

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, September 8, 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 Proposed Aesthetic Enhancement Project for a Mural Installation (A. Aguilar)
 - 2. Consideration of an Ordinance to Amend the Class F Liquor License (A.Emery)
 - 3. Consideration of Amendments to Liquor and Massage License Requirements (A.Emery)
 - 4. Pop-Up Shop Information Update Presentation (A.Emery)
 - 5. Consideration of Countryside Barns Contract for Pop-Up Shop Market (A. Emery)
 - 6. Review and File Semi-Annual Economic Development Report (FYI)
 - 7. Review and File Bi-monthly Code Enforcement Activity Reports (FYI)
 - 8. Review and File FY 2026 Community Development Work Plan Report (FYI)

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.

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!

Upcoming Meetings and Dates to Remember:

(please note, meetings/events occasionally get cancelled, rescheduled, or added – please confirm meeting dates and times on the City Website at <https://www.warrenville.il.us/calendar.aspx>)

Sept	08	7:00 p.m.	Community Development Committee
	09	6:30 p.m.	Bicyclist and Pedestrian Advisory Commission
	11	8:00 a.m.	9/11 Remembrance Ceremony, Fire Protection Dist.
	11	7:00 p.m.	Tourism and Arts Commission
	15	7:00 p.m.	City Council
	16	7:00 p.m.	Environmental Advisory Commission
	16	7:00 p.m.	Inclusion, Diversity, Equity and Awareness Commission
	18	7:00 p.m.	Plan Commission / Zoning Board of Appeals
	20	10 am – 6 pm	Art on the Prairie, Park District Parking Lot
	21	10 am – 4 pm	Art on the Prairie, Park District Parking Lot
	22	7:00 p.m.	Public Safety and Finance Committee
	23	7:00 p.m.	Board of Fire and Police Commissioners
Oct	06	7:00 p.m.	City Council
	09	7:00 p.m.	Plan Commission / Zoning Board of Appeals

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 SEPTEMBER 8, 2025
COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATE: September 4, 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 Proposed Aesthetic Enhancement Project for a Mural Installation (Attachment)

TAC is proposing the commission of a mosaic mural, created with custom-made ceramic pieces and hand-cut art glass, to be installed on the upper brick wall section of the Trailhead building facing the covered picnic shelter and Butterfield Road. The total not to exceed cost is \$60,000.

Included with the agenda backup material is a memo from TAC Chairman Johnson providing details of the proposed project, including information on the artists and rendering of the proposed mosaic.

Committee Action Requested: Recommend the City Council approve the purchase of the mosaic mural, and direct staff to work with the City attorney to finalize a contract and accompanying resolution.

Staff Recommendation: CEDD Emery recommends this proposal.

Budgetary Impact: \$60,000 – FY26 Budgeted Funds for Aesthetic Enhancement

Other Resources Required: None

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

2. Consideration of an Ordinance to Amend the Class F Liquor License (Attachment)

Included with the agenda backup materials are proposed amendments the Class F Liquor License requirements to accommodate incidental beer and wine sales at personal care establishments (e.g., hair salons, barbers, nail studios, etc.). This request aligns with recent market trends seen in establishments in the region and inquiries made by Warrenville businesses. The Class F License type was originally crafted to accommodate consumption at art galleries. It has never been used. The number of available licenses remains zero. The proposed revisions were prepared by the City Attorney after review of Warrenville's Comparable Community requirements for similar licenses. If approved, any applicant

interested in this license would need to complete the application process and request City Council authorize an increase to the number of available licenses.

Committee Action Requested: Recommend the City Council pass an Ordinance amending Section 3-2-7 of the Warrenville City Code regarding Class F Liquor License requirements.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Limited to application fees received.

Other Resources Required: Not applicable.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Maintain and Diversity Revenues

3. Consideration of Amendments to Liquor and Massage License Requirements (Attachment)

The Liquor and Massage License Requirements contained in the Warrenville City Code include some outdated references and undefined processing expectations. Clarifying amendments to reflect processing practices and current State standards will improve ordinance transparency and support efficient processing of applications. Included in the backup materials is a memo providing examples and context for the scope of changes recommended.

Council Action Requested: Direct the City Attorney to prepare Ordinances amending various sections of the Warrenville City Code pertaining to Liquor and Massage License requirements.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #3 Quality City Services – Building and Life Safety Codes

4. Pop-Up Shop Information Update Presentation (Attachment)

This fall, the City of Warrenville will be hosting soft launch/preview events for the new Pop-Up Market in Leone Schmidt Park. A lot of activity has been happening leading up to this initial opening and there is much more to be done over the winter ahead of the first official market season in 2026. CEDD Emery will provide an update on efforts to date and anticipated activities through FY26. Included in the agenda backup materials are presentation slides with more information about this initiative.

