

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, July 14, 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 interfund loan agreement for General Fund transfer to TIF#3 (K.Dahlstrand)
2. Consideration of Donation Bin Licensing Ordinance (A.Emery)
3. Information Update on ERP Software in Community Development (M.Lilley)
4. Consideration of Sponsorship Request and Info Update on Pop-Up Marketplace (A.Emery)
5. Consideration of a Request for Fee Waivers (A.Emery)
6. Information Update on Retail Strategies Report – (L.Walker)
7. Review and File Economic Development Outreach Summary (FYI)
8. Review and File Commercial/Retail Inventory Summary Report (FYI)
9. Review and File Bi-monthly Code Enforcement Activity Reports (FYI)
10. Review and File FY 2026 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.

K. Dahlstrand = Finance Director **Kevin Dahlstrand**

A. Emery = Community and Economic Development Director **Amy Emery**, AICP

M. Lilley = Chief Code Official **Michelle Lilley**

L. Walker = Economic Development Specialist **Liam Walker**

July	03	6pm – 11pm	<i>Independence Day Parade and Festival</i>
	04		<i>Independence Day – City Offices Closed</i>
	04	12pm – 11pm	<i>Independence Day Festival – Cerny Park</i>
	07	7:00 p.m.	<i>City Council</i>
	08	6:30 p.m.	<i>Bicyclist and Pedestrian Advisory Commission</i>
	10	7:00 p.m.	<i>Plan Commission / Zoning Board of Appeals</i>
	14	7:00 p.m.	<i>Community Development Committee</i>
	15	7:00 p.m.	<i>Environmental Advisory Commission</i>
	15	7:00 p.m.	<i>Inclusion, Diversity, Equity and Awareness Commission</i>
	17	7:00 p.m.	<i>Tourism and Arts Commission</i>
	21	7:00 p.m.	<i>City Council</i>
	22	6:30 p.m.	<i>Police Pension Board Meeting</i>
	22	7:00 p.m.	<i>Board of Fire and Police Commissioners</i>
	24	7:00 p.m.	<i>Plan Commission / Zoning Board of Appeals</i>
	28	7:00 p.m.	<i>Public Safety and Finance Committee</i>

ADA ACCOMMODATION NOTICE: Requests for accommodations should be submitted to the Assistant City Administrator at (630) 836-3035 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!

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor Johnson and City Council
FROM: Amy Emery, AICP, Community and Economic Development Director AE
SUBJECT: SUMMARY OF AGENDA ITEMS FOR JULY 14, 2025,
COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATE: July 10, 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 interfund loan agreement for General Fund transfer to TIF#3 (Attachment)

Included with the agenda backup materials is a memo and an ordinance from Finance Director Dahlstrand regarding proposed revisions to the provisions of the on-going interfund loan from the General Fund to the Tax Increment Financing District #3 (TIF#3) fund.

Committee Action Requested: Recommend the City Council approve an ordinance revising the terms of the interfund loan to the Tax Increment Financing District #3 (TIF#3) fund from the General Fund, including a revision of the maximum amount of the loan to an amount not to exceed \$5,000,000.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable

Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies

2. Consideration Donation Bin Licensing Ordinance (Attachment)

Included with the agenda backup materials are proposed requirements for regulating donation bins through the establishment of an annual licensing requirement. This draft was prepared to address recent requests for bins, as well as legacy code enforcement issues. The requirements were created based on a review of Warrenville's Comparable Community requirements, interviews and conversations with donation bin operators, and a review of model legislation. An amendment to the Annual Fee Ordinance would also be required to establish the recommended fee.

Committee Action Requested: Recommend the City Council direct the City Attorney to prepare and establish donation bin licensing requirements in the City of Warrenville and amend the Annual Fee Ordinance to establish a Donation Bin License Fee.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Limited to application fees received.

Other Resources Required: Not applicable.
Strategic Plan Goal: Not applicable.

3. Information Update on ERP Software in Community Development (Attachment)

With the BS&A Enterprise Resource Program Software now operational in Community Development, Chief Code Official Lilley will provide a brief presentation overviewing the improvements the software has provided for internal operation and customer engagement.

Council Action Requested: For information purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #3 Quality City Services – Delivery Services Sustainably

4. Consideration of Sponsorship Request and Information Update on Pop-Up Marketplace (Attachment)

The City of Warrenville received a \$25,000 grant from DuPage County to jump start efforts to create a Pop-Up Marketplace in Leone Schmidt Park. The funds will help to initiate the very beginning phases of a pop-up shop market (e.g., install the first two units, site prep). A small preview event is anticipated for this fall. An initial starter market season will commence in 2026 with details still being developed regarding schedule, application, process and more. The market is a community-based effort and will grow slowly over time. The full costs of the site build-out (e.g., covered seating area, pavilion, benches, walkways, etc.) are well beyond the grant award amount. However, there is an opportunity to seek tiered levels of sponsorship from area financial institutions, as well as donations from retailers and engineering firms to help achieve the vision for the space through a combination of public and private investment. Any donations will be recognized in accordance with procurement policy. Included in the agenda backup materials is a memo providing more information about this initiative.

Committee Action Requested: Direct staff to proceed with efforts to pursue private sponsorship support for the pop-up marketplace and other enhancements to Leone Schmidt Park in accordance with the procurement policy.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: TBD depending on the level of donations and sponsorship received.

Other Resources Required: Grant Award from DuPage County, staff time to coordinate site improvements and develop the market program

Strategic Plan Goal: #2 Engaged and Connected Community – Spaces for Community Engagement

5. Consideration of a Request for Fee Waivers (Attachment)

John Bollweg, owner of the property at 3S580 River Road, has been renovating the historic blacksmith shop structure to accommodate a new retail tenant. Repurposing a historical building requires additional considerations and adds costs to a project. The effort will result in the preservation of a physical connection to Warrenville's history. Most often, when fee

waivers are requested in Warrenville, the request is between overlapping governmental jurisdictions. In this case, the fee waiver is in association with a historic preservation effort located entirely with TIF #3. Both factors qualify the project for waiver assistance subject to City Council approval. The application for fee waiver is provided in the agenda backup materials.

Committee Action Requested: Recommend the City Council direct staff to waive fees for 3S580 River Road in an amount not to exceed \$7,215.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Up to \$7,215 in fees to waive utility connection fees and potential planning/zoning fees (including stormwater/engineering plan review) for site work and a new addition.

Other Resources Required: None

Strategic Plan Goal: #1 Energetic and Healthy Economy – Business Retention and Expansion

6. Information Update on Retail Strategies Report (Attachment)

The City hired Retail Strategies, a nationally recognized consulting firm of experts in retail real estate development that focuses on helping communities fill existing vacant spaces and identify opportunity sites for future retail success. Retail Strategies provided several deliverables to the city, including a comprehensive market guide with retail gap analysis, demographic insights, and peer community comparisons. The findings identified nearly \$20 million in unmet retail demand within Warrenville and offers a strong foundation for targeted business attraction. City staff will use this data in outreach, pre-application meetings, and long-term planning to strengthen Warrenville's competitiveness in the regional retail market. A copy of the market analysis is included with the agenda backup materials.

EDS Walker will be available to address questions regarding this item at the meeting.

Committee Action Requested: For information purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Business Retention and Expansion

7. Review and File Economic Development Outreach Summary (Attachment)

Economic Development Specialist (EDS) Walker launched a new citywide business survey to better understand the needs and challenges of Warrenville's business community. The survey was distributed as part of the inaugural *Warrenville Biz Connection*, the City's first business newsletter, which will be sent quarterly to all registered businesses. As part of ongoing outreach, EDS Walker also introduced himself to several local businesses during a recent retail vacancy review to strengthen relationships and gather firsthand insights. A copy of the newsletter and preliminary survey results is included with the agenda backup materials.

EDS Walker will be available to address questions regarding this item at the meeting.

Committee Action Requested: For information purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Business Retention and Expansion

8. Review and File Commercial/Retail Inventory Summary Report (Attachment)

The Commercial/Retail Inventory Summary Report, dated July 2025, documents the location and amount of vacant commercial and retail space available throughout the City of Warrenville. Currently, there is 98,992 square feet of vacant commercial space available, which represents an approximate overall commercial and retail space vacancy rate of 12.9%. The vacancy rate is down from 14.2% reported in January of 2025. A copy of the report is included with the agenda backup materials.

EDS Walker and CEDD Emery will be available to address questions regarding this report at the meeting.

Committee Action Requested: For information 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

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

The Code Enforcement Activity Summary Report for the months of May and June is in the agenda backup materials. Twenty-five percent (25%) more cases were opened this reporting period than in the similar period last year. The increased activity is associated mostly with sign removals. The overall number of code cases year-to-date in 2025 is running just behind the total number of cases year-to-date at this point in 2024. Tall weed and grass complaints are also common this time of year, but with the hot, dryer conditions, only 18 complaints were investigated compared to 25 cases during this same period last year.

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

10. Review and File the FY 2026 Community Development Work Plan Update (Attachment)

The Community and Economic Development Department FY 2026 Work Plan identifies the specific projects and initiatives Department staff expect to advance during FY 2026. The primary activity of the department in the first quarter was testing, building, and training related to ERP Software. Community Development Staff have engaged more than 670 hours (30% of staff time) this quarter to that effort. A spreadsheet to track progress on the various components of its FY 2026 Work Plan 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.

CITY OF WARRENVILLE
MEMO

To: Community Development Committee
Cc: Cristina White, City Administrator
From: Kevin Dahlstrand, Finance Director 
Subject: INTERFUND LOAN TO TIF #3
Date: July 9, 2025

In 2019, the City Council approved Ordinance O2019-52, which authorized interfund loans from the General Fund to Tax Increment Financing District #3, in an amount not-to-exceed \$4,350,000, with a corresponding interest rate of 1.554%, which is updated annually and applied to the end of the fiscal year loan balance.

Through the end of FY 2024 the amount the TIF #3 fund owed to the General Fund totaled \$3,766,960.

It is currently projected that when the FY 2025 audit is finalized the amount the TIF#3 fund will owe to the General Fund will total \$4,928,252, which is \$578,525 in excess of the current authorized loan not-to-exceed amount of \$4,350,000. Additionally, based upon the City's FY 2025, the average investment return as of April 30, 2025, is projected at 2.65%.

Given that the actual and projected fund balance exceeds the previously authorized amount, a draft ordinance has been prepared for Committee consideration, to increase the interfund loan authorization to a not-to-exceed total of \$5,000,000.

However, it should be noted that the budgeted FY 2026 expenditures are significantly less than previous years and will result in a projected payback to the General fund for FY 2026 of just short of \$500,000.

It is currently projected that the interfund loan from the General Fund to the TIF #3 fund will be fully repaid in FY 2035. However, that projection does not include any revenue resulting from the development of Old Town Redevelopment Site #2 (OTRS #2), which would shorten that repayment window.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. O2019-52,
ADOPTED OCTOBER 7, 2019, AUTHORIZING A LOAN FROM
THE CITY OF WARRENVILLE GENERAL FUND TO
THE CITY OF WARRENVILLE SPECIAL OLD TOWN/CIVIC CENTER
TAX INCREMENT ALLOCATION FUND (TIF DISTRICT #3)**

WHEREAS, the City of Warrenville (the "City") is a home rule unit of government in accordance with Article VII, Section 6 of the Constitution of the State of Illinois, 1970; and

WHEREAS, the City is authorized under the provisions of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, *et seq.*, as amended (the "TIF Act"), to finance redevelopment in accordance with the conditions and requirements set forth in the Act; and

WHEREAS, pursuant to Ordinance Numbers 2780, 2781 and 2782, adopted June 3, 2013, the City approved a tax increment redevelopment plan and project (the "TIF Plan"), designated the tax increment redevelopment project area (the "Redevelopment Project Area"), and adopted tax increment financing relative to the City's Old Town/Civic Center Tax Increment Financing District [TIF #3] (the "TIF District"); and

WHEREAS, the City has expended, and anticipates expending, funds for certain tax increment financing ("TIF") eligible redevelopment project costs, and has proceeded with, and desires to proceed with, certain TIF eligible redevelopment projects, as contemplated by, and in furtherance of, the TIF Plan (the "TIF Eligible Expenses and Projects"), notwithstanding the fact that the TIF District has not yet generated sufficient TIF incremental real estate tax revenues (the "TIF Revenues") to cover the costs associated with the TIF Eligible Expenses and Projects; and

WHEREAS, in order to pay the costs associated with the TIF Eligible Expenses and Projects, until such time as TIF Revenues are generated by the TIF District, in an amount sufficient to pay the costs associated with the TIF Eligible Expenses and Projects, the City Council, pursuant to Ordinance No. O2019-52, adopted October 7, 2019, amending Ordinance O2017-31 (the "Original Ordinance"), approved a loan from the

City's General Fund, to the City's Special Old Town/Civic Center Tax Increment Allocation Fund, to cover the costs of the TIF Eligible Expenses and Projects; and

WHEREAS, as a result of changing interest rates and additional costs that are anticipated to be incurred relative to TIF Eligible Expenses and Projects, it is necessary to revise certain provisions of the Original Ordinance relative to the loan as provided for therein;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Warrenville, DuPage County, Illinois, as follows:

SECTION 1: That the recitals set forth above are incorporated herein by reference, as if set forth in this Section 1.

SECTION 2: That Section 2 of the Original Ordinance is amended by revising the reference therein to "Four Million Three Hundred Fifty Thousand and No/100 Dollars (\$4,350,000.00)" to read "Five Million and No/100 Dollars (\$5,000,000.00)".

SECTION 3: That Section 3 of the Original Ordinance is amended to read in its entirety as follows:

"The principal amount of said TIF Loan, as may be outstanding from time to time, shall accrue interest at the rate of one and five hundred fifty-four thousandths percent (1.554%) per annum, until said principal amount is paid in full (the "TIF Loan Interest"); provided, however, that on May 1st of each year, the rate at which interest accrues against the TIF Loan shall be adjusted to a rate which is equal to the average annualized rate of return achieved by the City for City investments during the most recently concluded fiscal year of the City (May 1st to April 30th)."

SECTION 4: That all other provisions of the Original Ordinance, not amended hereby, shall remain in full force and effect as if set forth herein in their entirety.

SECTION 5: That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

SECTION 6: That if any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

ADOPTED this ___ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this ___ day of _____, 2025.

Andrew Johnson, Mayor

ATTEST:

Julie Clark, City Clerk

Published by me in pamphlet form this ___ day of _____, 2025.

Julie Clark, City Clerk

CHAPTER 30 DROP-OFF BINS

3-30-1: DEFINITIONS

For the purposes of this chapter, the following words and phrases have the meanings respectively ascribed to them by this section:

DROP-OFF BIN:	A receptacle used to accept and temporarily store donations of clothing, shoes, textiles, books and other personal property; provided, however, trailers with personnel to accept donations are not drop-off bins.
LICENSEE:	A holder of a Drop-off Bin License issued by the City of Warrenville.
PERSON:	Any individual, association, partnership, trust, firm, entity, corporation, or limited liability company.
SITE HOST:	The owner or lawful occupant of the property on which a drop-off bin is located.

