above, no party waives, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.), or otherwise available to other parties, under the law and that there shall be no obligation to indemnify whenever a party has a defense or protection to a claim under the local Government and Governmental Employees Tort Liability Act or common law.

7.0 NOTICES

- 7.1 All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with the postage prepaid and deposited in

the United States mail. Notices served upon the CITY shall be directed to the City Administrator, City of Warrenville, 3S258 Manning Avenue, Warrenville, IL 60555. Notices served upon the DISTRICT shall be directed to the Executive Director, Forest Preserve District of DuPage County, P.O. BOX 5000 Naperville Road, Wheaton, IL 60189-5000. Notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

8.0 SEVERABILITY

- 8.1 In the event, any provision of this AGREEMENT is found to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not invalidate or render unenforceable any other provision of this AGREEMENT, providing that the spirit and intent of the AGREEMENT can be given effect.

9.0 ENTIRE AGREEMENT

- 9.1 The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written negotiations and agreements. No provision may be modified in any respect unless such modification is in writing and signed by both parties.
- 9.2 In the event of a conflict between the terms or conditions or this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

10.0 MISCELLANEOUS TERMS

- 10.1 This AGREEMENT shall be executed in multiple counterparts, and each copy shall be deemed an original.
- 10.2 This AGREEMENT shall be governed by the laws of the State of Illinois as to both interpretation and performance. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall exclusively be the Eighteenth Judicial Circuit Court for DuPage County.
- 10.3 This AGREEMENT may be amended or modified only by written instrument duly approved and signed by both parties to the AGREEMENT.
- 10.4 No course of dealing or failure of any party to enforce strictly any term, right or condition of this AGREEMENT shall be construed as a waiver of such term, right or condition. No express waiver of any term, right or condition of this AGREEMENT shall operate as a waiver of any other term, right or condition.

IN WITNESS whereof, the parties set their hands and seals as of the date written above.

CITY OF WARRENVILLE

FOREST PRESERVE DISTRICT OF
DU PAGE COUNTY

David Brummel, Mayor

Daniel Hebreard , President

ATTEST:

ATTEST:

City Clerk

Secretary

4903-2165-3021, v. 2

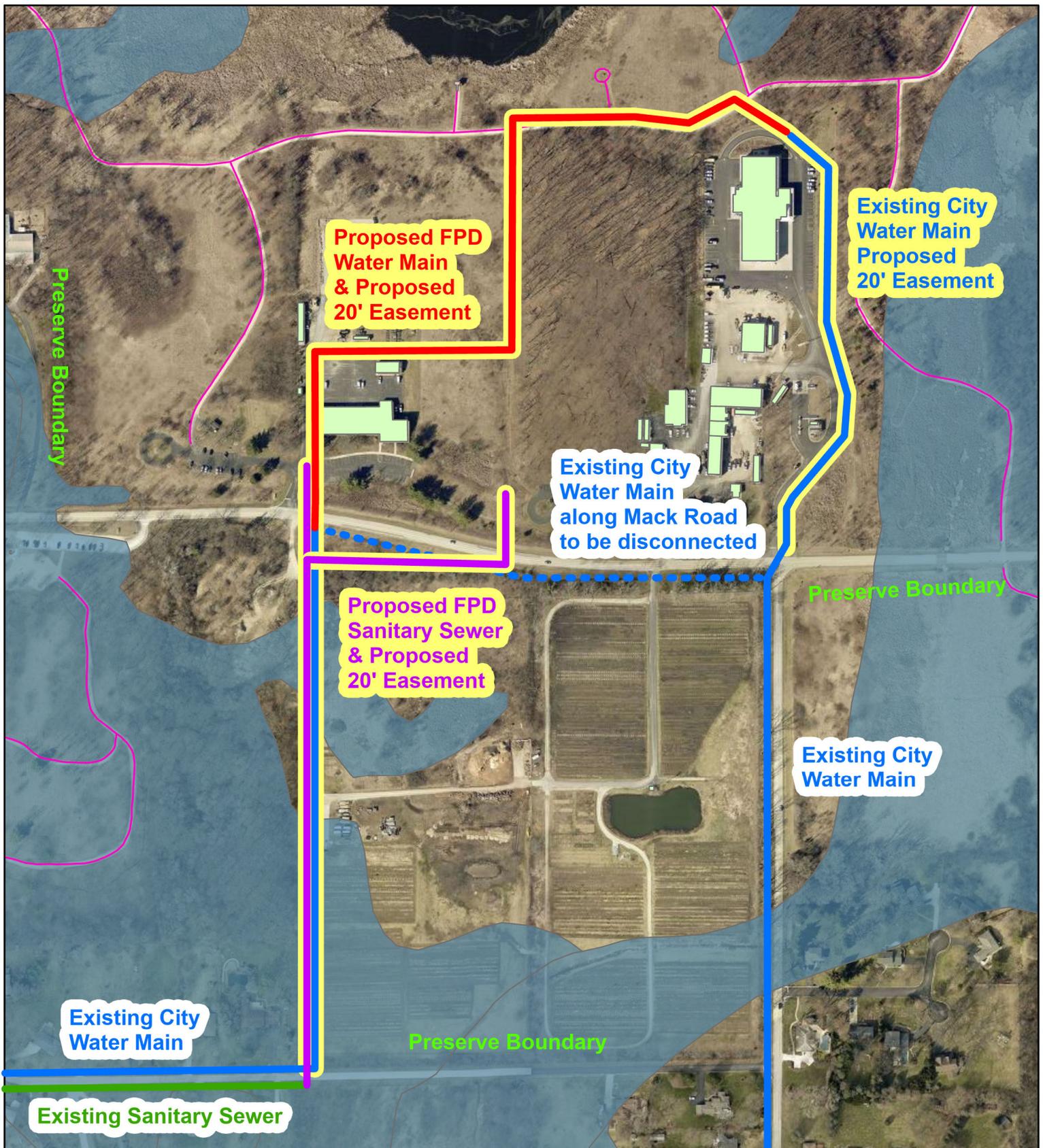
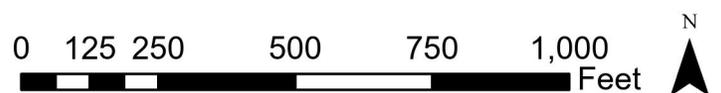


Exhibit A

Grounds and Natural Resources
 Management Maintenance Campus
 Project Number Z-021-030