Committee Action Requested: For information purposes only.

Staff Recommendation: Not applicable.

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

Other Resources Required: \$25,000 Grant Award from DuPage County, staff time to coordinate site improvements and develop the market program, vendor and community efforts to support the market

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

5. Pop-Up Shop Vendor Contract (Attachment)

Staff obtained three quotes for pop-up shop sheds of similar size and look. The quotes ranged from \$13,079 to \$15,265, with Countryside Barns being the lowest cost. Countryside Barns had good communication with staff, was able to make custom adjustments to our requirements, and included many color options for the metal roof. Staff recommends waiving competitive bidding and approving a contract with Countryside Barns for the installation of two pop-up shops at Leone Schmidt Park.

Committee Action Requested: Recommend the City Council pass a resolution waiving bidding and approving a contract with Countryside Barns Inc. for the purchase and installation of two 12' x 16' sheds.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: The total costs is \$26,158.72. The Grant from DuPage County will pay for a majority of these costs, with the remainder out of the General Fund through Developer Park Donations.

Other Resources Required: Staff time to coordinate installation.

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

6. Review and File Semi-Annual Economic Development Report (Attachment)

Included in the agenda back-up materials the semi-annual economic development report. The document has been reimagined to provide fresh new format so that it can serve as a more widely distributed marketing and educational resource. All of the information from prior reports has been included. New information includes additional economic indicator statistics, a focus on actions related to the strategic plan, and historical permit data. Staff would welcome feedback about the new format.

CEDD Emery 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: TBD Based on level of donation and sponsorship received.

Other Resources Required: Not applicable.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Economic Trends Monitoring

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

The Code Enforcement Activity Summary Report for the months of July and August is in the agenda backup materials. Of note is use by citizens reporting code complaints through the Citizen Engagement App. This new and convenient tool is making it easy for residents to report issues and concerns.

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

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #3 Quality City Services – Building and Life Safety Codes

8. Review and File the FY 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. Since the last meeting, the Ferry Creek Restoration Project has been added to the Tier 3 Work Plan Items. A spreadsheet to track progress on all the Community Development 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 MEMORANDUM

TO: Mayor and City Council
 FROM: Monica Johnson, Tourism and Arts Commission Chair
 Anthony Aguilar, Accountant
 SUBJECT: Project Recommendation for Aesthetic Enhancement Program FY26
 DATE: September 1, 2025

BACKGROUND

In 2015, the City Council directed the Tourism and Arts Commission (TAC) to create a program that would manage the aesthetic enhancement of our community through the installation of public artwork. Every two years, TAC receives a budget to carry out this work.

TAC's inaugural Aesthetic Enhancement Program project included the commission of four sculptural pieces installed in Leone Schmidt Park. This 2018 installation featured a bronze origami *Seed Sower* (Squirrel) and three bronze origami *Seeds* (acorns) created by New Mexico artist, Kevin Box. In January 2020, TAC's second project was installed on the corner of the Warrenville Police Department property. This stainless-steel sculpture, entitled *10-8* and created by Nebraska sculptor Matthew Placzek, features a police officer holding the hand of a child and appearing to emerge from a wall of words taken directly from the WPD's mission statement at that time.

In December 2023, Jen Kresl's winged horse sculpture entitled *Tribute* was installed in Bob Walters Commons. In that same fiscal year (FY24), TAC recommended the purchase of a second piece of artwork that was created specifically for exhibit in Warrenville's Public Library. The Alebrije owl, *Buck*, was installed in the spring of 2024 as a piece on loan to the Library from the City.

PROPOSAL

With the funds in the FY26 budget for Aesthetic Enhancement, TAC is proposing the commission of a mosaic mural, created with custom-made ceramic pieces and hand-cut art glass, to be installed on the upper brick wall section of the Trailhead building facing the covered picnic shelter and Butterfield Road. A conceptual sketch shows the artists' design, which illustrates all four seasons on the Illinois Prairie Path through a lively and imaginative interpretation of the actual flora, fauna, and activity seen along the path. The finished mural will be in full color.



The mural's scenes will be created by hand and assembled onto four equally sized panels, each 5' wide by 4' tall. The panels will be installed next to each other, giving the appearance that the mural is one continuous piece with overall dimensions measuring approximately 20'6" across by 4' tall.