3-30-2: DROP-OFF BIN LICENSE REQUIRED

- A. License Required. No person may erect, place, maintain or operate a Drop-Off Bin outside of any building in the City without first obtaining a license issued by the City.
- B. Fee. The fee for the drop-off bin license is set forth in the annual fee ordinance. All applicable license fees and any other required fees must be paid before the City will issue the license.
- C. Term. The license expires on December 31 of the calendar year for which it is issued unless sooner revoked as provided in this chapter. Licenses must be renewed annually.
- D. Non-Transferable. A license is a purely personal privilege, and may not constitute or be deemed to be property. The license is not transferable, separate or divisible, and the authority conferred by the license is conferred only on the named licensee. Drop-off bins owned or operated by an entity for the benefit of another entity require both entities to apply for and disclose their relationship on the license application.

3-30-3: APPLICATION FOR DROP-OFF BIN LICENSE

- A. Eligibility. Only the following persons are eligible to apply for and obtain a drop-off bin license: (1) a public charity exempt from taxes under Section 501(c)(3) of the United States Internal Revenue Code and in good standing with the State of Illinois, and (2) a business in good standing with the State of Illinois.
- B. Requirements. The application for a Drop-Off Bin License shall require the following information from the applicant:
 - C. The name of the applicant and the beneficiary of the dropped-off personal property. For example, for a drop-off bin that will be owned or operated by one entity for the benefit of another entity, the application must list both entities' names and a description of their relationship.

- D. Evidence of eligibility as follows: if the applicant claims to be a qualified nonprofit entity, (1) a copy of the determination letter issued by the Internal Revenue Service stating that the applicant is a public charity exempt under Internal Revenue Code Section 501(c)(3), and (2) a certificate of good standing issued by the Office of the Secretary of State of Illinois. If the applicant is a business, a certificate of good standing issued by the Office of the Secretary of State of Illinois. A certificate of good standing must not be older than 3 months at the time of application for a license.
- E. Name, address, email, and telephone number of contact person of the applicant.
- F. If the Site-Host is not the applicant, written consent from the Site Host to place the Drop-Off Bin on the property, including name, address and telephone number of the Site Host.
- G. A drawing depicting the proposed location of the Drop-Off Bin on the Site Host property, depicting the entire Site-Host property, drawn to scale, with setback dimension(s) from the Drop-Off Bin to the nearest property line(s) labeled.
- H. A detail exhibit showing the appearance of each Drop-Off Bin proposed including dimensions, height, material, color, and details of all messaging and images on each face of the Drop-Off Bin. Individual, unmanned Drop-Off Bins may not exceed six and one-half feet (6.5') in height
- I. A description of the applicant and any other entity involved in operating the Drop-Off Bin.
- J. A maintenance plan for regular inspection, emptying, and cleaning of the Drop-Off Bin.
- K. A certificate of insurance demonstrating that the Licensee has general liability insurance coverage of at least \$1million covering licensee's Drop-off Bins within the City .

3-30-4: OPERATIONAL STANDARDS

- A. Drop-Off Bins must be constructed out of metal or other durable material and fitted with a secure door, slot, or other opening suitable for receiving the intended personal property items.
- B. No more than one Drop-Off Bin may be placed on a Zoning Lot at any time.
- C. Drop-off Bins must be unmanned.
- D. Drop-Off Bins may not exceed 6.5 feet in height or 20 square feet in volume.
- E. Drop-off Bins must be clearly labeled with the information required pursuant to Section 3-30-5 of this Code.
- F. Drop-Off Bins must be maintained in good condition, free from graffiti and advertising, with no structural damage, holes, or visible rust. Regular maintenance must include fresh paint, readable signage, and general upkeep. Licensee must remove graffiti within 72 hours after notice from the City. If a Drop-Off Bin becomes damaged or vandalized, Licensee must repair, replace, or remove the Drop-Off Bin within five days after notice of such condition.
- G. Drop-Off Bins must be emptied and serviced regularly. When served, all items, whether inside the Drop-Off Bin or surrounding the Drop-Off-Bin, must be removed and properly disposed. The area around the Drop-Off Bin must be kept free from overflow collections, junk, debris, or other accumulation of items. Licensee must empty and service the Drop-Off Bin within 24 hours after notice from the City that the Drop-Off Bin is overflowing.

3-30-5: LOCATION RESTRICTIONS

- A. Drop-Off Bins may not impede vehicular or pedestrian traffic flow.
- B. Drop-Off Bins must be located on private property and must comply with accessory structure set back standards set forth in the City Zoning Ordinance for the Site-Host property.
- C. Drop-Off Bins shall not be placed in a required accessible parking space or in a location that reduces the number of parking spaces below the minimum number required by the Zoning Ordinance.
- D. Drop-Off Bins shall not be placed within the sight triangle of any intersection or access point.
- E. Drop-Off Bins shall not impact required landscaping approved by the City of Warrenville.
- F. Drop-Off Bins shall not be located on property located in a residential zoning district or used for a residential use.
- G. Drop-Off Bins shall not be located within 1000 feet of another Drop-Off Bin

3-30-6: INFORMATION AND LABEL REQUIREMENTS

The front of every Drop-off Bin shall conspicuously display the following:

- A. The name, address, telephone number and the Internet Web address of the Owner and Operator the Bin;
- B. A statement, in at least two-inch typeface, that either reads, or “This collection bin is owned and operated by a nonprofit organization” or “This collection bin is owned and operated by a for-profit organization”;
- C. If the Drop-Off Bin is owned by a non-profit organization, the front of the collection bin shall also conspicuously display a statement describing the charitable causes that will benefit from the donations or a QR code to access such information;
- D. If the Drop-Off Bin is owned by a for-profit company, the front of the collection bin shall conspicuously display a statement that reads “[name of company] is a for-profit company, deposits are not tax deductible”;

3-30-7: REPORTING OF COLLECTED GOODS

The Licensee must report the total number of tons of goods diverted from the municipal waste stream in the City. Such reporting should be done annually by letter or e-mail.

3-30-8: ISSUANCE, DENIAL, SUSPENSION, RENEWAL, AND REVOCATION OF DROP-OFF BIN LICENSE

All Drop-Off Bin Licenses are subject to the provisions set forth in section [3-10-12](#), "Revocation or Suspension of Licenses", of this Code.

- A. The City Administrator, or their designee, may deny, suspend, revoke, or refuse to issue or renew, a Drop-Off Bin License for any of the following reasons, in addition to the reasons set forth in Section 3-10-10 of this Code:
 1. The applicant or licensee is or has been found in violation of this chapter;

2. The applicant or licensee is overdue on payment to the City of fees, fines, or penalties assessed against the licensee or imposed upon the licensee in relation to the location and operation of a Drop-Off Bin;

3. The applicant or licensee provides false, misleading or fraudulent statements of fact in the license application or in any document required by the City in conjunction with the license application; or

4. The applicant fails to provide information required by the City in conjunction with the license application.

B. In the event that the application is denied, revoked, suspended, or a renewal is refused in accordance with this Section, the City Administrator, or their designee, shall, within a reasonable timeframe, notify the applicant or licensee in writing of the reasons for the denial, revocation, suspension, or refusal to renew. If the reason is not cured within 10 days after the date on which the City Administrator issued the notice, the application or license, as applicable, shall be null and void.

C. No person whose license has been revoked may apply for a license for a period of one year following the date of such revocation at any location in the City of Warrentville.

D. The renewal of a license shall follow the same provisions required for the issuance of a license under this chapter.

E. Except as otherwise provided by this section, the provisions of Article 3, Chapter 10 of this Code shall govern the issuance, renewal, denial, suspension or revocation of Drop-Off Bin licenses.

F. The owner or operator of the Drop-Off Bin must remove the Drop-Off Bin from the Site Host property with 10 days after notice that the license for that bin has been revoked or not renewed.

3-30-9: PENALTY

A. In addition to any other penalties or remedies authorized by law, any Licensee that violates any provision of this Chapter shall be subject to a penalty for each violation.

B. If a Licensee is found to have violated the one or more provisions of this Chapter, on more than three separate occasions in a single calendar year, the Licensee shall, in addition to any other penalties set forth in this Section or otherwise available to the City, be deemed ineligible to obtain a Drop-Off Bin license for a period of five years.

C. The City may remove and discard of Drop-Off Bins and any personal property contained within or piled around the bin upon 30 days' advance notice to the owner or operator when:

(1) the license for the bin has expired, been revoked, or refused to be renewed and the owner or operator has not removed the bin in accordance with this Chapter;

(2) the Drop-Off Bin has found to be operated or maintained in violation of this Chapter and the owner or operator has not corrected the violation within 30 days after notice of such violation; or

(3) the Drop-Off Bin was installed without a license issued by the City.

AMENDMENT TO ANNUAL FEE ORDINANCE:

Annual License Fee (one year) per Drop-Off Bin: \$50.00

CITY OF WARRENVILLE

Modernizing Permitting & Licensing

Community Development – Progress Report

Streamlining the Permit Issuance Process

- Over 100 permits issued in the new system since launch
- Fully digital, no-contact process –no City Hall trips required
- Replaced three separate software systems with one integrated platform

Permits

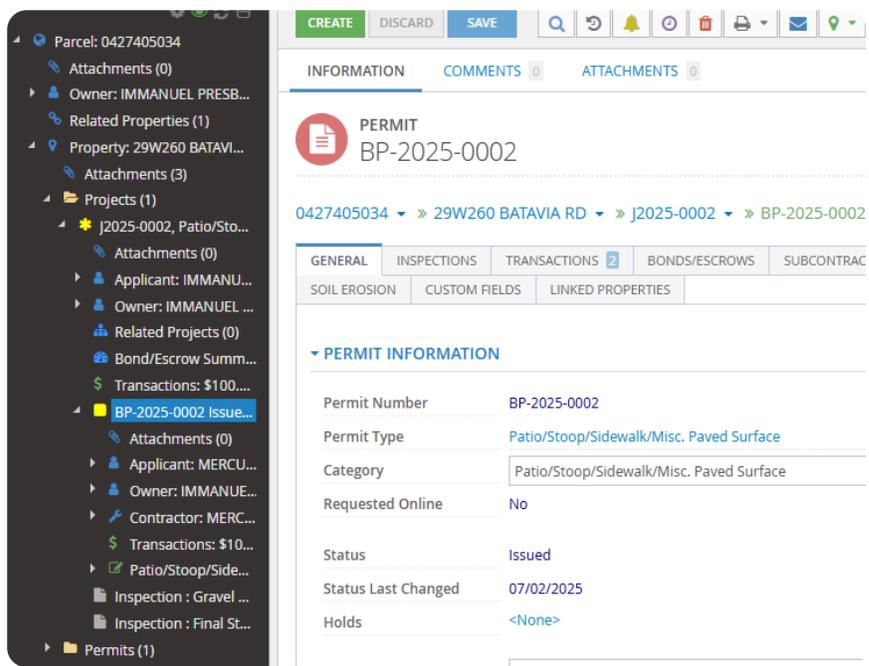
CREATE 🔍 🔔 🔄 📄 BLOCK START QUICK BLOCK MARK QUICK MARK 1/2 COUNT 📍 🔧

SORTED BY: PERMIT NUMBER (ASC)

PERMIT NUMBER	LOCATION	PERMIT TYPE	STATUS	PROJECT NUMBER
BP-2025-0002	29W260 BATAVIA RD	Patio/Stoop/Sidewalk/Mis...	Issued	J2025-0002
BP-2025-0003	35530 HERRICK HILLS CT	Irrigation System	Finald	J2025-0001
BP-2025-0004	35564 HAYLETT AVE	Deck	Issued	J2025-0003
BP-2025-0005	29W365 JOHN BARDEEN DR	Drywell/Drain Tile/Sump ...	Finald	J2025-0004
BP-2025-0006	30W070 KENSINGTON DR	Fence	Finald	J2025-0005
BP-2025-0007	35631 WEST AVE	Fence	Issued	J2025-0006
BP-2025-0008	30W254 BEDFORD LN	Fence	Finald	J2025-0007
BP-2025-0009	35661 MELCHER AVE	Fence	Issued	J2025-0008
BP-2025-0010	35644 WEST AVE	Roof	Issued	J2025-0009
BP-2025-0011	35661 LORRAINE AVE	Roof	Finald	J2025-0010
BP-2025-0012	35570 VIRGINIA AVE	Accessory Structure	Canceled	J2025-0011
BP-2025-0013	25519 RIVER OAKS DR	Fence	Issued	J2025-0012
BP-2025-0014	35550 WEST AVE	Roof	Issued	J2025-0013
BP-2025-0015	35441 WARREN AVE	EV Charger	Issued	J2025-0014
BP-2025-0016	29W523 BATAVIA RD	Roof	Finald	J2025-0015
BP-2025-0017	35661 CURTIS AVE	Roof	Finald	J2025-0017
BP-2025-0018	29W450 ADAM ALBRIGHT ST	Fence	Canceled	J2025-0016
BP-2025-0019	30803 KLINE CIR	Windows & Doors	Issued	J2025-0018
BP-2025-0020	27W161 BREME DR EAST	Irrigation System	Issued	J2025-0019
BP-2025-0021	30W266 MAPLE CT	Plumbing	Finald	J2025-0020
BP-2025-0022	30W176 CALLEJA RD	Windows & Doors	Issued	J2025-0021

1 2 3 4 5

Enhancements and Benefits



Data Entry Reduction

50% reduction in staff data entry enhances productivity and efficiency

Less Paper Usage

Over 75% reduction in printed permits and plans saves resources

Real-Time Tracking

Online tracking allows applicants to monitor their permits instantly

Online Payments

Online payments processed within minutes thanks to Finance integration

Better Applications, Faster Results

Improving submission quality through enhanced application processes

Detailed Application Forms

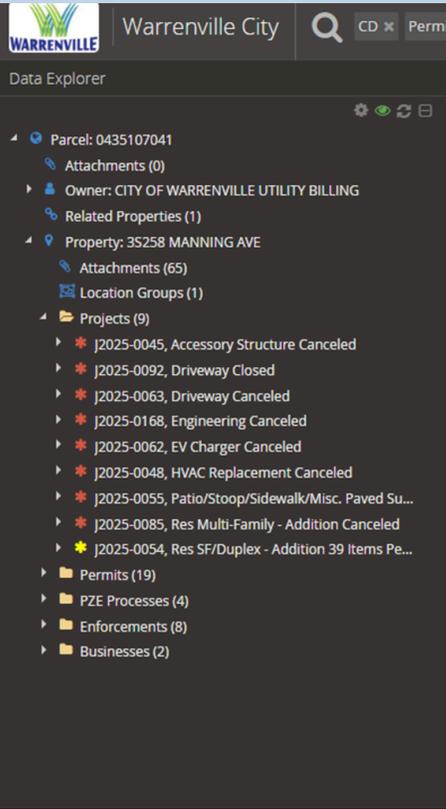
More information leads to **complete submissions earlier** in the process.

Fewer Delays

Streamlined processes result in **quicker turnaround times** for applicants.

Efficient Monitoring

Custom dashboards allow staff to manage applications **effectively and promptly**.