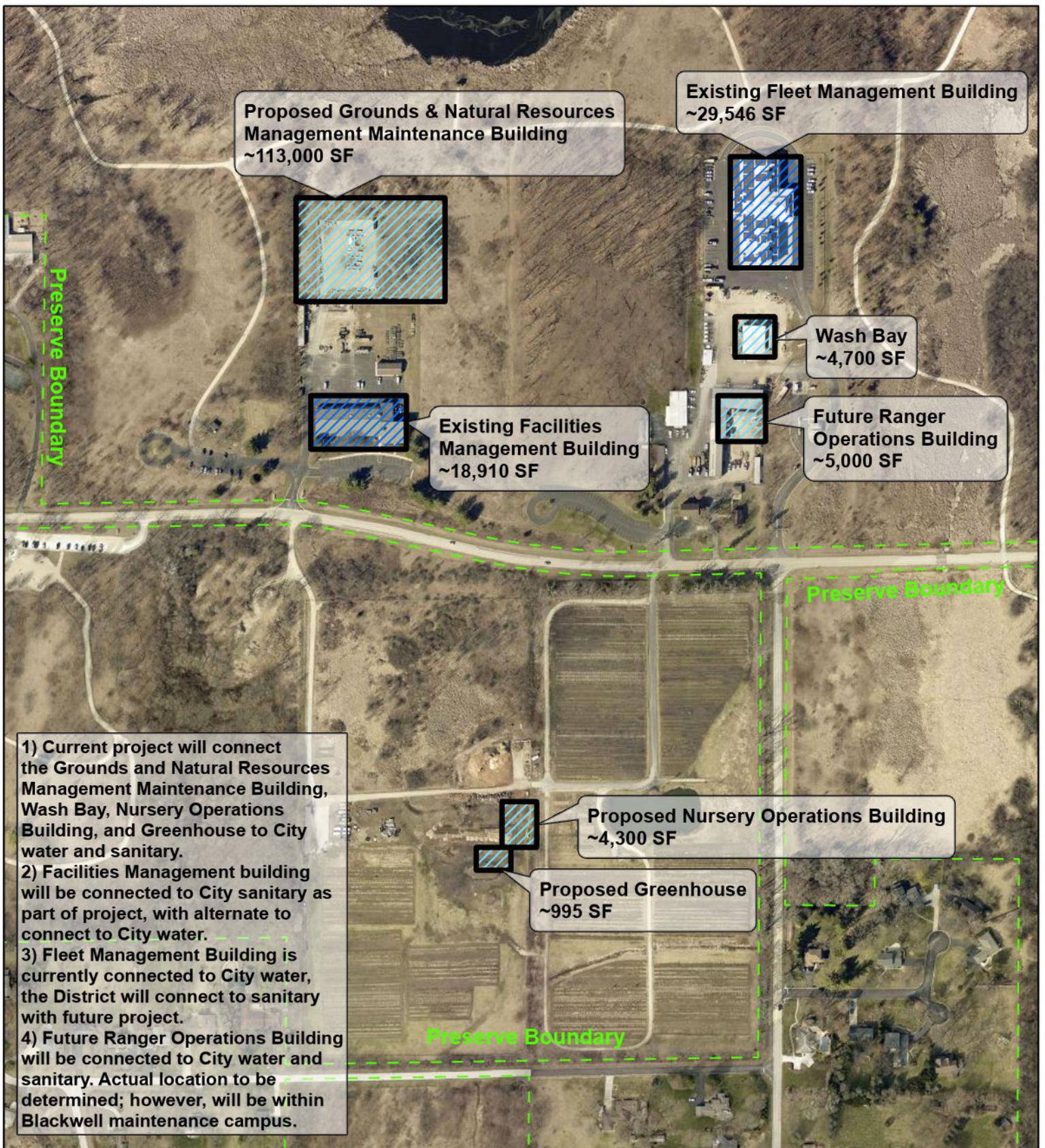
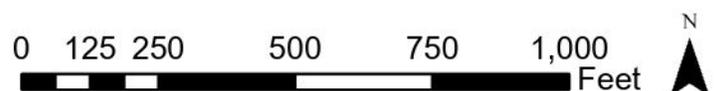


Exhibit B

Grounds and Natural Resources
Management Maintenance Campus
Project Number Z-021-030



RESOLUTION NO. 2025-__

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE
FOREST PRESERVE DISTRICT OF DUPAGE COUNTY REGARDING
CERTAIN TRAIL IMPROVEMENT PROJECTS**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the City desires to enter into an intergovernmental agreement with the Forest Preserve District of DuPage County ("***District***") setting forth the parties' respective roles and obligations regarding three potential trail improvement projects should the trail improvement projects move forward in the future ("***Trail Improvement Agreement***"); and

WHEREAS, Article VII, Sec. 10, and the Illinois Constitution and the Intergovernmental Cooperation Act authorize units of local government to enter into intergovernmental agreements pertaining to intergovernmental activities; and

WHEREAS, the City and District are public agencies within the meaning of the Intergovernmental Cooperation Act, as set forth in 5 ILCS 220/1 et seq.; and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Trail Improvement Agreement with the District;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

SECTION 2: Approval of Trail Improvement Agreement. The Trail Improvement Agreement by and between the City and the District is approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3: Execution. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute, on behalf of the City, the Trail Improvement Agreement.

SECTION 4: Effective Date. This Resolution shall be in full force and effect following its passage and approval in the manner provided by law.

[VOTING AND APPROVAL PAGE FOLLOWS]

PASSED THIS ____ day of _____, 2025.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A

TRAIL IMPROVEMENT AGREEMENT

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE FOREST PRESERVE DISTRICT OF DU PAGE COUNTY
AND THE CITY OF WARRENVILLE REGARDING THE DESIGN, FUNDING, IMPLEMENTATION
AND MAINTENANCE OF THREE TRAIL IMPROVEMENT PROJECTS**

This Intergovernmental Agreement (hereinafter "AGREEMENT") is made and entered into this _____ day of _____, 2025 ("EFFECTIVE DATE"), by and between the Forest Preserve District of DuPage County, a body corporate and politic, (hereinafter "DISTRICT") and the City of Warrenville, an Illinois Home Rule Municipality, (hereinafter "CITY"). The DISTRICT and the CITY are hereinafter sometimes individually referred to as a "party" or together as the "parties."

WITNESSETH:

WHEREAS, the DISTRICT has an extensive recreational trail system within DuPage County, including trails within and adjacent to CITY boundaries; and

WHEREAS, the CITY has requested that the DISTRICT work cooperatively with the CITY on certain proposed future trail improvement projects within and adjacent to the CITY corporate boundaries; and

WHEREAS, the parties acknowledge that none of the path improvement projects contemplated by this AGREEMENT have been specifically authorized by either the CITY or the DISTRICT, either through budget appropriations or otherwise; and

WHEREAS, in anticipation of these future potential path improvement project, the parties have decided to delineate their duties and responsibilities regarding the design, funding, construction and maintenance of the trail improvement projects, should such trail projects be implemented; and

WHEREAS, the parties have determined that it is reasonable, necessary and in the public interest and welfare to work cooperatively regarding the trail improvement projects; and

WHEREAS, the parties are public agencies within the meaning of the Intergovernmental Cooperation Act, as set forth in 5 ILCS 220/1 et seq.; and

WHEREAS, Article VII, Sec. 10, and the Illinois Constitution and the Intergovernmental Cooperation Act authorize units of local government to enter into intergovernmental agreements pertaining to intergovernmental activities; and

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, and in the spirit of intergovernmental cooperation, the parties agree as follows:

1.0 INCORPORATION OF RECITALS

1.1. The recitals set forth above are incorporated herein and made part hereof.

2.0 TRAIL IMPROVEMENT PROJECTS

2.1 BATAVIA ROAD MULTI-USE TRAIL EXTENSION WEST OF BUTTERFIELD ROAD:

- a. **Project Scope:** The DISTRICT and the CITY concur that it would be desirable to coordinate on the design and potential construction of a new multi-use trail along the north side of Batavia Road, west of Butterfield Road. The trail would extend an existing multi-use trail approximately 500 feet west to connect to the Cenacle Trail in Blackwell Forest Preserve. A graphic illustration of the of the proposed trail is attached hereto and incorporated herein as **Exhibit A**.
- b. **Design Process:** The CITY will lead the preparation of the preliminary and final design plans for this trail improvement. The CITY will submit the preliminary design and final construction documents for said improvement to DISTRICT staff for input and approval. The DISTRICT will render a decision on the plans within 30 days after the CITY submits them to the DISTRICT. DISTRICT approval will not be unreasonably withheld. If the DISTRICT cannot approve the plans as presented, the DISTRICT will provide review comments to the CITY and allow for resubmittal.
- c. **Funding Responsibility:** The CITY shall be responsible for all funding for this trail improvement project. The DISTRICT, if requested by the CITY, will be a non-financial joint grant applicant on any grant funding applications the CITY prepares and submits for this trail improvement project.
- d. **Construction Responsibility:** The CITY will be responsible for coordinating all bidding, permitting, and construction activities associated with the implementation of this trail improvement project. The DISTRICT will work cooperatively with the CITY to facilitate the efficient construction of this trail.
- e. **Timing:** The CITY will have ten years from the EFFECTIVE DATE of this AGREEMENT to make a final decision on whether or not to implement this trail improvement project. For the purposes of this Section 2.1, the CITY will be deemed to have made a “final decision” when funding for any phase of engineering, property acquisition, or construction for this trail improvement project has been included in a budget approved by City Council. If the CITY does not make a final decision to move forward the trail improvement project within this ten-year period, the DISTRICT will have no further obligation or requirement under the AGREEMENT to cooperate, or accommodate its implementation; . The CITY will coordinate with the DISTRICT to conduct a public information and input meeting regarding this path improvement project within nine years after the EFFECTIVE DATE of this AGREEMENT. The Warrenville City Council will have one year after the public information and input meeting to make a final decision on whether to allocate required CITY funding and implement said improvement.
- f. **Maintenance responsibility:** If this trail improvement project is constructed, the CITY will be responsible for maintaining said trail improvements.
- g. **Easements and Acquisitions of Right-of-Ways:** The DISTRICT will grant all permanent and temporary construction easements on DISTRICT property necessary to construct and maintain this trail improvement project to the CITY pursuant to an easement agreement negotiated and executed by the DISTRICT and the CITY. The DISTRICT will waive all fees and costs associated with the easements and the easement

