

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**