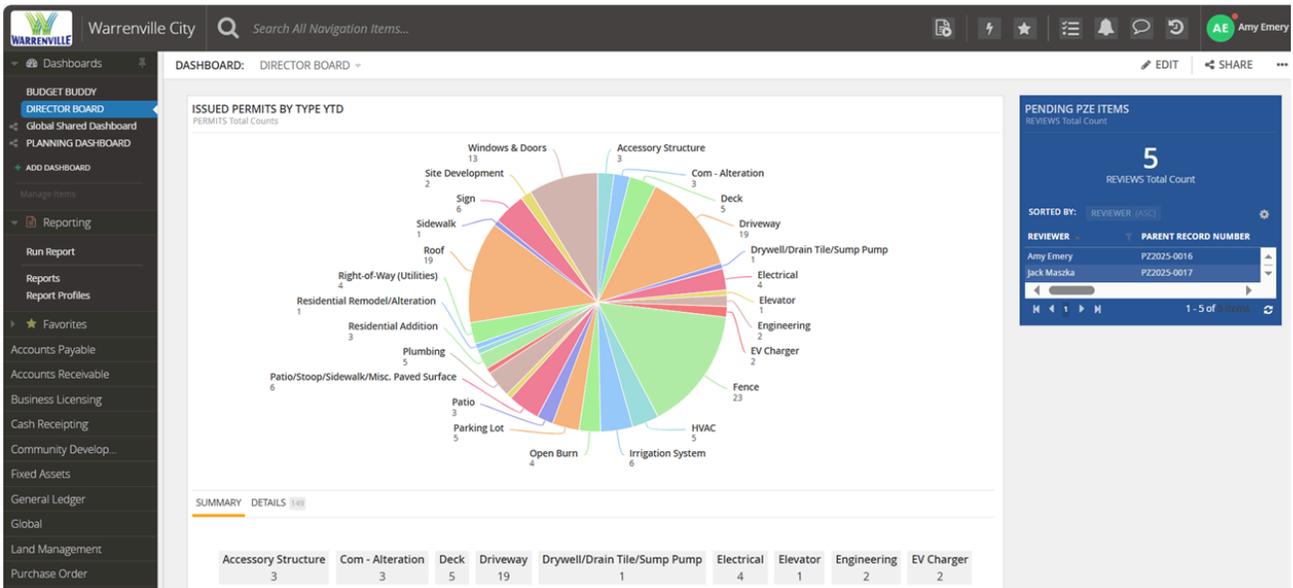
Centralized Access for All Staff

One system streamlining workflows for increased efficiency

- Staff can access:
 - All permits
 - Code enforcement cases
 - Planning & zoning processes
 - Business licenses
- All tied to a single address screen for quick, centralized reference

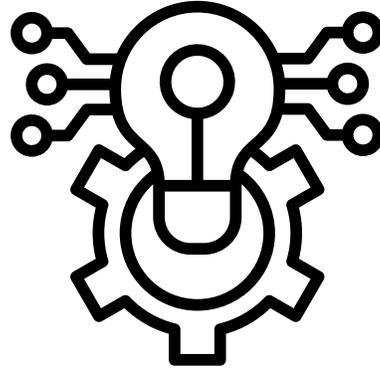
Improved Coordination for Enhanced Communication

- Easier communication between departments
- Dashboards let each staff member customize their workflow
- **Increased use of the Citizens Portal** for Code cases



Summary – Why It Matters

- Greater efficiency and speed
- Less paper, fewer trips, less redundancy
- Better experience for staff and applicants
- A solid step toward a more modern, connected Warrenville



CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor, City Council, and City Administrator White
 FROM: Liam Walker, Economic Development Specialist 
 SUBJECT: CONSIDERATION OF SPONSORSHIP REQUEST AND
 INFORMATION UPDATE ON POP-UP MARKETPLACE
 DATE: JULY 10, 2025

PROJECT OVERVIEW

The Warrenville Pop-Up Marketplace is being developed as a phased, pilot initiative aimed at launching a seasonal, small-scale vendor village. This program will create low-barrier, flexible retail opportunities for entrepreneurs to test business concepts, build visibility, and grow toward permanent locations. It also represents a strategic placemaking tool to activate Old Town and Leonne Schmidt Park.

While the vision is ambitious, the reality is clear: City staff resources to operate and manage this initiative are limited. This effort must be a true community partnership—co-designed, co-managed, and community-supported—to succeed.

The concept has already generated strong interest. Conversations have begun with key partners, including the Warren Tavern Preservationists and Warrenville Historical Society. While on the Community Development FY26 Work Plan as a Tier 3 item, the recent confirmation that the \$25,000 grant awarded to this project must be spent by **November 2025** has accelerated outreach and site design.

STRATEGIC PLAN ALIGNMENT

The Pop-Up Marketplace directly advances Strategic Plan Goal #1: An Energetic and Healthy Economy, particularly by:

- Supporting grassroots entrepreneurship and equitable business opportunities
- Enhancing the Warrenville By Design Overlay with people-oriented public spaces
- Encouraging underrepresented and emerging entrepreneurs to access affordable market entry

Future Pavilion

A central pavilion is being considered for future phases, envisioned as a multi-use gathering

space that can host:

- Themed pop-up markets
- Workshops, live music, and civic gatherings
- Weather-protected programming

This pavilion would serve as a community anchor, complementing the modular shed units and other market infrastructure as the site evolves.

Impact Goals

The Pop-Up Marketplace aims to:

- Incubate and mentor new businesses toward long-term success
- Catalyze redevelopment interest and foot traffic in Old Town, supporting TIF District success
- Meet resident demand for placemaking and social spaces
- Elevate Leone Schmidt Park into a multi-functional destination

PARTNERSHIP-DRIVEN DESIGN

This initiative offers a unique opportunity to develop organically with the help of several stakeholders and public-private collaborations. This approach supports a true community-driven effort reflecting Warrentville's established legacy of volunteerism and collaboration. Growing slowly as the community supports the evolution of the market will help to build upon successes and learn from challenges that arise. Prospective partners include:

- **Warrentville in Bloom** – for landscaping and visual cohesion
- **Warrentville Historical Society & Warren Tavern Preservationists** – for storytelling and landmark recognition
- **Warrentville Park District** – for event sponsorship and site activation associated with special events and programming
- **Local Artists and Artisans** – for murals, displays, and creative installations
- **Local Engineering Consultant**– for early design concepts and layout planning
- **Local Financial Institutions** – to support capital improvements and mentor vendors as they seek to transition to permanent locations in Warrentville

- **Regional Economic Partners** – to support individual vendor skill development, training, and mentorship. Potential partners in this category include: the Western DuPage Chamber, Discover DuPage, Choose DuPage, Service Corps of Retired Executives (SCORE), Innovation DuPage, and COD Business Development Center for vendor training and mentorship

SITE AND SCALE

After visiting several markets in the region and studying their location, layout, and function staff considered several sites in the community for the pop-up market. Leone Schmid Park has been identified as the best site to locate the market. The addition of a market to the park will support TIF #3 by bringing additional visitors and activity to the area. The site enjoys great visibility and benefits including river and trail access, as well as, proximity to community destinations like the Warren Tavern and Historical Society. Leone Schmid Park has space available to accommodate the market and supporting features (e.g. dining pavilion, activity pavilion) to draw visitors to the park.

The location allows the project to begin at a manageable scale and grow incrementally over time. This idea of starting small and building the market over several seasons as interest and capital become available is also supported by the Warren Tavern Preservationists and Historical Society as they see opportunity to engage more with the Leone Schmid Park as the market draws attention to the area and added amenities, such as a pavilion, can accommodate programming.

A concept rendering for the Leone Schmid Park site was originally prepared by Hitchcock Design Group as part of a broader vision for the park. That rendering has since been updated to highlight the proposed layout of the new pop-up market, including the placement of modular shed units (indicated with red boxes) and areas where flexible-use pavilions are envisioned to replace temporary tents. This updated rendering is attached for reference.

The City aims to enhance the market space over time by integrating additional public amenities such as bike racks, a permanent dining pavilion, benches, and other placemaking features that support community use. ERA is currently developing a more detailed engineering plan that incorporates the market into the original site vision. This plan is intended to guide phased implementation of infrastructure and design improvements, with the understanding that full buildout will take place over several years. Additionally, this updated plan will serve as a foundation for any necessary zoning approvals anticipated later this summer.

MARKET OPERATIONS & ACTIVATION

The Market is envisioned to operate seasonally and complement existing City events:

- **Summer:** Concerts, yoga, lunch hours, Food Truck Nights, and Tavern programming
- **Winter:** A Holiday Market using insulated, heated vendor units taking advantage of the enhanced lighting that already adorn the park each year.

Staff is still working on a proposed market program structure (e.g., days/hours of operation, vendor application process, selection criteria, vendor rules and requirements, sponsorship opportunities, rent rates, vendor-sponsored event hosting expectations, etc.). This work will be completed over the winter months with input from stakeholders to be presented to Council for review and approval in advance of a 2026 market launch.

In accordance with the DuPage County Grant spending requirements, the City will install two units and a concrete patio/walkway. The concrete area will represent the buildout limits of the market to provide an interim space for pop-up events (e.g., activities hosted by the Tavern, Historical Society, Park District, and Vendors), as well as, temporary vendor participation from tents and tables until the market is built out fully.

The City will also host a preview event in October or November (perhaps spanning a few weekends). This soft launch will allow for the introduction of the spaces to vendors and the community. Additional finishing of the interior spaces will be completed over the winter (drywall, flooring, basic lighting) in advance of the 2026 season. As funds become available, new units will be added until the market is completed with 8 units.

This approach helps to ensure a built-in audience while creating a new rhythm of activity within the Old Town district.

UNITS AND INFRASTRUCTURE

Staff are evaluating vendor unit options that prioritize:

- Local construction using durable, season-ready materials
- ADA compliance, basic HVAC functionality, Wi-Fi, and secure access
- A cohesive branding and signage system to reinforce the identity of the marketplace

Sample images of similar units used in Berwyn and Batavia are included as a reference attachment.

These examples illustrate the type of modular, weather-ready structures being considered for Warrenville's marketplace.

From an infrastructure standpoint, the current concept—consistent with other comparable markets—does not include on-site water or sanitary connections. Public Works is actively evaluating options for providing electrical access to support vendor operations and seasonal lighting. These infrastructure elements will be phased in coordination with pavilion development and overall site enhancements.

FUNDING & SPONSORSHIP OPPORTUNITY

To achieve full buildout of the market, and supporting site amenities, there is opportunity to seek private **sponsorships and capital contributions**. This approach is used by communities for many types of projects and can be an effective means to more quickly achieve community goals without overly burdening taxpayers. With this project especially, many amenities are being provided that will no doubt be well-loved assets. As noted previously, the \$25,000 grant award will support installation of two units and supporting infrastructure. More is needed to realize the full vision of Leone Schmidt Park. Naming rights, legacy plaques, and visible branding opportunities could be available for features such as

- Shed units (estimated \$12,000 each)
- Site enhancements (art, signage, accessibility improvements, bike racks, and benches)
- Pavilion infrastructure (as anchor funders or in-kind supporters)

Sponsors could also help to pay for events, make materials available to support vendor customization of spaces, and even sponsor vendor season lease costs.

NEXT STEPS

Staff has submitted a spending plan, in accordance with DuPage County Grant requirements for final approval. Staff is now finalizing the market layout, planning for electrical service, and identifying any zoning entitlements needed to commence processing in August. Bids from vendor unit suppliers have been solicited for selection and approval later this summer. At this time, staff is seeking City Council approval to create a tiered sponsorship structure, in accordance with city procurement policy, to present to area financial institutions and other prospective donors to help support market development efforts.

ATTACHMENTS:

- Slide Deck including:
 - Updated Site Concept Renderings
 - Sample Images from Berwyn and Batavia Shops

Warrenville's Pop-Up Market

A Community-Driven Destination

City of Warrenville Community Development Department



What's a Pop-Up?

- Business Incubator for Retail Entrepreneurs
- Offers
 - Storefront Experience
 - Product Testing/Brand Development
 - Peer Collaboration
 - Financial Literacy

Successful Pop-Up Market Examples

Pop-up markets have been proven to **boost local economies** and foster community engagement across diverse regions.



Batavia, IL



Berwyn, IL



Muskegon, MI

Aligning with Strategic Plan Goals

01

FOSTER

entrepreneurship
and small business
incubation

02

REINFORCE

Warrenville by
Design principles

03

CELEBRATE

historical character
and activate public
spaces

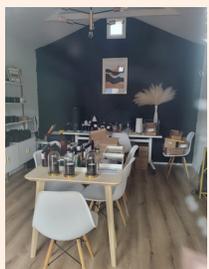


Pop-Up Unit Concept & Features

Key Considerations

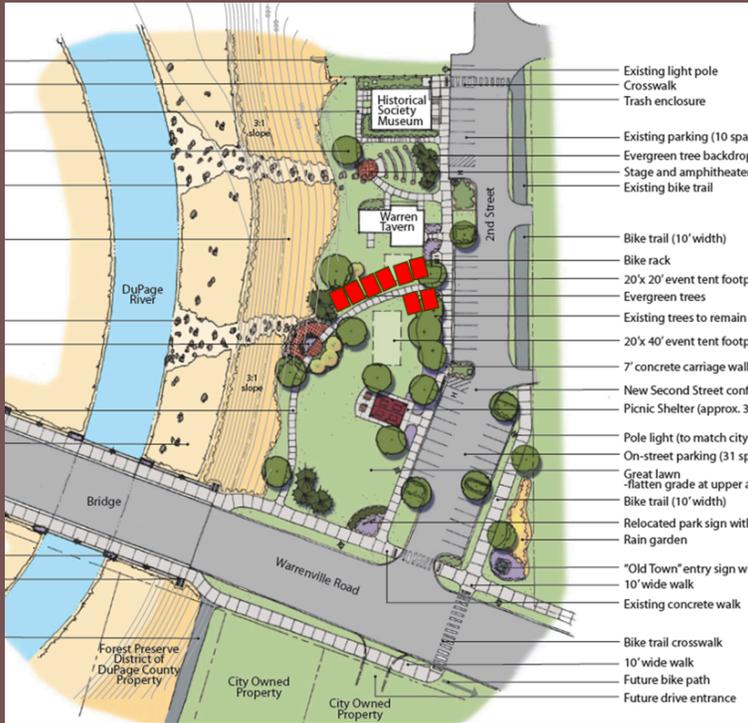
Size - 15'x12'	Wi-Fi access	Signage & Branding (Individual + overall market)
ADA access	Electrical needs	Mix of interior layouts
Digital locks & French doors	HVAC	Restroom Facility Access

Berwyn Shops



Site Vision - Leonne Schmidt Park

• Vision #1



• Vision #2

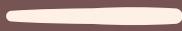


Community Engagement

Fostering collaboration for local growth and involvement

- ✓ **Warrenville in Bloom**
Plants, Beautification
- ✓ **Historical Society & Tavern Preservationists**
Heritage Integration
- ✓ **Local Artisans**
Murals, Public Art
- ✓ **ERA**
Site Engineering
- ✓ **Community Banks**
Capital, Financial Literacy
- ✓ **Retailers**
Units, Paint, Hardware

Key Milestones in Activation Strategy



Launch

Phase 1: Site Prep & Installation (Preview); Small market through November (1-3 Units)

Engagement

Community involvement through various events. Volunteers; Community partners.

Growth

Phase 2: Development of permanent program; Site modifications; 6-8 Units





WARRENVILLE
Fee Waiver Request

Applicant Name:

Organization (if applicable)

Applicant Email:

Project Address:

PIN and Acres (if known)

Estimated Value of Proposed Project

Description of Project

Fee Waiver Requested. Please check all that apply.