agreement, including tree removal fees and legal costs. The DISTRICT shall assist with acquisition of rights-of-way from third parties with support and coordination, but no funding will be provided for acquisition of third-party properties. The City shall be responsible for recording all easement documents with the DuPage County's Recorders Office and pay any fees associated with recording those documents.

- h. **Communication:** The DISTRICT will participate in project communication and provide support as necessary for this project.

2.2 DIEHL ROAD MULTI-USE TRAIL EXTENSION ACROSS WEST BRANCH DUPAGE RIVER TO MCDOWELL TRAIL:

- a. **Project Scope:** The DISTRICT and the CITY concur that it would be desirable to coordinate on the design and potential construction of a new multi-use trail along the south side of Diehl Road, west of Davis Parkway, west of Lund Lake. A pedestrian bridge across the West Branch DuPage River would be constructed to connect to the McDowell Trail. A graphic illustration of the of the proposed trail is attached hereto and incorporated herein as **Exhibit B**.
- b. **Design, Funding, Construction:** The DuPage County Division of Transportation ("DuDOT") will design, fund, and construct this path improvement project. The DISTRICT will coordinate with DuDOT regarding the project design, funding, and construction pertaining to license and easement requests to complete improvements. The CITY and the District, if requested by DuDOT will be a non-financial joint grant applicants on any grant funding applications DuDOT prepares and submits for this trail improvement project.
- c. **Timing:** The parties anticipate that this project will occur in coordination with the replacement of the Diehl Road Bridge, whenever such bridge is due for replacement as determined by DuDot.
- d. **Easements and Acquisitions of Right-of-Ways:** The DISTRICT and CITY shall negotiate and execute any easements necessary for the construction and maintenance of this path improvement on their respective properties and agree to waive all fees associated with the easements and the easement agreements, including tree removal fees and legal costs. The DISTRICT shall assist with acquisition of rights-of-way from third parties with support and coordination, but no funding will be provided for acquisition of third-party properties.
- e. **Communication:** The DISTRICT will participate in project communication and provide support as necessary for this project including cooperation with DuDOT and the CITY.

2.3 BLACKWELL WEST OF RTE. 59 TRAIL CONNECTION :

- a. **Project Scope:** The DISTRICT and the CITY concur that it would be desirable to coordinate on the design and potential construction of a new multi-use trail connection between Fox Hollow and Maple Hill subdivisions along one of two potential configurations: 1) through DISTRICT property along the CITY's current water and

sanitary easement; or 2) through DISTRICT property along the Route 59 frontage. A graphic illustration of the of the proposed trail is attached hereto and incorporated herein as **Exhibit C**.

- b. Design Process:** The CITY will lead the preparation of the design and construction plans for this trail improvement project. The CITY will submit the preliminary design and final construction documents for said improvement to DISTRICT staff for input and approval. The DISTRICT will render an opinion on the plans within 30 days after the plans are submitted to the DISTRICT. DISTRICT approval will not be unreasonably withheld. If the DISTRICT cannot approve the plans as presented, the DISTRICT will provide review comments to the CITY and allow for resubmittal.
- c. Funding Responsibility:** The CITY shall be responsible for all funding for this multi-use trail extension. The DISTRICT, if requested by the CITY, will be a non-financial joint grant applicant on any grant funding applications the CITY prepares and submits for this trail improvement project.
- d. Construction Responsibility:** The CITY will be responsible for coordinating all bidding, permitting, and construction activities associated with the implementation of this trail improvement project. The DISTRICT will work cooperatively with the CITY to facilitate the efficient construction of this trail.
- e. Easements:** The DISTRICT agrees to grant to the CITY all permanent and temporary construction easements on DISTRICT property necessary to construct and maintain this trail improvement project pursuant to an easement agreement negotiated and executed by the DISTRICT and the and CITY. The DISTRICT will waive all fees associated with the easements, including tree removal fees. The City shall be responsible for recording all easement documents with the DuPage County's Recorders Office and pay any fees associated with recording those documents.
- f. Timing:** The CITY will have twenty years from the EFFECTIVE DATE of this AGREEMENT to make a final decision on whether or not to implement this particular trail improvement. For the purposes of this Section 2.3, the CITY will be deemed to have made a "final decision" when funding for any phase of engineering, property acquisition, or construction for this trail improvement project has been included in a budget approved by City Council. If the CITY fails to make a final decision regarding these trail improvements within this twenty-year period, the DISTRICT will have no further obligation or requirement under the AGREEMENT to cooperate or accommodate its implementation. The CITY will coordinate with the DISTRICT to conduct the above referenced public information and input meeting within nineteen years from the EFFECTIVE DATE of this AGREEMENT. Within one year following the above referenced public information and input meeting, the Warrenville City Council will make a final decision on the trail improvement.
- g. Maintenance responsibility:** If constructed, the CITY will be responsible for maintenance and for all costs and expenses of said trail improvements.

- a. **Communication:** The DISTRICT will participate in project communication and provide support as necessary including cooperation with IDOT and the CITY.

3.0 INDEMNIFICATION

3.1 Each party to this AGREEMENT shall require that any third party vendor, consultant or contractor hired to do work on the project shall (a) name the CITY and the DISTRICT as non-contributory co-insureds on the liability insurance policy of the vendor, consultant or contractor and (b) agree to defend, save, indemnify, keep and hold harmless the other parties, and all of their officers, elected officials, servants, agents and employees from all liabilities, damages, suits, costs and expenses in law or equity, including costs of suit, expenses for legal services and defense and judgments and settlements that may at any time arise or be claimed by any person, including the agents, servants and employees of the parties, for personal injury, death or property damage or any and all other claims or suits of any nature whatsoever that might arise or result directly or indirectly, from the negligent acts or omissions, or the intentional acts of the third party related to its work on the project. All contracts entered into by each party to this AGREEMENT with any third party vendor, consultant or contractor shall include a provision specifically naming the other parties as third-party beneficiaries of the hold harmless and indemnification to be provided by the third party vendor, consultant or contractor under this paragraph.

3.2 Pursuant to the authority conferred by Article VII of the Local Government and Governmental Employee Tort Immunity Act, each party to this AGREEMENT (as indemnitor) shall defend, save, indemnify, keep and hold harmless the other party (as indemnitee) and all of their officers, elected officials, servants, agents and employees from all liabilities, damages, suits, costs and expenses in law or equity, including costs of suit, expenses for legal services and defenses and settlements and judgments that may at any time arise or be claimed by any person, including the agents, servants and employees of the indemnitor or indemnitee, for personal injury, death or property damage or any and all other claims or suits of any nature whatsoever that may arise or result, directly or indirectly, or in any manner connected with the indemnitor's rights, responsibilities or actions under this AGREEMENT, when caused by an act or omission to act on the part of the indemnitor, its officers, agents or employees, that allegedly constitutes, without limitation, negligence, creation or maintenance of a dangerous condition on public property, or intentional infliction of harm. The parties agree that, notwithstanding the language above, no party waives, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.), or otherwise available to other parties, under the law and that there shall be no obligation to indemnify whenever a party has a defense or protection to a claim under the local Government and Governmental Employees Tort Liability Act or common law.