This proposed mosaic mural would be completed by April 30, 2026. Capital Maintenance Superintendent Jamie Clark has been briefed on the project. He and the artists are in the process of setting a meeting date at the trailhead building to work through a plan for installation.

The cost for the concept, creation, assembly, and installation will be \$60,000, which utilizes the full Aesthetic Enhancement Program budget for FY26. Finance Director Kevin Dahlstrand has reviewed the payment schedule outlined by the artists, which calls for 50% down, 25% upon half completion, and the remaining 25% upon delivery of all four panels.

NOTE: The cost for this piece would normally be considerably higher than the amount in the Aesthetic Enhancement Budget, but the artists are willing to sacrifice much of their own compensation to take advantage of the opportunity to create what they consider to be a legacy piece.

ARTISTS

Artists Laurie Pollpeter Eskenazi and Linda Kiepke began collaborating on projects over a quarter century ago after meeting at a mosaic workshop at College of DuPage hosted by the ceramics club, ClayPeople, for which Linda was the club's founding president. At that time, Laurie, a full-time ceramic artist who received her BFA from The School of the Art Institute of Chicago, was working on a large-scale mural commission for United Way and hired Linda, who had taken an interest in the project. A few years later the club disbanded, and a small group searched for a town that would welcome them. With the help of local club member Ron Osborn, the artists were embraced by Warrenville, forming ClaySpace, which was housed in a building that stood on the river's edge on Second Street.



The group put Warrenville on the "ceramics map" when the city helped ClaySpace sponsor a national blind-juried ceramics exhibition for four years called Clay3 (Clay cubed). After growing out of their Second Street space, the group moved to ClaySpace Ceramic Arts Center in Lisle, where they work today.

In addition to smaller commissioned works, Laurie has done more than a dozen larger public and corporate art installations in California, Colorado, Indiana, and in the Chicago area. Her mosaic work is known for its intricate patterns and vibrant colors, all of which are created solely with handmade ceramic tiles and hand-cut art glass, such as seen in the design being proposed for Warrenville's mosaic mural.

PROJECT HIGHLIGHTS

- Highly visible from both Butterfield Road and the Prairie Path, this artwork promises to become a treasured landmark enjoyed by residents and visitors alike
- Designed to be unique to Warrenville –the center of the design includes Warrenville’s official flower, the Black-Eyed Susan, connected to the colorful W from Warrenville’s logo by a railroad track, signifying the railway that formerly ran along this path
- Extensively researched by the artists to ensure accuracy in the choices of local flora and fauna depicted, as well as consultation with a prominent Chicago outdoor ceramic artist to ensure materials and installation techniques support a long life for the piece
- Designed to showcase hand-made ceramic mosaic pieces woven together with colored art glass in an intricate composition illustrating all four seasons along the Prairie Path, which follows the idea portrayed in Warrenville’s official tagline “*Naturally*”
- Created with attention to detail that will entice viewers of all ages to discover something new during each moment they engage with the artwork
- Naturally waterproof and washable, with minimum maintenance required
- Connected to Warrenville’s ceramic arts community, artists Laurie and Linda feel called to create this large-scale mosaic mural as a legacy piece, which is an honor and an exciting prospect for our city!

RECOMMENDATION

The Tourism and Arts Commission requests that the Committee recommend the City Council approve the purchase of the mosaic mural, to be installed on the Trailhead building at a total not to exceed the cost of \$60,000, and direct staff to work with the City attorney to finalize a contract and accompanying resolution.

TAC commissioners and both artists will be present at the September 8, 2025 Committee meeting to provide an overview of the concept and to answer questions.



ORDINANCE NO. O2025-

AN ORDINANCE AMENDING SECTION 3-2-7 OF THE WARRENVILLE CITY CODE REGARDING THE CLASS F LIQUOR LICENSE

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

WHEREAS, Section 3-2-7 of the Warrenville City Code (“**City Code**”) sets forth regulations regarding liquor license classifications; and

WHEREAS, the City desires to amend Subsection 3-2-7.M of the City Code to update the Class F liquor license regulations to authorize the sale or service of alcoholic beverages incidental to the operation of a full-service personal care establishment (collectively, the “**Amendments**”); and

WHEREAS, pursuant to the home rule authority of the City, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Amendments and amend the City Code as set forth in this Ordinance;

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

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

SECTION 2: Class F Liquor License Regulations. Section 3-2-7, titled “License Classification, Fees, Number,” of Chapter 2, titled “Liquor Control Regulations,” of Title 3, titled “Business Regulations,” of the City Code is hereby amended further to read as follows:

“3-2-7: LICENSE CLASSIFICATION, FEES, NUMBER:

* * *

M. Class F:

1. A license which shall authorize ~~and allow~~ the retail serving or sale of alcoholic beverages in the form of beer and wine, for consumption only on the licensed premises, and only as an incidental part of a **full-service personal care services** business with a primary function either as: (i) a full-service personal care services establishment, or (ii) a retail establishment for the sale of non-food goods and services (other than motor vehicle sales or massage), subject to the following conditions:

a. ~~The beer and/or wine that is served on the premises may be: (i) brought to the premises by the patron of the business located on the premises, and/or (ii) served by the business.~~

b. ~~The serving of beer and/or wine for consumption on the licensed premises~~**The service of beer and wine** must be merely incidental to the

[additions are **bold and double underlined**; deletions are ~~struck through~~]

primary business function of the licensee full-service personal care business function of the licensee such that (i) sales of alcoholic beverages may not comprise more than 10 percent of the gross revenue of the business; (ii) no more than 10 percent of the floor area of the business may be dedicated to the service or storage of alcoholic beverages; and (iii) alcoholic beverages may only be served to patrons of the business who are on the licensed premises for the purpose of receiving a personal care service. The licensed premises must not be advertised or held out to be a drinking establishment.

~~c.~~ No beer or wine may be served to or consumed by persons on the licensee's premises except as a complement to the patron's contemporaneous purchase or consumption of goods and services made available to the public by the licensee as part of its primary business function.

~~bd.~~ The licensee may only provide patrons of the business with individual servings of beer or wine in glasses or unsealed single-serving containers, including, without limitation, beer cans and bottles. at no charge; provided, however, that

~~c.~~ ~~no~~ No more than two servings of beer (each serving not to exceed ~~twelve~~ (12) ounces) or two servings of wine (each serving not to exceed four ounces), or one serving of beer and one serving of wine, may be provided to a patron of the business per calendar day, regardless of whether the alcoholic beverage is provided as a compliment or sold for a fee.

~~d.e.~~ Notwithstanding the provisions of 3-2-16 of this chapter, no person under the age of ~~twenty-one~~ (21) shall serve beer and/or wine on behalf of the licensee.

~~e.f.~~ In no case shall the serving or consumption of beer and/or wine on the licensed premises take place outside of the normal business hours of the licensed premises, and in no event outside of the hours for liquor service as ~~otherwise~~ permitted in section 3-2-14 of this chapter.

~~f.g.~~ The licensee, and its officers, associates, members, representatives, agents, or employees, shall not permit any patron to leave the licensed premises with an open container of beer or wine.

~~g.h.~~ No live entertainment such as live music, theater or dance performances, shall be permitted on the licensed premises.

~~h.i.~~ No sign shall be permitted on the licensed premises or surrounding property that is visible from the public right-of-way that indicates that alcoholic liquor is available for service or consumption on the licensed premises, ~~and no other external indicia of any kind, including social media,~~ shall indicate that alcoholic liquor is available for service or consumption

[additions are **bold and double underlined**; deletions are ~~struck through~~]

on the licensed premises. **Any sign that is posted inside the licensed premises in compliance with this subsection and any other marketing materials (including social media posts) must make clear that alcoholic liquor is only incidental to the primary business and is only available for patrons on the premises for the purpose of receiving a personal care service.**

~~i.j.~~ Any beer or wine served by the establishment as part of a “paid package” service or for participation in an offering, such as “paint and sip” type parties, is subject to the provisions of the City Amusement Tax, see Title 3 Chapter 12.

~~i.k.~~ A Class F license shall not be issued to any business which holds any other class license under this chapter.

~~k.l.~~ For the purposes of a Class F license, a “full service personal care establishment” shall mean a business that offers at least four different personal care services, which may include, without limitation, hair treatments, haircuts, nail treatments, body packs and wraps, exfoliation, waxing, aromatherapy, and facials, but shall not include any massage services as defined in Title 3 Chapter 26 of this Code or any reflexology services.

- 2. Reserved.
- 3. The number of Class F licenses shall be limited to zero ~~(0)~~.
- 4. Video gaming, as defined by the Illinois Video Gaming Act, 230 ILCS 40/1 et seq., is not allowed in a Class F licensed premises. Class F licensees are ineligible for a supplemental Class V license.”

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval, and publication in the manner provided by law.

PASSED THIS ____ day of _____, 2025.

APPROVED THIS ____ day of _____, 2025.