Utility

Planning/Engineering

Building Permits and Inspections

All

Reason for Request:

Overlapping Government Agency

Historic Preservation

TIF-Related Request

Other: (please describe)

*****FOR OFFICE USE ONLY*****

Administrative Approval Authority per City Council Fee Waiver
for Overlapping Intergovernmental Jurisdictions

Permit Number:
(provide link for permit/files)

CEDD Approval	Yes
	No
PWD (Utility Fee Waivers) Approval	Yes
	No
City Council Approval Required	Yes
	No

Fee Type:

Description:

Permit Fee Amount:

Approved By: (print name)
Community Development

Signature:

Date:

Approved By: (print name)
Public Works (if required)

Signature:

Date:

JOHN BOLLWEG SUPPLEMENTAL INFORMATION

FEE WAIVER REQUEST

JULY 10, 2025

DESCRIPTION OF PROJECT:

Seeking relief from utility connection fees and planning and zoning application fees. The utility connections are needed to open a new retailer in the former blacksmith shop this fall. The owner would like to build an addition on the blacksmith shop to accommodate his plumbing business and/or future expansion of retail space. He anticipates some relief will be required from the Warrenville by Design Overlay requirements. He has paid all building permit and inspection fees. The property is in TIF#3 and will contribute to the enhancement and vitality of the area.

FEE TYPE:

Seeking relief from water and sanitary connection fees and planning/zoning fees.

DESCRIPTION:

Repurposing Warrenville's Historic Blacksmith Shop into a retail use. Repurposing historic structure has been costly endeavor, but the end result contributes to the character of the "Old Town" area of Warrenville.

PERMIT FEE AMOUNT:

Utility Connection Fees: Up to \$2,915; Planning & Zoning: Up to \$4300 (includes stormwater/engineering plan review for parking lot and addition). Maximum Waiver: \$7,215

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor, City Council, and City Administrator White
 FROM: Liam Walker, Economic Development Specialist
 SUBJECT: RETAIL STRATEGIES DELIVERABLES AND
 ECONOMIC DEVELOPMENT STRATEGY ALIGNMENT
 DATE: July 10, 2025



This memo provides an informational update on the City's engagement with **Retail Strategies**, a national retail recruitment consulting firm, and outlines how their work supports Warrenville's broader economic development goals. A copy of the **Warrenville Market Guide** has been included in your packet for reference.

WHY RETAIL STRATEGIES WAS HIRED

Retail Strategies was hired to enhance Warrenville's ability to recruit and retain quality commercial tenants in a competitive regional landscape. The decision to partner with this firm reflects the City's desire to:

- Better understand our retail leakage and growth potential
- Benchmark against peer communities for competitiveness
- Create data-driven marketing materials for proactive outreach
- Present a credible, third-party case for retail investment

HOW THIS INFORMATION IS BEING USED

The deliverables provided by Retail Strategies—especially the professionally produced **Market Guide**—are now foundational tools in our economic development efforts. Staff are actively using this data to:

- Guide conversations with developers, site selectors, and commercial brokers
- Inform internal planning, zoning, and infrastructure discussions
- Position the City to respond confidently and persuasively to retail and mixed-use inquiries, particularly to competitive requests received through Choose DuPage, Discover DuPage, and Intersect Illinois.

The guide also serves as an on-demand resource for pre-application meetings and targeted business attraction campaigns, helping to focus recruitment around real, quantifiable market opportunities.

KEY MARKET INSIGHTS

According to Retail Strategies' analysis, Warrenville has a **median household income of \$98,979**, a **population of 15,284**, and a **daytime population of 20,925**—factors that signal strong purchasing power and a stable consumer base. Additional key findings include:

Retail Leakage (Unmet Demand) within City Boundaries:

- Clothing & Accessories: **\$11.3 million**
- Furniture: **\$4.0 million**
- Sporting Goods, Hobby, Book & Music: **\$2.7 million**
- Specialty Food Stores: **\$1.3 million**
- Misc. Retail (e.g., florists): **\$622,000**

Total Unmet Demand: Nearly \$20 million

The Market Guide also highlights trade area demographics that amplify Warrenville's attractiveness:

- A **10-minute drive time** reaches over **107,000 residents**
- Median household income in that zone is approximately **\$105,624**
- Daytime population within 10 minutes exceeds **145,000**

These figures give Warrenville a strong value proposition for regional and national retailers seeking new market entry points.

STRATEGIC VALUE

This engagement ensures the City is no longer relying on anecdotal evidence or generalized community profiles. With Retail Strategies' materials, Community Development staff can now:

- Present Warrenville's strengths in the language and format expected by retail professionals
- Understand where and how the City is losing spending power
- Pursue sector-specific recruitment strategies tied directly to market demand

NEXT STEPS

Staff will continue using the Market Guide to support site marketing, developer engagement, and infrastructure planning. In parallel, Community Development staff is integrating this data into new business attraction materials and identifying priority categories (e.g., apparel, furniture, specialty foods) for focused recruitment.

As part of this forward-looking strategy, Community Development staff will explore ways to align land use policy and infrastructure planning with the categories of retail that have the highest likelihood of success, based on this real-world data.

Attachment: Warrenville, IL Market Guide (Retail Strategies)

City Contact Information



Amy Emery
 Community and Economic Development Director
 aemery@warrenville.il.us
 630-393-5745
 warrenville.il.us

City Boundaries Demographics



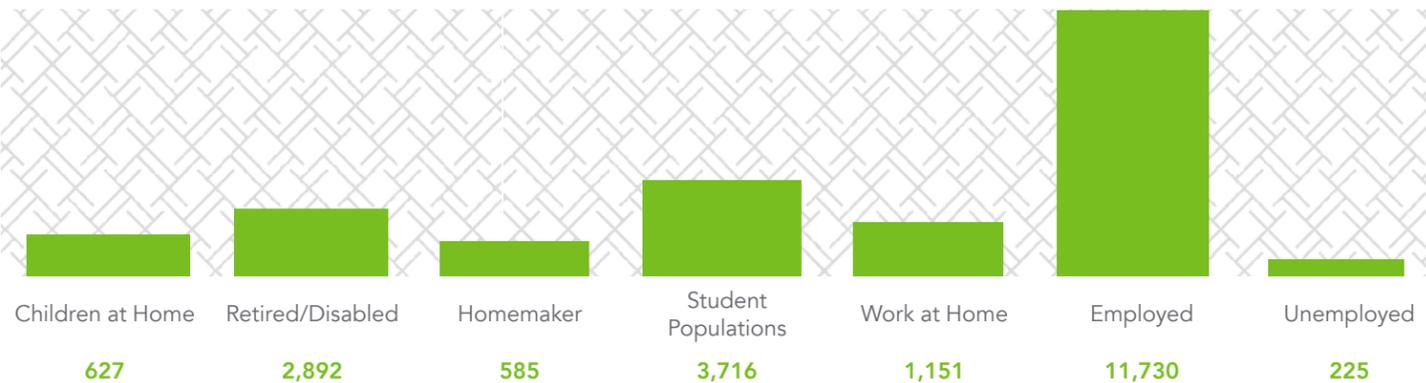
GAP Analysis

\$19,962,632 (City Boundaries)

Clothing & Clothing Accessories Stores	\$11,325,158
Furniture Stores	\$4,041,239
Sporting Goods, Hobby, Book, Music Stores	\$2,681,581
Specialty Food Stores	\$1,292,435
Florists and Miscellaneous Store Retailers	\$622,219



Daytime Population



Warrenville, Illinois



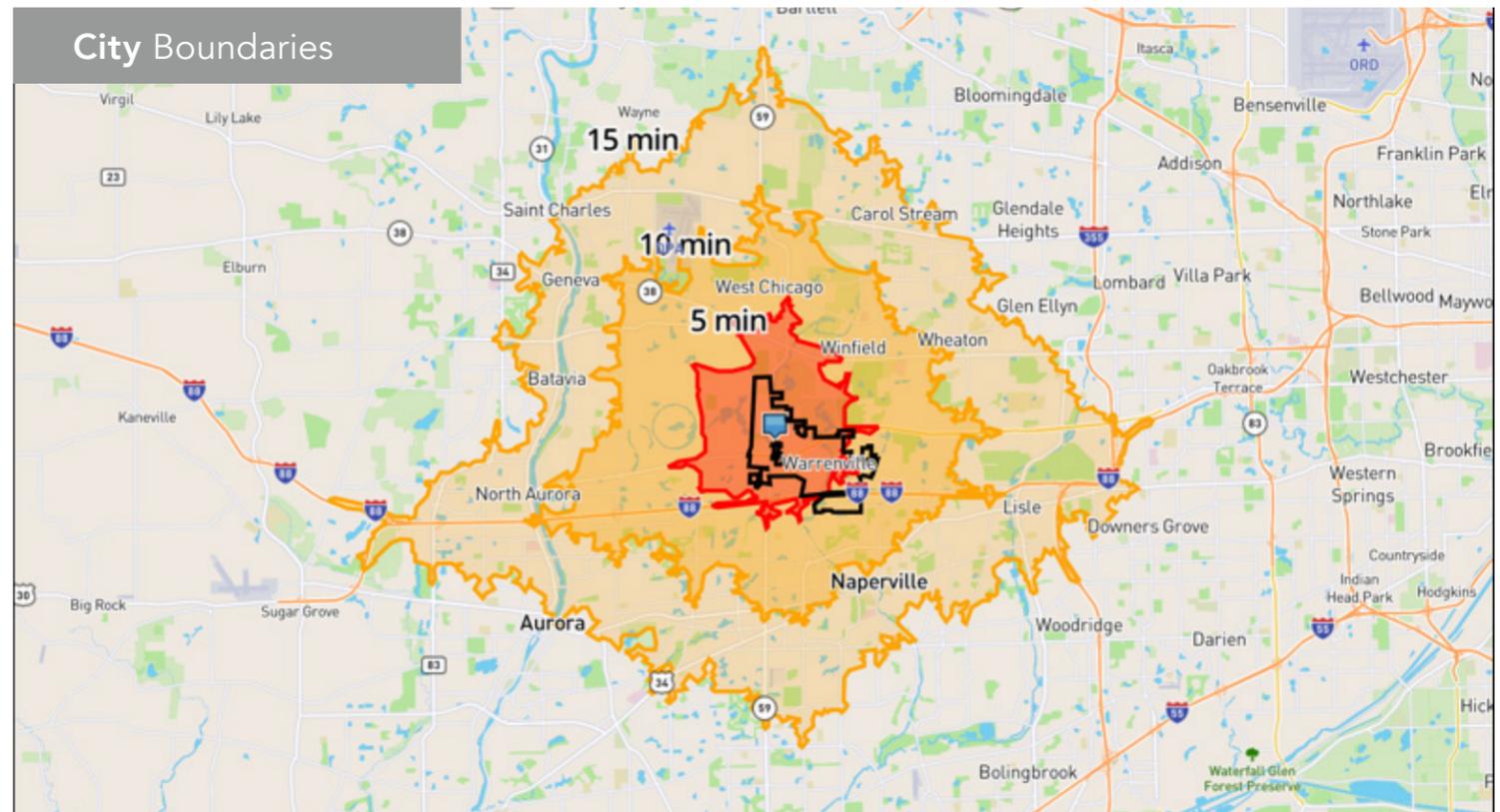
Market Guide



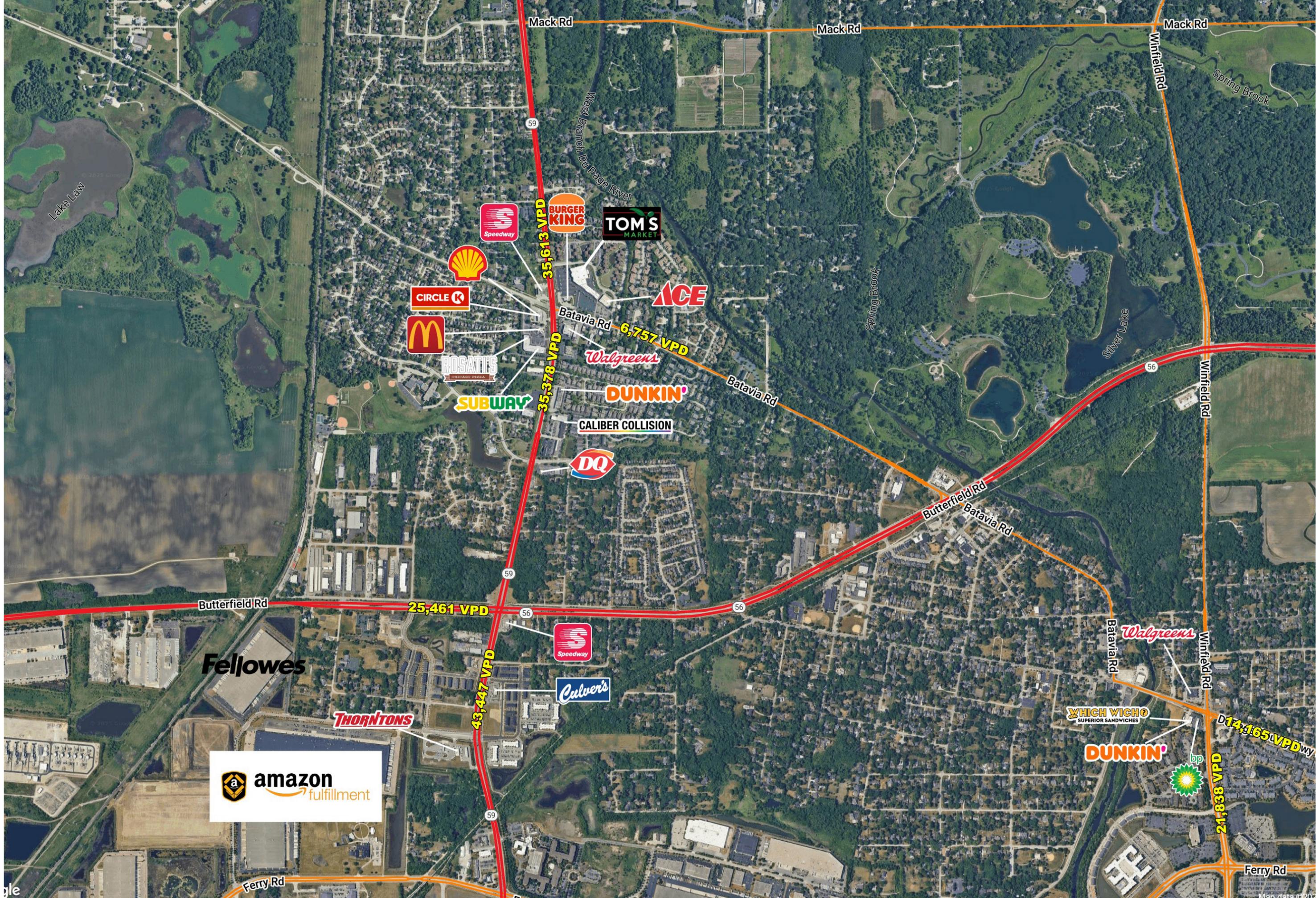
Demographics

Distance	3 Miles	5 Miles	10 Miles	5 Minutes	10 Minutes	15 Minutes
2024 Est. Pop	35,879	148,982	835,059	17,103	107,912	371,890
Daytime Pop	47,237	210,271	989,525	18,217	145,950	526,665
Median HH Income	\$97,477	\$113,081	\$111,171	\$90,783	\$105,624	\$110,647
Households	13,043	55,460	302,056	5,986	40,179	137,910

City Boundaries



2S5501 Illinois Rte 59, Warrenville, IL 60555



CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor, City Council, and City Administrator White
FROM: Liam Walker, Economic Development Specialist 
SUBJECT: ECONOMIC DEVELOPMENT OUTREACH SUMMARY
SURVEY AND NEWSLETTER
DATE: JULY 10, 2025

The Economic Development Division has initiated several new outreach efforts aimed at strengthening communication with the local business community and gaining better insight into their needs. These efforts are part of a broader strategy to foster a more responsive, informed, and engaged economic development environment in the City of Warrenville. This memorandum outlines three recent initiatives: the launch of a citywide business survey, the publication of the City's first-ever business newsletter, and direct engagement with local businesses during ongoing retail vacancy assessments.