4.0 NOTICES

4.1 All notices required to be given under the terms of this AGREEMENT shall be in writing served by certified or registered mail, return receipt requested, properly addressed with the postage prepaid and deposited in the United States mail. Notices served upon the CITY shall be directed to the City Administrator, City of Warrenville, 3S258 Manning Avenue, Warrenville, IL 60555. Notices served upon the DISTRICT shall be directed to the Executive

Director, Forest Preserve District of DuPage County, P.O. BOX 500, Wheaton, IL 60189-5000. Notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

5.0 SEVERABILITY

5.1 In the event, any provision of this AGREEMENT is found to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not invalidate or render unenforceable any other provision of this AGREEMENT, providing that the spirit and intent of the AGREEMENT can be given effect.

6.0 ENTIRE AGREEMENT

6.1 The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written negotiations and agreements. No provision may be modified in any respect unless such modification is in writing and signed by both parties.

6.2 In the event of a conflict between the terms or conditions of this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

7.0 TERM

7.1 The term of this AGREEMENT will commence upon the EFFECTIVE DATE and terminate automatically upon the first of the following to occur: (i) all of the path improvements projects contemplated by Sections 2.1, 2.2, and 2.3 of this AGREEMENT have been completed; or (ii) 25 years; provided, however, that the parties may agree to extend the term of this AGREEMENT pursuant to a written amendment in accordance with Section 8.4 of this AGREEMENT.

8.0 MISCELLANEOUS TERMS

8.1 Nothing in this AGREEMENT should be construed to require or obligate any party to construct any of the path improvements described in this AGREEMENT, even if a "final decision" as defined in Sections 2.1 and 2.3 of this AGREEMENT, has been made.

8.2 This AGREEMENT shall be executed in multiple counterparts, and each copy shall be deemed an original.

8.3 This AGREEMENT shall be governed by the laws of the State of Illinois as to both interpretation and performance. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall exclusively be the Eighteenth Judicial Circuit Court for DuPage County.

8.4 This AGREEMENT may be amended or modified only by written instrument duly approved and signed by both parties.

8.5 No course of dealing or failure of any party to enforce strictly any term, right or condition of this AGREEMENT shall be construed as a waiver of such term, right or condition. No express waiver of any term, right or condition of this AGREEMENT shall operate as a waiver of any other term, right or condition.

IN WITNESS whereof, the parties set their hands and seals as of the date written above.

CITY OF WARRENVILLE

FOREST PRESERVE DISTRICT OF
DU PAGE COUNTY

David Brummel, Mayor

Daniel Hebreard, President

ATTEST:

ATTEST:

City Clerk

Secretary



DISTRICT Property

Proposed Multi-Use Path Connection

Batavia Road

Butterfield Road

Esri Community Maps Contributors, County of DuPage, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA,

Exhibit A - Batavia Road Path Extension



Proposed Multi-Use Path Connection

W. Branch DuPage River

DISTRICT Property

Diehl Road

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri

Exhibit B - Diehl Road Path Extension



Esri Community Maps Contributors, County of DuPage, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

Exhibit C - Route 59 Path Connection

DRAFT - FY 2026 Citywide Work Plan

(last revised by A Morgan 02/05/2025)

INTRODUCTION

The Citywide Work Plan does not include all projects that are listed in the individual department work plans, only those projects that require resources from multiple departments and are not reoccurring.

| TIER ONE INITIATIVES | | | | |
|--|--|---------------------------------|--------------------|---|
| Item | Project / Program / Activity | Expected Completion Date | Departments | City Plan |
| Ongoing Projects and Initiatives Expected to Continue | | | | |
| <i>Mack Road Bridge Replacement and Trail Improvement Project</i> | | | | |
| CW1-1 | Complete Property/Easement Acquisition (CD 22.04) | 8/31/2025 | PW,CD | SP - Quality City Services: City Infrastructure |
| CW1-2 | Coordinate Construction (CD 24.01) | 11/30/2026 | PW,CD | SP - Quality City Services: City Infrastructure |
| Implementation of New Software Solutions | | | | |
| CW1-3 | BS&A ERP Software Implementation | 7/15/2025 | PW,CD,FIN | SP - Quality City Services: City Infrastructure |
| CW1-4 | <i>Citizen Engagement Public Implementation</i> | 10/31/2025 | ALL | SP - Quality City Services: City Infrastructure |
| CW1-5 | Complete a Facilities and Space Needs study, including opportunities to improve building efficiency and reduce negative impacts on the environment | 4/30/2026 | ALL | SP - Quality City Services: City Infrastructure |
| CW1-6 | Collective Bargaining Negotiations with MAP 214 | 4/30/2026 | ADM,PD,FIN | SP - Supported and Responsive Workforce: Salary & Benefits |
| Proposed New Projects and Initiatives | | | | |
| CW1-7 | 2026 Road Program Bid Documents | 2/28/2026 | PW,CD | SP - Quality City Services: City Infrastructure |
| CW1-8 | Conduct a water and sanitary sewer rate study | 4/30/2026 | PW, FIN | SP - Quality City Services: Financial Policies |
| CW1-9 | Traffic study to evaluate speed limits and standardize speed limits on City streets. | 4/30/2026 | PW, PD | SP - Safe and Healthy Neighborhoods: Speed Limits |
| CW1-10 | Waste Franchise Agreement Renewal or RFP (Groot contract expires 4/30/26) | 4/30/2026 | PW, ADM | SP - Quality City Services: Building and Life Safety Safety Codes |
| CW1-11 | Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera | 4/30/2026 | PW,CD | SP - Quality City Services: City Infrastructure |

| TIER TWO INITIATIVES | | | | |
|--|--|-----------------|-------------|--|
| Item | Project Description | Completion Date | Departments | Other City Plans |
| Ongoing Projects and Initiatives Expected to Continue | | | | |
| CW2-1 | Development of ADA Transition Plan | 4/30/2026 | PW, CD | SP - Quality City Services: City Infrastructure |
| CW2-2 | Administration of Private Property Drainage Assistance Program | 4/30/2026 | PW, CD | SP - Safe and Healthy Neighborhoods: Legacy Private Infrastructure Challenges |
| Route 59 Sidewalk/Path Improvement Project | | | | |
| CW2-3 | Final Engineering Design (CD 23.03) | 12/1/2026 | PW, CD | Bike and Pedestrian Plan |
| CW2-4 | Complete Property/Easement Acquisition (CD 24.06) | 12/1/2026 | PW,CD | Bike and Pedestrian Plan |
| Proposed New Projects and Initiatives | | | | |
| CW2-5 | (EMA) Develop, coordinate and conduct National Incident Management System (NIMS) training for City staff based on staff position | 4/30/2026 | ALL | SP - Supported and Responsive Workforce: Staff and Elected Official Training |
| CW2-6 | (EMA) Develop, coordinate and conduct emergency Disaster drill training exercise for appropriate police, fire, and City staff | 4/30/2026 | ALL | SP - Supported and Responsive Workforce: Staff and Elected Official Training |
| CW2-7 | Upgrade or Add Security Cameras to all City buildings | 4/30/2026 | ALL | SP - Quality and City Services: Building and Life Safety |
| TIER THREE INITIATIVES | | | | |
| Item | Project Description | Expected | Departments | Other City Plans |
| Ongoing Projects and Initiatives Expected to Continue | | | | |
| CW3-1 | Develop Comprehensive Engineering and Public Infrastructure Specifications Manual | 4/30/2026 | PW, CD | SP - Quality and City Services: Maintain and Replace City Infrastructure |
| Proposed New Initiatives | | | | |

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

Tier Two – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three – These are desirable and valuable initiatives, but not items the Departments expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = Initiative or project for which a new FY 2026 Decision Package has been submitted.

