

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.