Business Survey

In an effort to better understand the current landscape of Warrenville's business community, a citywide business survey was developed and launched by Economic Development Specialist (EDS) Walker. The survey is designed to collect feedback on business needs, concerns, and expectations from City Hall, as well as to identify areas where municipal support may be most impactful. Preliminary results are attached to this memorandum for review.

The survey will remain open throughout the summer and is intended to serve as a foundation for future programming, resource development, and policy adjustments aimed at supporting local business retention and growth.

Warrenville Biz Connection Newsletter

The business survey is housed within the Warrenville Biz Connection, the City's first business-specific newsletter. Created by EDS Walker, this quarterly publication is exclusively distributed to registered businesses within city limits. The goal of the newsletter is to provide timely, relevant, and actionable information to business owners and operators. Each issue will include updates on city policies and programs, tips and tricks for navigating municipal resources, regional business news, and highlights of local initiatives and opportunities.

This newsletter establishes a consistent and professional communication tool that will not only keep businesses informed, but also reinforce the City's commitment to being a proactive partner in economic development.

Direct Business Engagement

As part of a recent review of retail vacancies, EDS Walker also conducted in-person outreach to six Warrenville businesses. These visits were used to introduce himself and offer the City as a resource for their future needs. These face-to-face interactions are crucial for relationship-building and will continue as part of an ongoing strategy to maintain a visible and accessible City presence in the business community.

Conclusion

These outreach efforts represent a deliberate shift toward a more connected and data-informed approach to economic development in Warrenville. By combining quantitative feedback from the business survey with qualitative insights gained through direct engagement and communication tools like the Warrenville Biz Connection, the City is positioning itself to more effectively serve its business community. As more survey responses are collected and engagement continues, staff will bring forward targeted strategies and recommendations to enhance support for existing businesses and ensure that Warrenville remains a competitive and welcoming environment for commercial investment.

Attachments:

- Preliminary Business Survey Results
- First Edition of Warrenville Biz Connection

WARRENVILLE BIZ CONNECTION

July 2025 | Volume 1 / Issue 1

TOP NEWS

WELCOME TO THE FIRST EDITION OF THE WARRENVILLE BIZ CONNECTION

We're excited to bring you the very first edition of Warrenville Biz Connection, a new quarterly newsletter designed to keep our local businesses informed, engaged, and connected.

We know how important it is for businesses to stay up to date on developments, economic trends, and opportunities that can help you succeed. That's exactly what this newsletter is here to provide.

Each quarter, we'll bring you the latest news on City initiatives, business resources, upcoming events, and success stories from local entrepreneurs.

Whether you're a home-based, local shop, or a well-established company, our goal is to make sure you have access to valuable insights and opportunities that help your business thrive.

Warrenville Biz Connection is more than just a newsletter—it's a way to strengthen connections within our business community. We encourage you to share your feedback, tell us what topics matter most to you, and join us in shaping the future of business in Warrenville.

Thank you for being part of this exciting new initiative. We look forward to growing together and supporting a thriving local economy!

Business Engagement Survey - Page 1

We've launched a Business Engagement Survey to learn what local businesses need most. Your feedback will guide future City programs, resources, and support.

City & Economic Developments - Page 2

Warrenville is on the move! In this section, we're highlighting exciting updates from around the city—from a word about economic development in Warrenville from Mayor Johnson to the City wide ERP software roll out.



The City of Warrenville is committed to supporting our local businesses, and we want to hear from you! We've launched a **Business Engagement Survey** to better understand the challenges you face, what resources you need, and how the City can help your business thrive.

By filling out this short survey, you'll have a direct impact on **future business programs, funding opportunities, and policy decisions** that support economic growth in Warrenville. Your insights will help shape initiatives like **grants, networking events, infrastructure improvements, and more!**

Take the survey today and make your voice heard!



CLICK HERE



Together, we can build a stronger, more vibrant business community!



Click the calendar icon to view our upcoming community events!



Stay Connected! To ensure you receive our business newsletter and updates, please add us to your email safe list. If you have any questions or concerns, please contact Liam Walker, *Economic Development Specialist*, at (630)-836-3035 or lwalker@warrenville.il.us





DID YOU KNOW?



A Message from Mayor Johnson!

I am excited about the development prospects in Warrenville. We've got a great team working on identifying and vetting developers with the right vision and passion for Warrenville. Looking along Butterfield Rd, or at the Warrenville Rd/Batavia Rd (3rd Street for you older residents) corner, I see great potential for new small business enterprises. Filling in our open commercial spaces and reimagining some existing developments will be a prime focus of mine. At the same time, I look forward to encouraging and supporting those businesses that have already made a commitment to Warrenville. We all benefit from a strong business base and I hope everyone one reading this will support our local businesses. Before you go out, or online, to buy anything, ask yourself...."Can I buy this from a Warrenville business?"

Meet Warrenville's First Economic Development Specialist

Hello Warrenville business community! My name is Liam Walker, and I'm thrilled to introduce myself as the City's first Economic Development Specialist. Originally from Cleveland, Ohio, I hold a degree in Business Economics and bring a deep passion for supporting local economies and helping communities thrive. In this role, I'll be your primary point of contact for anything related to business in Warrenville—whether you're a longtime shop owner, franchisee, or an up-and-coming entrepreneur. I'm excited to get to know each of you and to support your goals as we work together to make Warrenville an even more vibrant hub for retail, dining, and innovation. I'm here to help Warrenville businesses grow, connect, and succeed—now and into the future.

New ERP Software Launch

We're excited to roll out our new ERP software, bringing major improvements to how Community Development serves Warrenville. The updated system includes a streamlined permitting application, online payment options, and tools designed to make life easier for residents and business owners alike.

Business Resources & Tips

- The Western DuPage Chamber of Commerce and local economic development groups offer free webinars and in-person workshops on marketing, finance, and business growth. Check their websites for upcoming events.
Pre-Application Meetings: You can meet with Community Development before starting a project to review zoning, permits, and timelines.
Your input helps shape local policy and programming: The City surveys businesses to understand local needs and trends. If you receive a survey or are invited to a roundtable, we encourage you to participate—your voice directly informs economic development efforts and funding priorities.
The City partners with Choose DuPage for business resources and regional promotion: As a Warrenville business, you benefit from programs offered by Choose DuPage, including small business support, workforce development, and access to regional data. Explore resources at choosedupage.com.
You can request a business visit from City staff: Want to share feedback, ask questions, or showcase your operation? We're happy to stop by—just reach out.
Keep Us Updated: Ensure your business info is current so you don't miss resources or alerts.

Thank You

Local Business Survey

Preliminary Results and insights
for growth



Overview

The **Warrenville Local Business Survey** is crucial for understanding the needs and challenges businesses face, enabling effective strategies for community growth and support.

OBJECTIVES

- Understand current challenges local businesses face
- Identify what resources businesses want from the City
- Improve City processes and strengthen partnerships
- Help shape policies and initiatives that foster growth



Who Took the Survey? (So Far)

12*

Total Responses

- Retail
- Manufacturing
- Hospitality
- Services
- etc.

Business Types Represented

- 16.7 %: Less than 1 year
- 16.7%: 1-5 years
- 25%: 6-10 years
- 41.7%: 10+ years

Years in Operation

* A survey response of ~3% is typical for surveys sent by mass email.

Key Challenges

**HIRING AND
RETENTION**

**HIGH OPERATING
COSTS**

**ACCESS TO
FUNDING**

**MARKETING AND
OUTREACH**

Resources Needed



**MARKETING AND
BRANDING SUPPORT**



**NETWORKING AND
BUSINESS CONNECTIONS**

Local Government Relationship



AVERAGE: 3.33

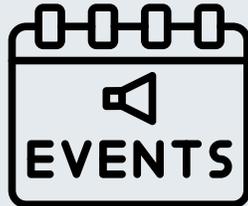
Top suggestions for improvement:

- Streamlined permitting and licensing
- More visibility/promotion for local businesses
- Faster City service response times
- Support for business collaboration

Growth Ideas



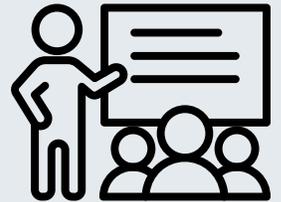
Attract new businesses



Enhance community events



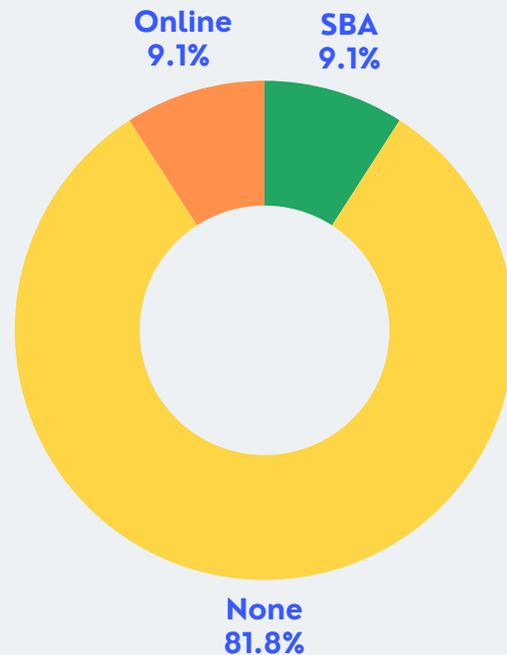
Promote local partnerships



Develop marketing classes

Top Business Resources Used

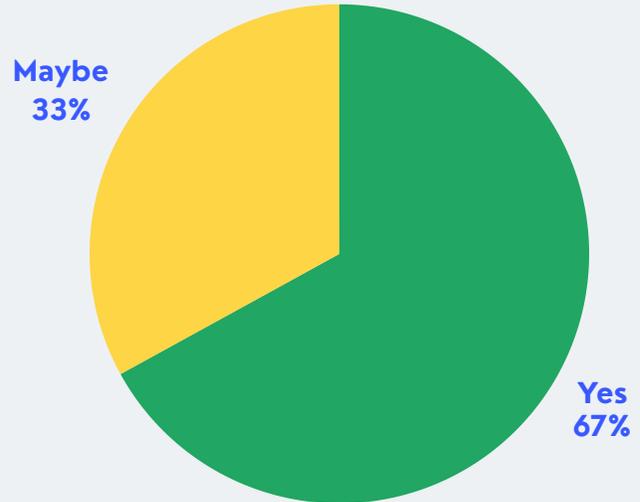
The data reveals that many businesses are **unaware** of crucial resources, highlighting a significant need for enhanced communication and outreach from local organizations.



Resource utilization over the past year

Interest in Networking Events

The data reveals a strong **willingness** among local businesses to engage in community events, highlighting opportunities for increased collaboration and support.



Survey responses from Q2 2023

Final Thoughts



**MORE REGULAR
COMMUNICATION**



BUSINESS RECOGNITION

Next Steps



SURVEY DISTRIBUTION

Share the survey link again to registered businesses



RESPONSE COLLECTION

Gathering data until the end of next month.



DATA ANALYSIS

Analyze results for meaningful insights and trends.



REPORT FINALIZATION

Prepare and share findings with business owners and community.



CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor, City Council, and City Administrator White
 FROM: Liam Walker, Economic Development Specialist
 SUBJECT: RETAIL VACANCY REPORT JULY 2025
 DATE: June 10, 2025



The Community Development Department has finalized the July 2025 update to Warrenville's Retail Space Inventory. The results reflect encouraging momentum in the city's commercial landscape, with the retail vacancy rate dropping to **12.9%**, down from **14.7% in January 2025**. This is the lowest vacancy figure Warrenville has recorded in over four years.

Citywide Vacancy Trends

Citywide, there was a net reduction of **13,773 square feet** in vacant retail space over the past six months. This brings the total available space across Warrenville to just under 99,000 square feet. The decline is driven by a mix of smaller business expansions, new tenant occupancies, and greater leasing activity in some of the city's historically high-vacancy corridors.

Areas of Improvement

Several key commercial centers have made significant strides. Cantera Commons reported a vacancy reduction of over 6,400 square feet, though it still has room to grow with 40% of its space unoccupied. Warrenville Commons Plaza experienced a similar improvement, with nearly 5,000 square feet filled since January, bringing its vacancy rate down to 6%. At the Regal Theater Complex, over 6,000 square feet were leased, leaving just 1,500 square feet available—a 3% vacancy rate that now positions it among the more stable centers in the city.

Multiple smaller centers have reached full occupancy as is detailed in the attached report. These include Ferry Creek Plaza and Meadow Glen Shopping Plaza. The Super Target also remains a reliable anchor, supporting a dynamic mix of tenants in the immediate vicinity, with steady inquiries about any remaining vacant spaces.

Ongoing Challenges

Despite the positive trend, some areas continue to face significant leasing difficulties. Warrenville Woods remains the city's highest-vacancy site, with 35,434 square feet—**55% of its total space**—sitting unoccupied. It underscores the challenges of large, aging properties with limited visibility or outdated layouts.

Strategic Focus

This downward shift in the vacancy rate affirms The City's proactive economic development strategy includes consistent outreach to property owners and commercial brokers, targeted marketing of available space, and new community-facing initiatives. The recent launch of the **Warrenville Biz Connection newsletter** and embedded **business survey** aim to gather deeper insights from the business community. These tools, along with the **pop-up marketplace program** rolling out with a soft-launch preview later this year, are designed to boost visibility for Warrenville's commercial corridors, support emerging local entrepreneurs, fill vacant tenant spaces, and support development of new commercial projects.