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN

- 1 Proposed FY 2026 Work Plan does not account for impact of staff turnover.
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year.
- 3 Does not include normal everyday tasks.

City of Warrenville**MEMORANDUM**

TO: Mayor, City Council, and City Administrator White
FROM: Amy Emery, Dir. of Community and Economic Development AÆ
SUBJECT: ECONOMIC DEVELOPMENT ACTIVITY REPORT
DATE: March 5, 2025

This report provides an overview of market conditions and Warrenville's approach to addressing economic development priorities. It also summarizes the various pieces of economic development-related information staff has forwarded to the City Council since the September 2024 Community Development Committee of the Whole update report and provides Council members the opportunity to pose questions regarding actions, interactions or information.

MARKET CONDITIONS

Since September, the election cycle wrapped up and new federal leadership is in place. At the moment, it is difficult to know the impacts of the rapid-moving and diverse scope of changes being proposed and implemented by the administration. Most economic experts generally paint a very different picture than elected officials and this has created economic uncertainty. Concerns include:

- Interest rates and inflation remain very high, which are barriers to new business start-ups and expansion plans.
- Discretionary spending is impacted by higher prices, which is a factor contributing to some recent retail vacancies.
- New tariffs will directly impact construction (material costs) and consumer spending patterns (rising prices). It is possible that domestic products will be more competitive than cheaper imports due to tariffs, but that benefit will be limited to a few owners since Warrenville is not a major manufacturing community. The greater impact will be on residents and local business owners.
- Federal government spending freeze has impacted resources available for small businesses, minority owned businesses, and access to government contract work.

Each January, members of senior staff attend the Illinois Financial Forecast Forum. This gathering focuses on private sector views that will impact the public sector. The timing of this year's event, just four days prior to the commencement of the new federal administration, was at a moment where the data reflected the existing economic conditions, but any forecasting was heavily cautioned based on the uncertainty of new administration priority policies and their impact on the economy. Key takeaways included:

- Economists predict that inflation will increase in 2025 and not likely to come down after.
- Labor force participation is trending downward. As baby boomers retire the labor force is expected to flatten.

- The economy of the Midwest grows at a slower rate than the national economy. It is generally less volatile and reacts less to extreme market conditions.
- The best-case scenario prediction was a no-growth economic forecast.
- The consumer price index from December 2023 to December 2024 was 2.9%. The established target by the Biden Administration of 2% was not achieved. Speakers warned impacts of potential tariffs and deportations on labor force will increase these numbers more in 2025.

Focusing on the local economic picture, for now demand remains strong for new construction. Since the last report, the Census Bureau officially reported the results of Warrenville's special census count. The results confirmed Warrenville's strong residential growth. While residential construction is certainly economic development, so are new commercial businesses that support the needs and desires of new residents. Warrenville continues to see applications and concepts presented for new residential, commercial, and other uses. Long-term market conditions are difficult to predict, but staff is actively monitoring and collaborating with area agencies to stay informed and act strategically. In the interim, staff focus is on providing outstanding customer service, efficient processes, and connections.

ECONOMIC DEVELOPMENT STRATEGY

The first goal of Warrenville's previous Strategic Plan was Economic Development, which reads:

Enhance the City's tax base, support the growth of businesses, increase local shopping and dining opportunities, diversity the City's labor market, expand housing options, and create attractive gathering places.

Under the new Strategic Plan, adopted during this reporting period, Goal #1 is for an energetic and healthy economy.

Warrenville encourages an energetic economy by meeting the variety of changing trends to enhance our existing diversified tax base.

To accomplish this goal strategic priority actions include: (1) monitoring trends, (2) conducting outreach with local business to support retention and expansion, and (3) maintaining and diversify revenue streams. Acting accordingly, Warrenville staff is taking proactive steps to entice desired investment and monitor trends. Since September 2024 this has included:

- Creating a Merry Market component as part of the annual Holly Days event. Nearly a dozen vendors showcased their merchandise in City Hall during this inaugural event. Staff are currently working with the Park District to plan for more opportunities in 2025.
- Contract with Retail Strategies to prepare a community analysis, real estate analysis, recruitment plan, and connections for two important shopping areas: Cantera and Warrenville Commons.

- Hire an Economic Development Specialist. This position will focus on efforts to support existing local business retention and expansion efforts, fill vacant spaces, promote local shopping, and more.
- Hosting weekly pre-application meetings with property owners and developers with conceptual ideas to help them prepare quality development applications
- Participation at marketing and networking events with realtors, developers and municipal economic development directors to spark ideas and generate business opportunity leads and connections.

OUTREACH AND PARTNERSHIP

Warrenville's economic development efforts are being coordinated by the City Staff team consisting of City Administrator White, Community and Economic Development Director Emery, and Assistant Community Development Director Hocking. This team collaborates with a great variety of stakeholders – both local and regional – to promote Warrenville and invite investment in the community. Here are some highlights forwarded to City Council since September 2024:

Economic Development Representatives (EDR) Meeting

In January, Director Emery hosted an (EDR). Discussion focused on review of the initial draft and rollout process for the Request for Proposals (RFP) to solicit redevelopment of the OTRS#2 (Former Citgo) site, strategies to respond to rising residential development requests in the context of sanitary capacity limits, and efforts to coordinate with State Legislators about the future of the Youth Detention Facility.

Hospitality Meetings

Since September 2024, two Hospitality Group meetings were held (October and January). The focus of these meetings has been on new collaborative marketing to target mini trade shows, weddings, and other smaller events to connect area event planners with Warrenville hotels. Collective marketing is a successful strategy employed in competitive communities. The idea is to market as a block group of rooms in the community versus individual hotels. A more cohesive set of marketing materials to promote all hotels in Warrenville has been developed with assistance provided by City staff. The effort is another means to build on the success of Warrenville Hotels. During the reporting period, Warrenville hotels outperformed DuPage County, Chicagoland, and feeder markets (Milwaukee, Detroit, Indianapolis) with respect to occupancy (up 7.9% year-to-year). As of the last Hospitality Meeting in January, all Warrenville hotels reported a positive outlook for 2025 noting an expectation of the return of corporate businesses to be a more significant share of the overall market.

Economic Development Leader Collaboration

In October, CEDD Emery and ACDD Hocking joined directors from Woodridge, West Chicago, Lisle, Schaumburg, Winfield, and St. Charles for a meeting to discuss area development trends, legislative actions in Springfield, and county economic development initiatives. These collaborations are important to be mindful of area trends and pressures in the market so Warrenville can respond effectively. The meeting was held in Warrenville and time was spent discussing the Warrenville By Design Overlay Zoning District and touring the City-owned Old Town Redevelopment Site at the northeast corner of Batavia and Warrenville Roads.

Choose DuPage

Choose DuPage is an important partner for Warrentville. They provide critical site data and facilitate introductions about Warrentville to prospective developers. In January, CEDD Emery attended “Deep Dive DuPage” an economic development discussion hosted by Choose DuPage. This gathering was an extension of the “State of the DuPage Economy” annual meeting typically held in June. Speakers examined national economic trends and how they have translated locally. Economists provided predictions of changes to anticipate under the new Federal administration. During a review of DuPage County economic statistics, shifts were reported in DuPage County employment sectors over the last five years. While previously dominated by office/administrative professionals, today 28% of employees are in wholesale trades, 26% in manufacturing, and 21% in healthcare. Through the end of 2024, 55.9% of DuPage County employees work in-office. Gen Z and Alpha continue to drive push for remote work options.