Next Steps

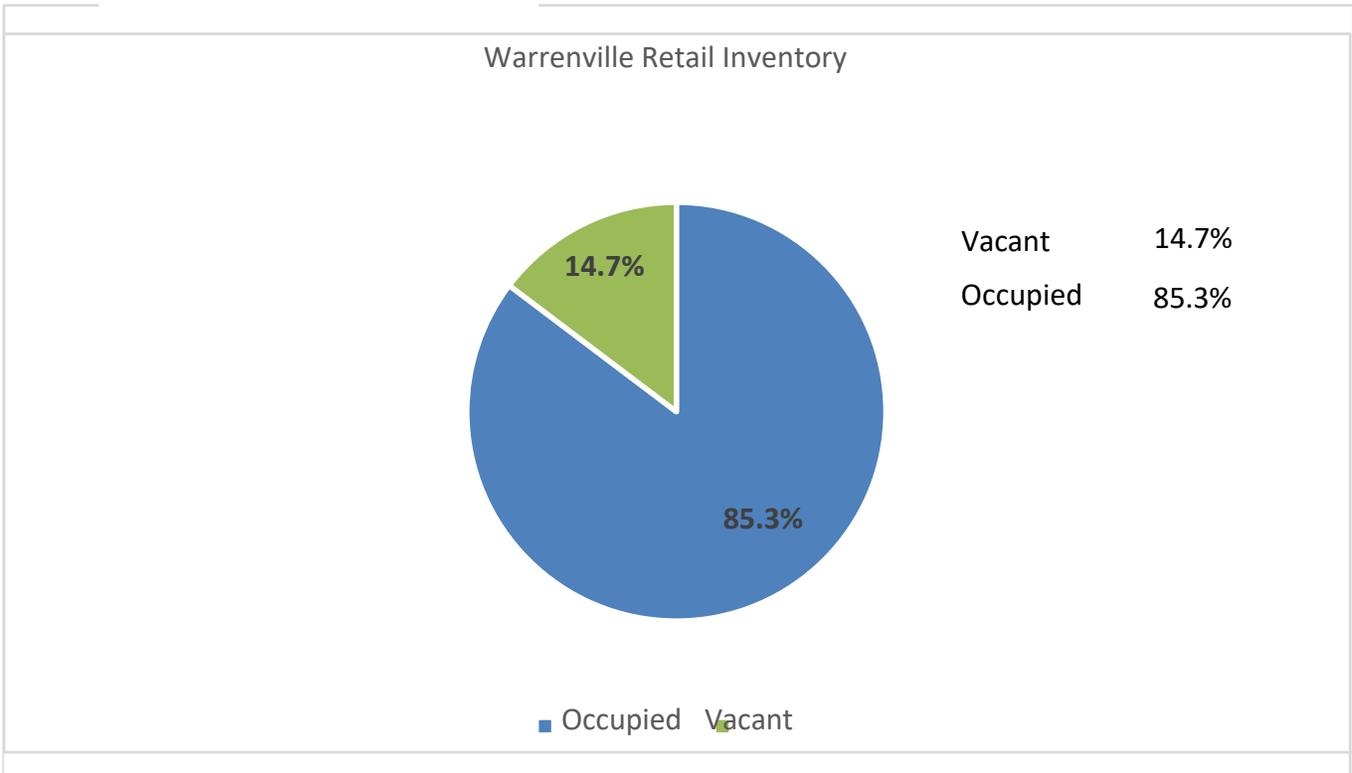
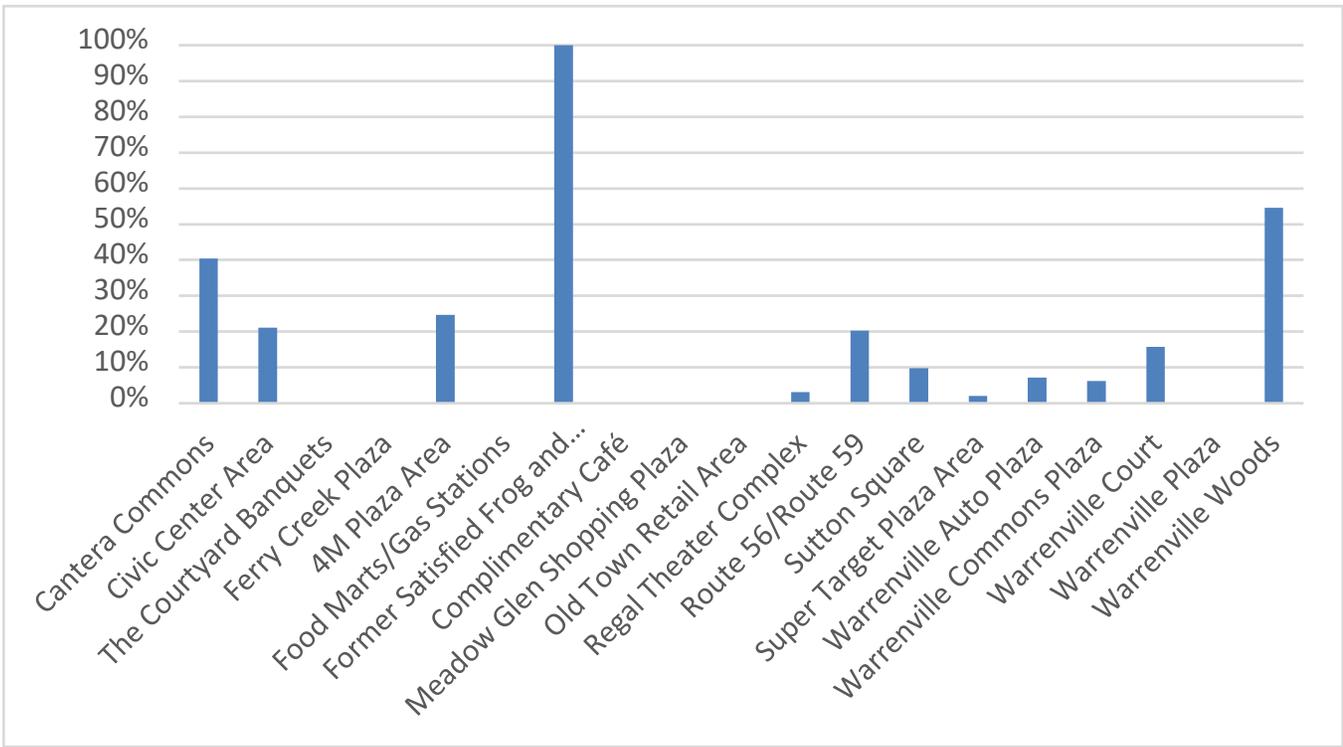
Staff will continue to pursue adopted strategic plan initiatives related to economic development. This includes, among other tasks, tracking and reporting occupancy trends through this report and engaging directly with property owners to identify barriers to leasing and explore development opportunities as vacancies occur.



Warrenville Retail Space Inventory

July 2025

Prepared By: Community Development Department



Date Percent Vacant

Jan '16 8%

Sep '16 13%

Jan '17 12%

May '17 13%

Sep '18 14%

Jan '19 12%

May '19 11%

Sep '19 12%

Jan '20 13%

May '20 15%

Sep '20 15%

Feb '21 18%

Sep '21 18%

Jan '23 15%

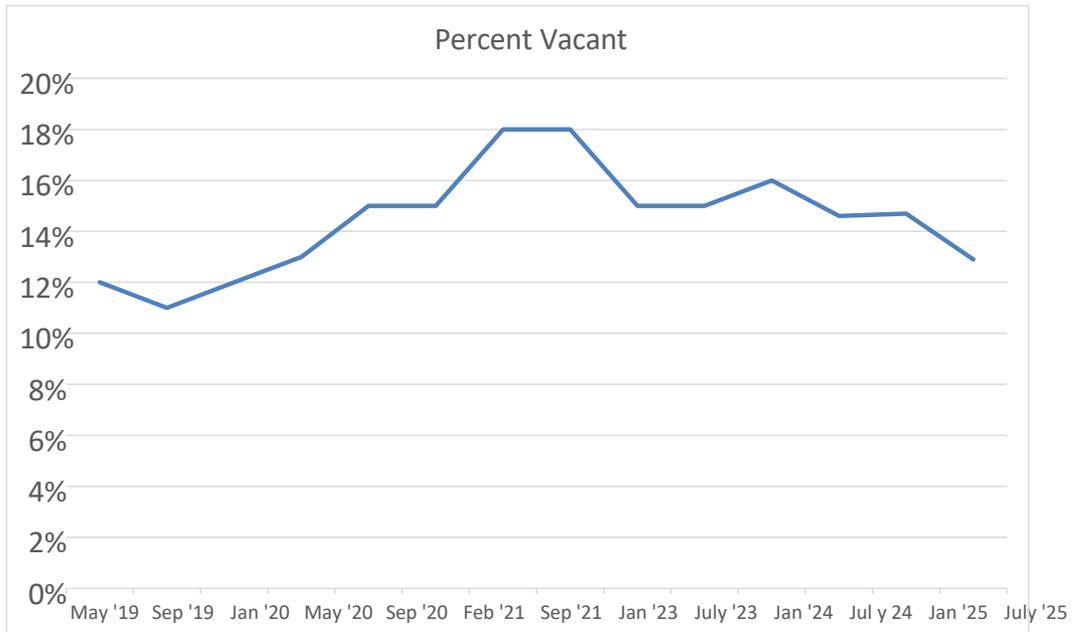
July '23 15%

Jan '24 16%

Jul y 24 14.6%

Jan '25 14.7%

July '25 12.9%



Warrenville Retail Space Inventory Summary

Retail Center	Location	Total Retail Sq. Ft.	Vacant Sq. Ft.	Sq. Ft. Change Since Last Report	% Vacant
Cantera Commons	28341-28361 Diehl Road	18,090	7,300	-6,460	40%
Civic Center Area	Batavia & Butterfield Road	32,200	6,800	2,000	21%
The Courtyard Banquets	3S200 Route 59	13,500	0	0	0%
Ferry Creek Plaza	3S001-3S039 Route 59	15,250	0	-1,650	0%
4M Plaza Area	4S100 Route 59	44,640	11,000	-1,100	25%
Food Marts/Gas Stations	Various	10,631	0	0	0%
Former Satisfied Frog and Nursery	29W012 Butterfield Road	11,580	11,580	0	100%
Complimentary Café	4405 Winfield Road	4,500	0	0	0%
Meadow Glen Shopping Plaza	3S071 Route 59	15,900	0	0	0%
Old Town Retail Area	Batavia Rd & Warrenville Road	46,700	0	-1,250	0%
Regal Theater Complex	28244-28260 Diehl Road	48,600	1,500	-6,000	3%
Route 56/Route 59	Route 56/Route 59	29,600	6,000	0	20%
Sutton Square	2S610 Route 59	31,380	3,075	0	10%
Super Target Plaza Area	28201-28251 Diehl Road	199,027	4,053	0	2%
Warrenville Auto Plaza	2S780 Route 59	27,700	2,000	0	7%
Warrenville Commons Plaza	Route 59 & Batavia Road	126,225	8,150	-4,850	6%
Warrenville Court	2S676 Route 59	13,300	2,100	0	16%
Warrenville Plaza	2S721-2S743 Route 59	14,150	0	0	0%
Warrenville Woods	29W100-29W170 Route 56	64,025	35,434	5,537	55%
Totals:		766,998	98,992	-13,773	12.9%

Available Retail Space in Jan 2025: 112,765 Sq. Ft.
Available Retail Space in July 2025: 98,992 Sq. Ft.
Available Retail Space Change Since July 2024: -13,773 Sq. Ft.

Civic Center Area

Address: 28W520 Batavia Road
Owner: Lance Haack
 Warrenville, IL
Year Built: 1962

Address: 28W550 Batavia Road
Owner: Outreach Community
 Ministries, Wheaton, IL
Year Built: 1958

Address: 28W530 Batavia Road
Owner: Russell Tripp
 Warrenville, IL
Year Built: 1947

Address: 3S220 Warren Avenue
Owner: Ross Real Estate Holdings
 Warrenville, IL
Year Built: 1963

Address: 28W542 Batavia Road
Owner: Outreach Community
 Ministries Wheaton, IL
Year Built: 1950

Address: 3S230 Warren Avenue
Owner: Lowrie Properties
 Warrenville, IL
Year Built: 1951

Address: 28W571-583 Stafford Place
Owner: Lowrie Properties
 Warrenville IL,
Year Built: 1928

Total Space: 32,200
Vacant Space: 6,800

Sq. Ft.
Sq. Ft.

21%

Tenant	Address	Phone	Square Feet
Vacant	28W520 Batavia Road		3,500
Jamie Thomure, D.C.-Chiropractor	28W530 Batavia Road	630-448-0255	700
Brightway Insurance	28W530 Batavia Road #201	630-581-8881	700
Warrenville Dental Group	28W530 Batavia Road	630-393-4600	700
Mark Wilk, D.C.-Chiropractor	28W530 Batavia Road	630-393-3777	700
Grace Counseling of DuPage	28W530 Batavia Road	630-447-7008	700

Vacant		28W530 Batavia Road #2		700
PC Psychotherapy		28W530 Batavia Road	630-884-4366	700
Med-Wise Billing Solutions		28W530 Batavia Road	630-393-5611	700
WYFS-Family Resource Center		28W542 Batavia Road	630-393-7057	3,500
WYFS-Youth Services		28W550 Batavia Road	630-393-7057	1,700
Recycled Cycling		28W571 Batavia Road	630-384-9853	3,300
Evolet Eve		28W575 Stafford Place	630-836-8988	1,000
Indie Art Park		28W577 Stafford Place	773-717-2432	1,200
(Bookkeeping)		28W581 Stafford Place	630-393-1664	1,200
Vacant		28W583 Stafford Place		2,000
Midwest	Neurosurgery and Spine	3S220 Warren Avenue	630-393-2222	8,000
Kalon Hair Bar		3S230 Warren Avenue	630-393-2935	600
Vacant		3S230 Warren Avenue		600

The Courtyard Banquets

Address: 3S200 Route 59

Owner: Luiz Perez
Phone: 630-414-9605

Total Space: 13,500 Sq. Ft.
Vacant Space: 0 Sq. Ft. 0%

Tenant	Address	Phone	Square Feet
Courtyard Banquets	3S200 Route 59	630-414-9605	13,600

Ferry Creek Plaza

Address: 3S001-3S029 Route 59

Leasing Agency: Adelpia Properties

Contact: Simeon Spirrison
P.O Box 4974
Oak Brook, IL 60522

Phone: 630-455-4495

Fax: 630-455-4496

Email: simeon@adelphiaproperties.com
Website: <http://adelphiaproperties.com>

Total Space: 15,250 Sq. Ft. Year Built: 1988
Vacant Space: 0 Sq. Ft. 0%

Tenant	Address	Phone	Square Feet
Warrenville Nutrihub	3S001 Route 59	630-463-8671	1,400
Purrfurred Pet Styling	3S005 Route 59	630-791-9815	1,500
Mattress By Appointment	3S009 Route 59	630-447-0740	1,500
Milanos Pizza	3S015 Route 59	630-393-2111	1,650
Alpacake Bakery	3S019 Route 59	630-791-9382	3,300
Maxi Hair Salon	3S021 Route 59	331-575-1885	1,500
Ames	3S025 Route 59	630-393-7579	1,600
Hometown Pantry & Liquor	3S029 Route 59	630-393-0200	2,800

4M Plaza

Address: 4S040-4S100 Route 59

Owner: 4M Enterprises

Contact: Tom Mouroukas

**1649 Montgomery Road, Suite 1
Aurora, IL 60504
630-585-0004**

Website: www.4MEnterprises.com

Email: info@4MEnterprises.com

Total Space: 39,140 Sq. Ft.
Vacant Space: 11,000 Sq. Ft. 28% Year Built: 1989-1990

Tenant	Address	Unit	Phone	Square Feet
Vacant	4S040 Route 59			11,000
Fox Valley Coins	4S100 Route 59	20	630-305-0100	2,400
Midwest Academy of Martial Arts	4S100 Route 59	19	630-836-3600	1,200
Total Staffing Solutions (Corporate)	4S100 Route 59	16, 17	630-836-2200	2,400
Best Cricket Store	4S100 Route 59	18	630-888-9765	1,200
Mattress By Appointment	4S100 Route 59	14, 15	331-444-2732	2,400
Luxemour	4S100 Route 59	13A		550
Sapphire Studios	4S100 Route 59	11, 12	630-800-8667	1,930
Sapphire Studios	4S100 Route 59	9, 10	630-800-8668	1,200
Elite Performance Institute Anicca	4S100 Route 59	8	331-472-4326	830
Float Club	4S100 Route 59	6, 7	630-854-7385	1,200
Boy Scouts of America- Three Fires Council	4S100 Route 59	4, 5	630-791-8342	3,030
AAA Jangaria Agency	4S100 Route 59	3	630-392-6999	1,100
Fox Valley Coins	4S100 Route 59	2	630-305-0100	1,100
Fox Valley Coins	4S100 Route 59	1	630-305-0100	2,200
Prairie Cannabis	4S120 Route 59		331-249-6532	5,400

Food Marts/Gas Stations

Address: 28W125 Warrenville Road
Owner: Sushila Property Inc.
Naperville, IL 60540

Address: 2S540 Route 59
Owner: EMRO Marketing Company
Findlay, OH 45840

Address: 28W050 Warrenville Road
Owner: Carol Fontana
Warrenville, IL 60555

Address: 3S405 Route 59
Owner: Speedway LLC
Findlay, OH 45840

Address: 2S600 Route 59
Owner: RDK Ventures LLC
Columbus, IN 47201

Total Space: 10,631
Vacant Space: 0

Sq. Ft.
Sq. Ft.

0%

Tenant	Address	Phone	Square Feet
DD/BP/WW	28W125 Warrenville Road	630-393-0947	4,250
Good Stop by Casey's	28W050 Warrenville Road	630-393-3633	912
Circle K / Shell	2S600 Route 59	630-393-0347	1,152
Speedway	2S540 Route 59	630-393-2566	1,717
Speedway	3S405 Route 59	630-393-0840	2,600

Former Satisfied Frog Location and Nursery

Address: 29W012 AND 29W036 Butterfield Road

**Owner: JSB Land Management & Development
Phone: 630-393-3600**

**Total Space: 11,580 Sq. Ft.
Vacant Space: 11,580 Sq. Ft. 100%**

Tenant	Address	Phone	Square Feet
Vacant	29W012 Butterfield Road		5,500
Vacant	29W036 Butterfield Road		6,080

Complimentary Café

Address: 4405 Winfield Road

**Owner: Novamed Incorporated
Skokie, IL 60076**

**Total Space: 4,500 Sq. Ft.
Vacant Space: 0 Sq. Ft. 0%**

Tenant	Address	Phone	Square Feet
Complementary/Fusion Social	4405 Winfield Road	312-251-5438	4,500

Tenner's Autos	28W265 Warrenville Road #1	630-728-4988	1,000
Fontana Service and Towing	28W265 Warrenville Road #2	630-393-9003	4,000
Noodles Tattoo	28W289 Warrenville Road	630-393-2770	900
Pink the Shoppe	28W321 Warrenville Road	630-791-9175	4,750
Sound and Fury Printing	28W321 Warrenville Road	630-791-8099	1,250
Mailbox Fast LLC	28W321 Warrenville Road	630-215-7343	1,250
Warrenville Grove Animal Hospital	3S481 Batavia Road	630-393-1131	4,000

Regal Plaza

Address: 28244-28260 Diehl Road

Tenant: Corner Bakery
Owner: SCN Investments
110 W Golf Rd
Schaumburg, IL 60195
Year Built: 2004-2005

Tenant: Eddie Merlot's
Owner: M & E Warrenville LLC
5648 Main St, Unit 2
Sylvania, OH 43560
Year Built: 1998

Tenant: Rock Bottom Brewery
Owner: Kevin Snyder
12333 Stratford Dr
Clive, IA 50325
Year Built: 1998

Tenant: Red Robin
Owner: 5B Red Robin Cantera LLC
Sun Valley, ID 83353
Year Built: 2001

Tenant: A2B Indian Veg Restaurant
Owner: NADG NNN CMEX IL LP
3131 McKinney Ave No L 10
Dallas, TX 75204
Year Built: 2017

Tenant: Simply South
Owner: SCN Investments LLC
110 W GOLF RD
SCHAUMBURG IL 60195
Year Built: 2004

Total Space: 46,700
Vacant Space: 1,500

Sq. Ft.
Sq. Ft. 3%

Tenant	Address	Phone	Square Feet
A2B Indian Veg Restaurant	28244 Diehl Road		6,900
Twin Peaks	28252 Diehl Road	630-393-9747	7,000
Eddie Merlot's	28254 Diehl Road	630-393-1900	6,600
Rock Bottom Brewery	28256 Diehl Road	630-836-1380	8,400
Simply South	28258 Diehl Road #1	331-209-6666	6,000
Corner Bakery	28258 Diehl Road #2	630-836-1689	3,800
Vacant	28258 Diehl Road #3	630-791-8167	1,500
Red Robin	28260 Diehl Road	630-836-8870	6,500

Route 56/Route 59

Address: 29W701 Butterfield Road
Owner: Abdul & Ayesha Molla
Warrenville, IL 60555
Year Built: 1974

Address: 3S264 Butterfield Road
Owner: Stuart Aschauer
Warrenville, IL 60555
Year Built: 1955

Address: 3S430 Route 59
Owner: James Meiling
Warrenville, IL 60555
Year Built: 1968

Address: 3S123 Route 59
Owner: LCRC Property LLC
Warrenville, IL 60555
Year Built: 1976

Address: 3S450 Route 59
Owner: ABS III LLC
Wauconda, IL 60084
Year Built: 1961

Total Space: 29,600 Sq. Ft.
Vacant Space: 6,000 Sq. Ft. 20%

Tenant	Address	Phone	Square Feet
Vacant	29W701 Butterfield Road #101		900
American Health Career Institute	29W701 Butterfield Road #102	630-712-5554	1,000
Vacant	29W701 Butterfield Road #201		900
Cure Home Care Services	29W701 Butterfield Road #202,203	630-836-9977	2,000
Vacant	29W719 Butterfield Road		3,000
Vacant	3S123 Route 59 Unit A	630-520-0871	1,200
Top Quality Roofing and Siding	3S123 Route 59 Unit B	630-520-0576	1,200
Woodland Playsets	3S264 Route 59	630-393-2220	1,400
Mr. Jim's Auto Repair	3S430 Route 59	630-836-1166	8,000
Beacon Building Products	3S450 Route 59	630-326-4711	10,000

Sutton Square

Address: 2S610 Route 59

Leasing Agency: Coldwell Banker Commercial NRT

**Contact: Robert Blomgren
Yorkville, IL
Phone: 630-553-3555
630-251-4357**

Owner: 2S610 Route 59 LLC

Total Space: 31,380 **Sq. Ft.** **Year Built: 1990**
Vacant Space: 3,075 **Sq. Ft.** **10%**

Tenant	Address	Phone	Square Feet
Fast Cash and Pawn	2S610 Route 59 #1	630-836-2499	3,450
Prime Liquors	2S610 Route 59 #1B	773-425-4213	3,150
Subway	2S610 Route 59 #2	630-393-1782	1,340
Excel Barber	2S610 Route 59 #3	630-791-9623	1,520
Taco Grill	2S610 Route 59 #4	630-791-9644	1,390
Q Bar	2S610 Route 59 #5	630-393-1241	4,318
Olympia Wrestling and MMA	2S610 Route 59 #6		2,212
Vacant	2S610 Route 59 #7		3,075
Uprise Tattoo	2S610 Route 59 #8	630-441-8464	3,600
Tribe Staffing	2S610 Route 59 #9		2,100
Clouds-Are-Us	2S610 Route 59 #10	331-250-6298	2,340
Rosati's	2S610 Route 59 #11	630-393-9393	1,460
Julie's Nails	2S610 Route 59 #12	630-836-1051	1,425

Super Target Plaza

Address: 28201-28251 Diehl Road, 28331 Dodge Drive

Tenant: Target
Owner: Target Corporation
1000 Nicollet Mall, T-1903
Minneapolis, MN 55440
Year Built: 2004

Tenant: Buffalo Wild Wings
Owner: BW Warrenville LLC
13405 W Star Drive
Shelby Township, MI 48315
Year Built: 2004

Tenant: Vacant, Chipotle
Owner: Menard INC
5101 Menard Dr
Eau Clairem, WI 54703
Year Built: 2004

Tenant: Sankalp Taste of India
Owner: Hitaishi, LLC
Vernon Hills, IL 60661
Year Built: 2005

Total Space: 199,027 **Sq. Ft.**
Vacant Space: 4,053 **Sq. Ft.** **2%**

Tenant	Address	Phone	Square Feet
Super Target	28201 Diehl Road	630-961-4061	174,000
Vacant	28231 Diehl Road		4,053
Buffalo Wild Wings	28241 Diehl Road	630-836-2999	6,400
Madurai Kitchen	28251 Diehl Road	847-264-8197	4,324
Chipotle	28251 Diehl Road	630-836-0016	2,750
Sankalp Taste of India	28331 Dodge Drive	331-208-9861	7,500

[Warrenville Auto Plaza](#)

Address: 2S781 Route 59

Owner: Mulder Property Management, LLC / Mulder Property Holdings Phone: 630-486-1300

Total Space: 27,700 Vacant Space: 2,000 Sq. Ft. Sq. Ft. 7%
Year Built: 1989

Tenant	Address	Phone	Square Feet
R59 Detailing	2S781 Route 59 Ste. A 2S781 Route 59 Ste. B	630-791-9430	2,200
E&A Auto Sales			2,000
Rx Auto Care	2S781 Route 59 Ste. C	630-393-6566	3,000
Caliber Collision Goodyear	2S781 Route 59 Ste. E1, E2 2S781 Route 59	630-836-1912	12,000
		630-393-6300	8,500

[Warrenville Court](#)

Address: 2S676 Route 59

Owner: Anthony Mitchell
Glen Ellyn, IL 60137 Phone: 630-393-2020

Total Space: 13,300 Vacant Space: 2,100 Sq. Ft. Sq. Ft. 16%
Year Built: 1983

Tenant	Address	Phone	Square Feet
Exploring Flooring	2S676 Route 59 #7,8 2S676 Route 59 #3	630-393-2020	5,500
China House		630-393-3828	2,100
Gregory Potempa, DDS	2S676 Route 59 #5	630-393-9300	1,800
Vacant	2S676 Route 59 #2 2S676 Route 59 #1		2,100
Arnie's Pizza		630-393-4040	1,800

Warrenville Commons Plaza

Address: 4S040-4S100 Route 59

Address: 2S501 - 2S539 Route 59

Owner: Center 59, LLC
Addison, IL 60101
Built: 1986

Address: 2S613 Route 59

Owner: MLK WAG OWNER, LLC C/O UBO REALTY CORP
New York, NY 10003
Built: 2007

2S541 Route 59

Owner: George Kleinwachter
Warrenville, IL 60555
Built: 1987

Address: 29W573 Batavia Road

Owner: Julie Draus
Warrenville, IL 60555
Built: 1959

Address: 2S551 Route 59

Owner: Heartland Illinois Food
Downers Grove, IL 60515
Built: 1988

Address: 29W585 Batavia Road

Owner: Lloyd A Hammer
Aurora, IL 60504
Built: 1958

Address: 2S631 Route 59

Owner: Ghada Nijm
Winfield, IL
Built: 1985

Total Space:	131,525	Sq. Ft.	
Vacant Space:	8,150	Sq. Ft.	6%

Tenant	Address	Phone	Square Feet
Tom's Market	2S501 Route 59	630-393-2800	40,600
Warrenville Café	2S505 Route 59	630-393-9058	6,600
Vacant	2S507 Route 59		5,300
Laugh Lab	2S513 Route 59	630-947-3172	2,400
Sky Smoke Shop	2S515 Route 59	872-985-7622	1,350

Gorski Chiropractic Center	2S517 Route 59	630-393-6699	1,375
La Michoacana	2S519 Route 59	630-863-8329	1,200
Dollar Store Plus	2S521 Route 59	630-393-2144	1,800
Famous Salon Suites	2S525/2S527 Route 59	331-252-4025	5,300
Sandy's Bakery	2S529 Route 59	630-393-2055	1,350
Laundry City Express	2S533 Route 59	630-393-9162	2,750
Montri Thai	2S535 Route 59	630-836-9774	3,750
Cemitas Benny	2S539 Route 59	630-903-7772	1,700
Vacant	2S541 Route 59	630-393-4900	2,850
Warrenville Ace Hardware	2S541 Route 59	630-393-1882	12,750
Burger King	2S551 Route 59	708-393-6009	3,750
Walgreens	2S613 Route 59	630-836-1788	14,400
Lisa/William P. Nijm, MD	2S631 Route 59 Ste. A	630-393-7100	1,500
RK & Associates Engineering	2S631 Route 59 Ste. B	630-393-9000	4,500
ST Paul Accounting & Tax Services	2S631 Route 59 Ste. C	708-925-6477	1,500
DuPage Dental Smiles	2S631 Route 59 Ste. D	630-393-2733	1,500
LuxMed Behavior Health	2S631 Route 59 Ste. E	630-216-9098	1,500
PW Auto Clinic	29W573 Batavia Road	630-393-9493	2,300
Eagle Academy of Martial Arts	29W585 Batavia Road #1	630-393-0033	1,750
Hair Studio 585	29W585 Batavia Road #2	630-886-6403	1,150
Touched by Jules	29W585 Batavia Road #3	630-225-7997	1,500
Aughenbaugh Family Chiropractic	29W585 Batavia Road #4	630-393-4114	2,100
PACE Fitness & Tanning	29W585 Batavia Road #5	630-393-1550	3,000

Warrenville Plaza

Address: 2S721-2S743 Route 59

Leasing Agency/Owner: 4M Enterprises

**Contact: Tom Mouroukas
1649 Montgomery Road Suite 1
Aurora, IL 60504
Phone: 630-585-0004
Website: www.4MEnterprises.com
Email: info@4MEnterprises.com**

**Total Space: 14,150
Vacant Space: 0**

**Sq. Ft.
Sq. Ft. 0%**

Year Built: 1978

Tenant	Address	Phone	Square Feet
Dunkin Donuts Printing	2S721 Route 59	630-393-1025	2,400
Signs & Design 59	2S723 Route 59	630-853-7196	1,000
Cleaners	2S727 Route 59	630-393-3332	1,000
59 Food and Liquor	2S729 Route 59	630-393-6622	1,350
Brow Spa	2S731 Route 59	630-791-9639	1,350
Brow Spa	2S733 Route 59	630-393-9913	1,350
State Farm Insurance	2S739 Route 59	630-393-9222	1,350
Changes Shear Artistry	2S741 Route 59	630-393-9110	1,350
East China Inn	2S743 Route 59	630-836-9600	3,000