Discover DuPage

In November, CEDD Emery and ACDD Hocking joined Mayor Brummel at the Discover DuPage annual meeting. The focus of this event was on the impact of local tourism (revenue¹ is up 25% year-over-year (\$77.4 million)). During this meeting, staff learned that one of the biggest growth sectors anticipated in the coming year is in-person meetings/events. Discover DuPage reported finding more and more that home-based employees are seeking strategic opportunities to engage in-person with peers. In demand are small meeting spaces and special event/seminar venues. The growing sports sector is also a strong support for tourism revenues.

Western DuPage Chamber

Since March of 2024, Director Emery has continued to attend bi-monthly “We Develop Leads and Connections” meetings of local businesses focused on supporting area entrepreneurs. Participation in this group helps to provide a pulse on the challenges facing start-up and home-based area businesses. This information is being used to target new opportunities (e.g., Holly Days), improve educational information available on the City’s Web Page, and add value to Warrentville’s Business Licensing Program. It is worth noting, Warrentville Business participation has more than doubled since Director Emery joined the group.

DEVELOPMENT ACTIVITY - COMMERCIAL**Sargent & Lundy, 4320 Winfield Road**

In September, Sargent & Lundy initiated a \$1.5 million dollar interior remodel during the reporting period. Sargent & Lundy is a power and energy engineering and architectural design firm. They specialize in nuclear power, grid modernization and renewable energy system design.

4M, 4S040 Route 59 Construction

In September, construction started on the 4S040 Route 59 building (commonly referred to as the 4M building). This project will see a former single tenant restaurant transformed into a multi-tenant building with a drive-through available for one suite. This creates multiple commercial

¹ Revenue reporting is based on hotel, food, beverage, retail, and recreational spending and jobs.

opportunities on a major street. The construction estimate is for \$1.8 million. Construction was halted for a couple months during the winter as steel acquisition became a problem and temperatures prevented work from continuing. The project is anticipated to be completed later this year.

Northwestern Medical Cancer Center, 4405 Weaver Parkway

This project includes a 43,700 square foot building addition to the Cancer Center and a three-story parking garage addition. City council approved a major PUD and site-specific amendments in February 2024. The construction value is estimated to be over \$50 million. After completing building design and plan review, permits were released in August and construction is underway.

PW Auto Clinic, 29W573 Batavia Road

In September, the Car Clinic was purchased by PW Auto. This is the second location for the owner/operators who have more than 40 years of combined experience as factory trained technicians. Their business is known for its outstanding customer service. They are thrilled to be located in Warrenville.

Prairie Cannabis Dispensary, 4S120 IL Route 59

The Prairie Cannabis Dispensary (formerly named NuEra) was issued a Certificate of Occupancy in December. A soft opening started in January with a grand opening and ribbon cutting hosted by the Western DuPage Chamber in February.

Milano's Pizza Restaurant, 3S015 Route 59

In March, Milanos Pizza, located at 3S015 Rt 59 (formerly Roma D'Italia Pizza), received its business license and passed final inspections. The pizza restaurant will offer a variety of pizzas, appetizers, and pastas.

Closures

Since the last report was released, Honey Berry Café and Sweet Vibes Dessert Lounge, both in Cantera, closed. The circumstances of their closures differ. City Staff has been in communication with property owners and is working to find tenant leads, including leveraging the efforts of Retail Strategies.

Key Vacancies

Staff continues to collaborate with the owner of the vacant McDonalds at 28231 Diehl Road. The owner has hired a new marketing team that is engaging with national tenants about location options. They are considering the possibility of subdividing the building to accommodate several separate tenants more in line with current market square footage demands.

Likewise, staff has been directing leads for the BP Training Facility at 28301 Ferry Road and the former Liberty Mutual Building at 27501 Bella Vista Parkway to the property owners and real estate representatives. Owners of buildings in Cantera have reported a recent uptick in medical office space inquiries.

Pre-Application Meetings

Since September, Community Development has hosted seventeen pre-application meetings with property owners and developers interested in a variety of projects including requests for new rental townhome project, single family detached residential, residential duplexes, fast casual restaurants, coffee shops, and automotive uses. Each meeting involves review of an application describing in as much detail available the concept and preparation of a detailed summary post-meeting outlining applicable requirements, processes, and fees to provide a clear path forward.

DEVELOPMENT ACTIVITY - RESIDENTIAL

In this reporting period, all Certificate of Occupancy’s have been issued to the Riverview West Townhomes (located along Torch Parkway) and units 2 and 3 of Lexington Trace Unit 3. A summary is provided in the table below.

| Subdivision | Total Planned | | Permits Issued | | Certificates of Occupancy Issued | |
|---------------------------------------|---------------|-------|----------------|-------|----------------------------------|------|
| | Buildings | Units | Buildings | Units | Temporary | Full |
| Lexington Trace Unit #2 (Brayman Ct) | 2 | 12 | 2 | 12 | None | 12 |
| Lexington Trace Unit #3 (Wheeler Cir) | 6 | 36 | 6 | 36 | None | 36 |
| Riverview West Townhomes (Torch Pkwy) | 13 | 60 | 13 | 60 | None | 60 |

DEVELOPMENT ACTIVITY – PERMIT AND INSPECTION SUMMARY

September 2024 Building Permit Activity Report

Building Division staff performed 118 inspections in September. The department issued 67 building permits, with a combined construction value of \$2,781,397 and approximately \$24,447 in permit fees were collected.

October 2024 Building Permit Activity Report

Building Division staff performed 155 inspections in October. The department issued 68 building permits, with a combined construction value of \$825,660 and approximately \$10,039 in permit fees were collected.

November 2024 Building Permit Activity Report

Building Division staff performed 88 inspections in November. The department issued 44 building permits, with a combined construction value of \$894,799 and approximately \$13,301 in permit fees were collected.

December 2024 Building Permit Activity Report

Building Division staff performed 100 inspections in December. The department issued 27 building permits, with a combined construction value of \$252,490 and approximately \$4,137 in permit fees were collected.

January 2025 Building Permit Activity Report

Building Division staff performed 45 inspections in January. The department issued 18 building permits, with a combined construction value of \$392,191 and approximately \$4,443 in permit fees were collected.

February 2025 Building Permit Activity Report

Building Division staff performed 22 inspections in February. The department issued 20 building permits, with a combined construction value of \$780,351 and approximately \$9,720 in permit fees were collected.

PLANNING AND ENGINEERING INITIATIVES

During this reporting period site preparation work was completed on the OTRS#2 (Former Citgo) site. In December staff received approval from the Illinois Environmental Protection Agency (IEPA) for the final Revolving Loan Fund payment for the non-leaking underground storage tank remediation work. Also in December, the City received a No Further Remediation letter from the IEPA. Additionally, City Council completed necessary zoning entitlements to clear a path forward for development. This included an updated agreement with the Voegtles. A soft launch of a Request for Proposal (RFP) document has been made to local investors. A full release is anticipated later this spring. Proposals would be submitted this summer and fall for review and action.

NEW REPORT FORMAT

With the anticipated release of new Enterprise Resource Software and hiring of an Economic Development Specialist, this report will be enhanced and reformatted. The next release will showcase Warrenville's economic development in a fresh new easy to read format that will be ready for wider release.



COMMUNITY DEVELOPMENT DEPARTMENT

January 2025 – February 2025

BI-MONTHLY
CODE ENFORCEMENT ACTIVITY
SUMMARY REPORT

Prepared by: John Cumpek, Code Enforcement Officer
February 26, 2025

January and February Code Enforcement Activity

Summary

General Activity

- 33 new cases were opened in this reporting period.
- 17 signs were removed from the City right of way during the January/February reporting period.
- No instances of work without a permit have been addressed to residents and contractors in this reporting period.
- Three properties were posted as uninhabitable due to water shut off because of non-payment of utility bills.
- Two building-related inspections were conducted by Code Enforcement staff.
- Proceedings started to determine if a business license issued to 29W140 Butterfield Road #106 – Orchid Spa should be revoked for possible violations of business licensing regulations. Next hearing date scheduled for March 3, 2025.