Warrenville Woods

Property Address: 29W100-29W170 Butterfield Road

Leasing Agency/Owner: Richard Larson - CTK Chicago Partners
312-337-4509

Total Space: 64,924 Sq. Ft. Year Built: 1988
Vacant Space: 35,434 Sq. Ft. 55%

Tenant	Address	Phone	Square Feet
Bloom Learning Center	29W100 Route 56 #100		5,367
Vacant	29W100 Route 56 # 101		1,255
Vacant	29W100 Route 56 # 103		1,597
Vacant	29W100 Route 56 # 105		2,489
Holistic Energy Centre	29W110 Route 56 # 101	619-871-0662	545
Vacant	29W110 Route 56 # 102		3,148
Vacant	29W110 Route 56 # 103	630-248-8142	822
Vacant	29W110 Route 56 # 105		1,200
Vacant	29W110 Route 56 # 108		2,195
Sea Shipping Line	29W110 Route 56 # 202		1,639
Vacant	29W110 Route 56 # 204		1,252
Vacant	29W110 Route 56 # 209		5,393
S.T.R.E.A.M.	29W110 Route 56 # 301	630-800-7943	5,789
Vacant	29W120 Route 56 #101		1,012
American Financial Group	29W120 Route 56 #102	630-389-3014	1,025
Vacant	29W120 Route 56 #103A		321
Background Resources, Inc	29W120 Route 56 #103B	630-873-2270	753
Vacant	29W120 Route 56 #104A	630-939-0176	489
Big Woods Church	29W120 Route 56 #104B	630-791-8118	520
Vacant	29W120 Route 56 #105		1,070
loveisarose.com	29W120 Route 56 #106	630-393-1111	1,037
Chase Uphostery	29W130 Route 56 #101	630-393-1640	502
Chase Uphostery	29W130 Route 56 #103	630-393-1640	3,000
Blue Insurance Group	29W130 Route 56 #104A	630-953-7440	406
Vacant	29W130 Route 56 #105		1,018
Vacant	29W130 Route 56 #106		1,018
Newkirk Associates	29W140 Route 56 # 101	630-393-9005	1,051

Accurate Biometrics	29W140 Route 56 # 102		1,026
Vacant	29W140 Route 56 #103A	630-290-4280	503
Vacant	29W140 Route 56 #103B		1,146
Vacant	29W140 Route 56 #103C	630-215-7548	216
The Wellness Sanctuary	29W140 Route 56 #104A	815-263-4537	370
Vacant	29W140 Route 56 #105		1,577
Vacant	29W140 Route 56 #106		1,018
Iris Family Dental	29W150 Route 56 #101	630-393-2120	720
Planned Financial Independence	29W150 Route 56 #102	630-717-7282	701
Vacant	29W150 Route 56 #103		1,423
Style of Dogs	29W150 Route 46 #104	630-225-7387	1,400
Vacant	29W150 Route 56 #201		1,503
Vacant	29W150 Route 56 #202		1,547
Quality Life Center	29W170 Route 56 #101	630-393-4722	720
Vacant	29W170 Route 56 #102	630-854-4333	701
Art of Healing	29W170 Route 56 #103	331-465-1153	706
Beverly's Beauty Salon	29W170 Route 56 #104	630-393-4807	717
Holistic Energy Centre	29W170 Route 56 #201	619-871-0662	1,496
Vacant	29W170 Route 56 #202		1,521



May – June 2025

BI-MONTHLY
CODE ENFORCEMENT ACTIVITY
SUMMARY REPORT

Prepared by: John Cumpek, Code Enforcement Officer
June 30, 2025

May and June Code Enforcement Activity Summary

The reporting period increased due to a change in meeting schedule. This report includes items from mid-April 2025.

This report is the first to utilize the new BS&A software in combination with previous reporting tools. All future reporting will be done utilizing the BS&A software.

General Activity

- 134 new cases were opened in this reporting period. 212 cases total for reporting year 2025.
- 80 signs were removed from the City's right-of-way during the May/June reporting period. 355 signs have been removed from the right-of-way in 2025.
- 16 instances of work without a permit have been addressed to residents and contractors in this reporting period. There have been 19 total instances in 2025.
- No properties were posted as uninhabitable due to water shut off because of non-payment of utility bills. In 2025 there have been six properties posted as do not occupy. This is likely due to the City's handling of water bills during the software transition.
- Eight building-related inspections were conducted by Code Enforcement staff. 13 inspections have been conducted by code enforcement staff in 2025.
- 18 grass and weed complaints were investigated this reporting period. Two of these cases resulted in a landscaper being hired by the City of Warrenville to remove the violations at the property owner's expense.

Administrative Adjudication Hearings Summary

Four citations were heard during the May-June recording period.

2S603 Williams Drive	John Graf	4/2/2025	6/18/2025			AA-1556	Continued 7/16/2025
2S603 Williams Drive	John Graf	4/2/2025	6/18/2025	Withdrawn**		AA-1557	
2S603 Williams Drive	John Graf	4/2/2025	6/18/2025	Withdrawn**		AA-1558	
2S610 Route 59 #2	Subway	5/12/2025	6/18/2025		\$100.00 fine	AA-1559	

The next Administrative Adjudication Hearing is scheduled for July 16, 2025. On this date one citation is scheduled to be heard.

Code enforcement staff will be pursuing the case against the property located at 2S463 Riverside Avenue at the 18th District Circuit Court of DuPage County on July 10, 2025.

**Two citations were dismissed for the property located at 2S603 Williams Drive because compliance was achieved prior to the hearing date. A third citation to this property was continued to allow time for compliance to be achieved.

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
30W218 Butterfield Road	12/20/21	4/2/2025	Inoperable vehicles being stored on property, debris/rubbish accumulation and fence in disrepair.		In progress
3S764 Route 59	12/15/2023	4/7/2025	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
29W441 Point Oak Drive	2/5/2025	4/4/2025	Debris accumulation/vehicle storage		Complete
2S542 River Oaks Drive	4/7/2025	4/7/2025	Oil leak from parked vehicle/inoperable vehicle		Complete
Miscellaneous locations	4/7/2025	4/7/2025	Illegal right of way obstruction	11 signs removed	Complete
Winchester Circle N fence line	4/7/2025	4/7/2025	Water discharge		Complete
Barclay Avenue/Youghal Road	4/7/2025	4/7/2025	Illegal dumping		Complete
3S601 Winfield Road	4/9/2025	4/9/2025	Commercial vehicle parking		Complete
Miscellaneous locations	4/9/2025	4/9/2025	Illegal right of way obstruction	One sign removed	Complete
3S565 Elizabeth Avenue	4/14/2025	4/14/2025	Work without permit		Complete
2S705 Winchester Circle E	4/14/2025	4/16/2025	damaged trash enclosure/digging near a b-box		In progress

Location of Violation	Issued Date	Latest Follow-up Date	Complaint/ Violation	Comments	Status
2S610 Route 59 #2	4/14/2025	4/14/2025	Feather fin sign without permit	Subway	Complete
3S264 Route 59	4/14/2025	4/14/2025	Sign without permit	Woodland Playsets	Complete
Miscellaneous locations	4/14/2025	4/14/2025	Illegal right of way obstruction	One sign removed	Complete
3S601 Winfield Road	4/14/2025	4/16/2025	Commercial vehicle parking		Complete
Breme Drive W	4/16/2025	4/16/2025	Open burning/smoke entering school		Complete
3S430 Glen Drive S	4/16/2025	4/16/2025	JULIE request	Patio/deck installation	Complete
2S205 Riverside Avenue	4/16/2025	4/16/2025	JULIE request	Fence	Complete
2S511 Continental Drive	4/16/2025	4/16/2025	JULIE request	Deck	Complete
3S611 Landon Avenue	4/16/2025	5/2/2025	Removal/restoration of temporary driveway		Complete
Miscellaneous locations	4/16/2025	4/16/2025	Illegal right of way obstruction	Three signs removed	Complete
Miscellaneous locations	4/21/2025	4/21/2025	Illegal right of way obstruction	Five signs removed	Complete
Miscellaneous locations	4/28/2025	4/28/2025	Train horns		Complete
Edgebrook	4/28/2025	4/28/2025	Overcrowding		Complete
28294 Ferry Road	4/28/2025	4/28/2025	Trash in fountain/weeds	Arden Apartments	In progress
3S335 Winfield Road	4/28/2025	4/28/2025	Debris accumulation		Complete
3S601 Winfield Road	4/29/2025	5/2/2025	Commercial vehicle parking		Complete
Miscellaneous locations	4/29/2025	4/29/2025	Unlicensed sealcoating		Complete
Winchester Circle Playground	4/29/2025	4/29/2025	Flooding/water issues		Complete
Miscellaneous locations	4/30/2025	4/30/2025	Illegal right of way obstruction	Two signs removed	Complete

Location of Violation	Issued Date	Latest Follow-up Date	Complaint/ Violation	Comments	Status
3S501 Fourth Street	5/1/2025	5/1/2025	Holiday lights		Complete
Miscellaneous locations	5/1/2025	5/1/2025	Illegal right of way obstruction	Five signs removed	Complete
2S570 Cynthia Drive	5/2/2025	5/2/2025	private property tree		Complete
2S603 Williams Road	4/2/2025	6/16/2025	Rubbish accumulation, garage in disrepair, gutters in disrepair	Continued through adjudication	in progress
Miscellaneous locations	5/2/2025	5/2/2025	Illegal right of way obstruction	Two signs removed	Complete
30W270 Heather Court	5/5/2025	5/5/2025	Backyard antennas		Complete
29W483 Birchwood Drive	5/5/2025	5/5/2025	Leaking fire hydrant		Complete
2S467 Cherice Drive	5/5/2025	5/5/2025	Tall grass		Complete
2S439 Riverside Avenue	5/5/2025	6/9/2025	Boat on grass		Complete
2S323 Riverside Avenue	5/5/2025	5/5/2025	Recreational equipment on grass		In progress
28W407 Rogers Avenue	5/5/2025	5/12/2025	Truck and plow parked on grass		Complete
28W371 Rogers Avenue	5/5/2025	5/12/2025	Recreational equipment on grass		Complete
3S430 Route 59	5/5/2025	5/5/2025	Sign installed without permit	Jim's Auto	Complete
3S123 Route 59	5/5/2025	5/5/2025	Food truck requirements		Complete
3S264 Route 59	5/5/2025	5/12/2025	Banner flags without permit		Complete
3S601 Winfield Road	5/5/2025	5/5/2025	Commercial vehicle parked at vacant property		Complete
3S601 Winfield Road	5/5/2025	5/5/2025	Commercial vehicle parked at vacant property		Complete
28262 Diehl Road	5/5/2025	5/5/2025	Bug infestation	Westlyn Apartments	Complete
2S542 River Oaks Drive	4/7/2025	4/7/2025	Oil leak from parked vehicle/inoperable vehicle		Complete

FY 2026 Community Development Department Work Plan
(last revised by AE 7/10/2025)

INTRODUCTION

The Community Development Department consists of eight (8) 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 Plans	
T1-1	BS&A ERP Software Testing, Rollout, Refinements (All)	10/31/2025	Rollout Complete; User Guides Under Development	SP Goal #3 Quality City Services - Effectiveness of Financial Policies	
City Property Development					
* Old Town Redevelopment Site #2 (AKA, Citgo Property) Phase I Redevelopment (KH)					
T1-2	Market Site based on RFP Released in FY25	12/31/2025	RFP Process Complete	Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan, SP Goal #2 Engaged and Connected Community - Spaces for Community Engagement	
T1-3	Once Developer identified, define terms of sale, prepare purchase and sale and development agreements, commence entitlement approval process	4/30/2026	Negotiations Underway		
* SDRS#1 (NEC Route 56 and Route 59) (AE)					
T1-4	Faciliate Entitlement Process, Plan Review and associated milestones identified in Purchase and Sale Agreement Approved in FY25	1/30/2026	PSA Negotiated; Site work & Design On-going; Approval Pending	Bikeway Implementation Plan /SP Goal #3 Quality City Services - Maintain and Replace City Infrastructure	
Mack Road Bridge Replacement and Trail Project (KH/PK)					
T1-5	Complete Property/Easement Acqisition (CD 22.04)	8/31/2025	Eminent Domain filed for 4 properties		
T1-6	Coordinate Construction (CD 24.01)	11/30/2026	Not Started		

TIER TWO (IMPORTANT) INITIATIVES

Item	Project Description	Expected Completion Date	Status	Other City Plans
T2-1	Enhance Business Registration/Licensing to further engage directly with local businesses (EDS)	4/30/2026	Initial Newsletter Released in June; Back to School Promo	SP Goal #1 Energetic & Healty Economy - Business Retention and Expansion
T2-2	Survey Registered Home Based Businesses to assess needs and priorities (EDS)	10/31/2025	Survey Released in June; Result being compiled	SP Goal #2 Engaged and Connected Community - Unique Programs and Events
T2-3	Research and consider Adoption of commercial façade and/or interior buildout improvement grant program; Consider Opportunity for test case (EDS)	4/30/2026	Not Started	SP Goal #1 Energetic & Healthy Economy - Business Retention and Expansion
T2-4	Coordinate Zoning Text Amendments - Including Review of PZ/ZBA Terms and NonConforming Use Standards, EV Readiness amendments, etc. (JM)	4/30/2026	Completed Noted Items; Short Term Rental and Misc. Updates Under Development	SP Goal #3 Quality City Services - Deliver Services Sustainably
T2-5	Evaluate and adopt update to the building code to maintain current requirements for construction, safety and inspection (ML)	4/30/2026	Not Started	SP Goal #3 Quality City Services - Building and Life Safety
T2-6	Facilitate EAC communication strategy targeted to new residents (DR)	1/30/2026	Not Started	SP Goal #3 Quality City Services - Sustainability
T2-7	Development of ADA Transition Plan (KHG/DR)	4/30/2026	Outreach Ongoing	SP Goal #3 Quality City Services - Building and Life Safety
T2-8	Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera	4/30/2026	Engineering Study Ongoing	SP Goal #3 Quality City Services- Deliver Services Sustainably and Maintain and Replace City Infrastructure
Route 59 Sidewalk/Path Improvement Project (KH/PK)				
T2-9	Final Engineering Design (CD 23.03)	12/1/2026	Not Started	Bikeway Implementation Plan
T2-10	Complete Property/Easement Acquisition (CD 24.06)	12/1/2026	Not Started	

TIER THREE (DESIRABLE) INITIATIVES

Item	Project Description	Expected Completion Date	Status	Other City Plans
T3-1	Expand Phase I pop-up shop program efforts (EDS)	4/30/2026	Received Grant; Working toward Fall Preview Event	SP Goal #2 Engaged and Connected Community - Unique Programs and Events/ED Plan
T3-2	Prepare and issue RFP for new market-based master district plan and refined zoning regs for Cantera. (AE/JM)	4/30/2026	Not Started	SP Goal #2 Engaged and Connected Community - Spaces for Community Engagement
T3-3	Develop a standardized economic development report to release semi-annually	1/30/2026	Not Started	SP Goal #1 Energetic & Healthy Economy - Economic Trends
T3-4	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (DR/KH/PW)	4/30/2026	Not Started	SP Goal #3 Quality City Services - Maintain and Replace City Services
T3-5	Evaluate, prioritize, and initiate Fair Housing Actions to support Community Development Block Grant (e.g., education program on fair housing, community outreach, etc.) (JM)	4/30/2026	Not Started	SP Goal #5 Safe and Healthy Neighborhoods - Promote Housing Options

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

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 unlikely the City will experience any measurable or lasting negative impacts if these

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

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

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 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