Administrative Adjudication Hearings Summary

No citations were heard during the January-February recording period.

The next Administrative Adjudication Hearing is scheduled for March 19, 2025.

| Location of Violation | Issued Date | Latest Follow-up Date | Complaint/ Violation | Comments | Status |
|--|-------------|-----------------------|---|--|-------------|
| ONGOING FROM PRIOR REPORTING PERIODS | | | | | |
| Alliance Construction/Beacon Building Supply 3S540 Route 59 | 6/17/21 | 10/28/2024 | Property not in compliance with Special Use Ordinance 3026 | Court citation issued \$126,000.00 fine | In progress |
| 3S450 Route 59 | 7/8/2024 | 10/28/2024 | Work without permit | Beacon Building Supply Car drove through the front window. | In progress |
| 30W218 Butterfield Road | 12/20/21 | 8/21/2024 | Inoperable vehicles being stored on property, debris/rubbish accumulation and fence in disrepair. | Eight citations issued | In progress |
| Preserves at Cantera | 10/2/2023 | 12/28/2023 | Damaged asphalt walking path and missing landscape | | In progress |
| 3S764 Route 59 | 12/15/2023 | 2/24/2025 | Commercial vehicles stored on undeveloped land located in the flood plain | | In progress |
| 3S020 Continental Drive | 4/3/2024 | 10/28/2024 | Bridge repairs | Summerlakes HOA | In progress |
| 4S241 River Road | 8/19/2024 | 8/19/2024 | Graffiti on retaining wall | Bower Elementary School | In progress |
| 3S611 Landon Avenue | 12/11/2024 | 12/11/2024 | light shining on street/temporary driveway removal | | In progress |
| 29W140 Butterfield Road #106 | 12/23/2024 | 2/24/2025 | Business operating outside of the terms of the business license | Orchid Spa | In progress |
| | | | | | |
| JANUARY | | | | | |
| Route 59/Albright Street | 1/6/2025 | 2/10/2025 | Sign advertising company on vacant parcel | | In progress |
| 2S610 Route 59 | 1/6/2025 | 1/20/2025 | Prohibited door locking device | KV Hotshots | Complete |

| Location of Violation | Issued Date | Latest Follow-up Date | Complaint/ Violation | Comments | Status |
|------------------------------|-------------|-----------------------|--|--------------------------------|-------------|
| Miscellaneous location | 1/6/2025 | 1/6/2025 | Illegal right of way obstruction | Two signs removed | Complete |
| Diehl Road/West Street | 1/13/2025 | 1/13/2025 | Debris in roadway | Property located in Naperville | Complete |
| Miscellaneous location | 1/13/2025 | 1/13/2025 | Illegal right of way obstruction | Six signs removed | Complete |
| 2S621 Continental Drive | 1/15/2025 | 1/27/2025 | Work without permits membrane structure | | In progress |
| 30W230 Calumet Ave W | 1/20/2025 | 2/7/2025 | Illegal dumping/damaged sign | | Complete |
| Miscellaneous location | 1/20/2025 | 1/20/2025 | Illegal right of way obstruction | One sign Removed | Complete |
| 3S600 Route 59 | 1/20/2025 | 1/22/2025 | Overnight truck parking | Thorntons | In progress |
| 3S260 Winfield Road | 1/20/2025 | 1/20/2025 | Drainage issues | | Complete |
| 30W081 Greenbrook Court | 1/8/2025 | 1/20/2025 | Debris accumulation/ vehicle on unimproved surface | | Complete |
| 28244 Diehl Road | 1/20/2025 | 1/22/2025 | Broken fire sprinkler pipe | A2B | Complete |
| 3S550 Wilbur Avenue | 1/23/2025 | 1/23/2025 | Do Not Occupy | Utilities Shut off | Complete |
| 30W151 Arlington Court | 1/23/2025 | 1/23/2025 | Do Not Occupy | Utilities Shut off | Complete |
| 30W030 Wembly Drive | 1/23/2025 | 1/23/2025 | Do Not Occupy | Utilities Shut off | Complete |
| 28W265 Warrenville Road #100 | 1/29/2025 | 2/7/2025 | Violation of special use/too many vehicles displayed | Did Dat Auto 4less | Complete |
| 2S781 Route 59 Unti A | 1/29/2025 | 1/29/2025 | Signs installed without permits | Route 59 Auto Detailing | Complete |
| FEBRUARY | | | | | |
| Miscellaneous location | 2/3/2025 | 2/3/2025 | Illegal right of way obstruction | Two signs removed | Complete |
| 3S334 Williams Road | 2/3/2025 | 2/3/2025 | Solar installation rough | BP2024-2522 | Complete |

| Location of Violation | Issued Date | Latest Follow-up Date | Complaint/ Violation | Comments | Status |
|-------------------------------|-------------|-----------------------|--|---------------------------------|-------------|
| 29W545 Country Ridge Drive #A | 2/3/2025 | 2/21/2025 | Interior drywall damage | | In progress |
| 29W441 Point Oak Drive | 2/5/2025 | 2/21/2025 | Debris accumulation/vehicle storage | | In progress |
| 3S145 Route 59 | 2/5/2025 | 2/5/2025 | Water discharge/vehicle storage | Dreamscape Ponds | Complete |
| Miscellaneous location | 2/5/2025 | 2/5/2025 | Illegal right of way obstruction | Two signs removed | Complete |
| Burke Avenue/Rogers Avenue | 2/5/2025 | 2/5/2025 | Vehicles driving through grass at vacated road | | Complete |
| 30W081 Elmwood Court | 2/5/2025 | 2/19/2025 | Debris accumulation/vehicle storage/obstruction of public walk | | In progress |
| 30W020 Galbreath Drive | 2/10/2025 | 2/10/2025 | Keeping of chickens | | Complete |
| Miscellaneous location | 2/10/2025 | 2/10/2025 | Illegal right of way obstruction | Three signs removed | Complete |
| 28W501 Batavia Road | 2/12/2025 | 2/19/2025 | Obstructed vision triangle | Real estate sign | Complete |
| Lakewood | 2/19/2025 | 2/19/2025 | Disabled vehicle | | Complete |
| Thornwilde Subdivision | 2/19/2025 | 2/19/2025 | Deck complaint | Multiple addresses | Complete |
| 2S310 Riverside Avenue | 2/21/2025 | 2/21/2025 | Rough framing, electric, & HVAC | BP20251614 | Complete |
| Miscellaneous location | 2/24/2025 | 2/24/2025 | Illegal right of way obstruction | Two signs removed | Complete |
| 2S781 Route 59 | 2/24/2025 | 2/24/2025 | Vehicle storage & rubbish accumulation | Part of special use application | In progress |

FY 2025 Community Development Department Work Plan
(last revised by AE 3/5/2025)

INTRODUCTION

The Community Development Department consists of nine (9) full-time positions and two (2) part time positions responsible for Planning, Zoning, Building, Code Enforcement, Development Engineering, Stormwater and Flood Plain Management, Economic Development, and Geographic Information Systems. The Department also provides administrative and engineering support to the Public Works Department. The Work Plan does not identify normal and typical work Department staff perform on an ongoing basis. Rather, it identifies those special projects or assignments in which staff is involved, in addition to normal activities such as processing private building/development applications and assisting in the design, bidding and construction of the Annual Road Program.

TIER ONE (HIGHEST PRIORITY) INITIATIVES

| Item | Project / Program / Activity | Expected Completion Date | Status | City Council Initiated (Y/N) | Other City Plans |
|------|---|--------------------------|--|------------------------------|---|
| T1-1 | Strategic Planning Process (All) | 10/1/2024 | Plan was approved by City Council. Staff working to prepare reporting metrics. | Y | |
| T1-2 | BS&A ERP Software Implementation (All) | 10/31/2025 | CD Pre-Work Complete. Preparing for Testing and Rollout in April/May | Y | |
| T1-3 | Special Census (AE/JM) (CD 24.07) | 4/30/2025 | Complete | Y | |
| T1-4 | Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera (AE/KH/PK) | 4/30/2025 | Consultant prepared final report. | N | Strategic/Ec. Dev. Plan |
| | Old Town Redevelopment Site #2 (AKA, Citgo Property) (KH) | | | | Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan |
| T1-5 | Complete Ongoing Leaking Storage Tank Clean-up Plan (CD 24.02) | 10/31/2024 | Complete | N | |
| T1-6 | Complete Voluntary Site Remediation Program Clean-up Plan (CD 24.03) | 10/31/2024 | Complete | N | |
| T1-7 | Coordinate with IEPA for No Further Remediation Letter and Project Closeout | 10/31/2024 | SRP NFR obtained. LUST NFR received in December. Waiting on IDOT approval of transfer of Warrenville Road to City from DuDOT | N | |
| | Mack Road Bridge Replacement and Trail Project (KH/PK) | | | | Bikeway Implementation Plan |
| T1-8 | Complete Property/Easement Acquisition (CD 22.04) | 7/31/2024 | Negotiation Underway; Legal Options under Consideration | N | |
| T1-9 | Coordinate Construction (CD 24.01) | 4/30/2026 | Not Started | N | |

TIER TWO (IMPORTANT) INITIATIVES

| Item | Project Description | Expected Completion Date | Status | City Council Initiated (Y/N) | Other City Plans |
|------|--|--------------------------|----------|------------------------------|------------------------------------|
| T2-1 | Implementation (focused on community and staff education) of Form Based Zoning Overlay Code for Old Town/Civic Center Subarea and adjacent areas (CA) (CD 23.04) | 7/30/2024 | Complete | N | Old Town/Civic Center Subarea Plan |
| T2-2 | Coordinate Zoning Text Amendments (AE/JM) | 4/30/2025 | Ongoing | N | |

| T2-3 | Retail Recruitment Plan (AE/KH) (CD 25.01) | 4/30/2025 | Received & Using GCEP Data from Choose DuPage for Site Marketing; Contracted with Retail Strategies in March to complete two assessments and market strategy for vacant retail spaces to promote infill opportunities. | N | Strategic/ED Plan |
|---|--|--------------------------|--|------------------------------|------------------------------------|
| T2-4 | Installation of Solar Panels on Trailhead Restroom Pavilion (DR) | 10/31/2024 | Complete | N | |
| T2-5 | Assist PW with Development of Complete Streets Implementation Plan (KH/PK) | 4/30/2025 | Not Started | N | Complete Streets Plan |
| T2-6 | Assist PW with Development of ADA Transition Plan (DR/PK) | 4/30/2025 | CMAP Grant awarded to City. Waiting on kickoff meeting. | N | |
| T2-7 | Prepare and issue RFP for OTRS#2, north end of property, Phase I Development (KH) | 4/30/2025 | Request for Proposals Drafted. Pre-launch meeting scheduled with local investors before full RFP release this spring. | N | Strategic/ED Plan |
| | Route 59 Sidewalk/Path Improvement Project (KH/PK) | | | | |
| T2-8 | Itep Application | 12/31/2024 | Application Submitted | N | Bikeway Implementation Plan |
| T2-9 | Final Engineering Design (CD 23.03) | 12/1/2026 | Not Started | N | |
| T2-10 | Complete Property/Easement Acquisition (CD 24.06) | 12/1/2026 | Not Started | N | |
| TIER THREE (DESIRABLE) INITIATIVES | | | | | |
| Item | Project Description | Expected Completion Date | Status | City Council Initiated (Y/N) | Other City Plans |
| T3-1 | Develop Phase I pop-up shop program on new parking improvements on OTRS #1 and #2 (AE/KH) | 4/30/2025 | Merry Market Event Completed As Test Effort in December; Economic Development Specialist starts with City in late march. One area of focus will be site programming. | N | Strategic/ED Plan |
| | Future of Cantera (AE/JM) | | | | |
| T3-2 | Prepare and issue RFP for new market-based master district plan and refined zoning regs. | 7/31/2025 | Not Started - Timing Changed in Strategic Plan | N | Strategic/ED Plan |
| T3-3 | PHASE I: Develop and Adopt Updated Master Plan | 4/30/2026 | Not Started - Timing Changed in Strategic Plan | N | Strategic/ED Plan |
| T3-4 | PHASE II: Develop and Adopt Updated Zoning Regulations & Implementation Tools | 4/30/2027 | Not Started- Timing Changed in Strategic Plan | N | Strategic/ED Plan |
| T3-5 | Coordinate Review and Consider Endorsement of the MMC Climate Action Plan (DW/PW/ADMIN) | 4/30/2026 | Not Started | N | |
| T3-6 | Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/PW) | 4/30/2026 | Not Started | N | |
| T3-7 | Development of options for remaining City entry signs (PK/JC/KH) | 4/30/2026 | Recommendations presented at 3/10/25 CD Committee of Whole Meeting | N | |
| T3-8 | Negotiate a Relocation Agreement (to OTRS #1) with Voegtles (TBD) | 4/30/2027 | Not Started | N | Old Town/Civic Center Subarea Plan |
| T3-9 | EV Readiness Program Development with Metropolitan Mayors Caucus | 4/30/2025 | Cohort Participation OnGoing; Zoning Code Amendments Under Development | N | |

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – Highest priority initiatives staff feels must be advanced. Tier one elements of Department’s annual Work Program. In many cases, these are ongoing or time-sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long-term negative impacts. Expect to accomplish with existing and budgeted resources.

Tier Two – Important priority initiatives staff feels should be advanced. Tier two elements of the Department Work Program staff expects to accomplish/advance with existing and budgeted resources. Delaying progress on these initiatives and projects will result in undesirable impacts.

Tier Three –Desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in upcoming FY. Third tier elements of the Department’s annual Work Program. It is

#-# Highlighting = New for FY 2025

Bold font = Initiative or project for which a new FY 2025 Decision Package has been submitted.

AE = Director of Community and Economic Development, CA = Former Assistant Director of Community and Economic Development, PK = Director of Public Works, KH = Senior Civil Engineer, ML = Chief Code Official, DR = Civil Engineer, JM = Community Planner

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

- 1 Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1 (Pop-up Shop Initiative Phase 2)
- 2 Develop and pursue marketing campaign for City-owned properties, with particular focused on NE corner of Routes 59 and 56 (e.g., web page, targeted convention marketing, RFP, etc.)
- 3 Inventory and develop database and maintenance status of all detention ponds (DR)
- 4 City-Wide Stormwater Master Plan
- 5 Coordinate implementation of local housing rehabilitation assistance program for CDBG funds (per Housing Action Plan) in FY 26
- 6 Coordinate with Police Dept. on adoption and implementation of Crime-Free Housing Program
- 7 Final design for Leone Schmidt Park pavilion and lookout improvements
- 8 Coordinate with Public Works on design and construction of on-street parking north of OTRS #2 on Batavia (including funding)
- 9 Coordinate with City Attorney and prepare revised sign ordinance
- 10 Prepare tree preservation ordinance
- 11 Prepare revised Comprehensive Plan for entire City
- 12 Assist Public Works on Point Oak Drive dedication and improvement
- 13 Extend Sidewalk and Bike Path along Route 59 to Route 56 both sides
- 14 Assist PW in Construction of Batavia Road path connection between Alden Horizon Senior Living and Blackwell Forest Preserve (KH/PW)

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2025 WORK PLAN

- 1 Assumes no new vacancies in current Community Development Department positions and all existing vacant positions will be refilled
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year