AYES: ____ NAYS: ____ ABSENT: ____ ABSTAIN: ____

MAYOR

ATTEST:

[additions are **bold and double underlined**; deletions are ~~struck through~~]

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor, City Council, and City Administrator White
 FROM: Amy Emery, Director of Community & Economic Devt AÆ
 SUBJECT: LIQUOR AND MASSAGE LICENSE REQUIREMENTS
 DATE: September 8, 2025

Liquor and Massage License Regulation Structure

The City of Warrenville limits the number of liquor and massage licenses available, given the intensity of these uses and their potential for public harm if not properly licensed, managed, and operated in accordance with ordinance standards. The City Code specifically limits the number of massage and liquor licenses available by Class. Anytime a new or existing business requires a liquor or massage license, the applicant must request an increase in the overall number of such licenses in Warrenville. Likewise, if a business with a massage or liquor license closes, the City Ordinance is amended to reduce the available licenses by one so that no license is available for application without City Council review. This approach is similar to many of Warrenville's Comparable Communities and promotes timely renewals and close monitoring of operations.

Amendments to Consider

As part of the transition to the BS&A software and transfer of business license and registration processing from the Finance Department to the Community Development Department, some challenges with the existing code language have been identified that have the potential to create unintended consequences. These changes fall into three general categories.

1. Processing Period for Business Ownership/Status Changes

If a license is terminated or expires without renewal, the City Code offers no time to process the reduction in the number of available licenses. An ordinance has to be created, and the City Council must take action to reduce the number of available licenses by one. These tasks take time to complete. With no defined timeframe for processing, this may be construed to mean that the license is automatically available immediately upon termination. Accordingly, it is possible that a new applicant may seek to secure the available license without City Council review. Clarification language is needed in the City Code that an expired/terminated license is not generally available to any applicant, and a reasonable processing window should be referenced and generally defined to address any license status change. While a matter of practice, the reasonable timeframe should be documented in the City Code to provide ordinance transparency and clarity for applicants and staff timely processing expectations.

Similarly, while transfer of a liquor or massage license is not permitted from one party to another, if a licensed location changes ownership, the license applied to that location should not automatically become generally available. There is a reasonable expectation that the same

location/business may seek to apply for the same license. This is not clear with the current ordinance language.

2. Outdated Application Requirements

The liquor and massage license application submittal requirements in the City Code include outdated State of Illinois requirements that have since been changed (e.g., requiring the applicant to be a citizen). A comparison of the Warrenville City Code application requirements to current State requirements is needed.

3. Requirements that Unduly Impact Business Operations

The Warrenville City Code also includes the requirement that the applicant or manager must be a bona fide resident of DuPage County. This requirement does not reflect the close and convenient access Warrenville enjoys to several surrounding counties. It also puts unintentional burdens on applicants with multiple business locations. Updated language which considers a distance or other measure, more aligned with Comparable Community requirements, is recommended.

Summary

A review and revision to the liquor and massage license requirements, focused on processing and application requirements, is recommended to allow the City to fully utilize the functionality of the new BS&A software and confidently communicate, apply, and enforce lawful requirements. It will take the City Attorney and Community Development staff some time to complete this work. It is anticipated that an ordinance will be ready for City Council review in October. If approved, the changes will be in effect before the first complete massage and liquor license renewal cycles through the BS&A software.

Recommendation

Direct the City Attorney to prepare Ordinances for City Council Consideration in October amending various sections of the Warrenville City Code pertaining to Liquor License and Massage License requirements.

WARRENVILLE POP UP MARKET UPDATE

AMY EMERY, AICP

**COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
9/8/25**



MULTI-PHASE APPROACH



01 PREPARE

**SOFT LAUNCH/
VENDOR PREVIEW**
Oct 25 & Nov 1, 2025

02 PLAN

**STRUCTURE &
OPERATION DETAILS**
Winter 25-26

03 LAUNCH

1st SEASON
Spring/Summer 2026

PHASE 1 - SITE PREP & SOFT LAUNCH



Site Design Elements:

- 10 foot concrete walkway
- Concrete pads for shops
- Electric conduit/wiring
- Two shops located closest to Warrenville Road with blue metal roof, white primed siding, and composite deck/porch
- Vendor for shops selected

Soft Launch Dates:

10/25 – Afternoon Event; 12-4pm.
Vendors in tents adjacent to shop buildings.

11/1 – Coordinated with the Christmas Craft Fest (12-3 pm). Ribbon Cutting and Market Name Reveal.

PHASE 2 - OPERATIONS PLANNING

Build + Operations

**Community
Collaboration**

Phase 2 = Operations Planning



Buildout of the
Inside of Shops



Historical Society &
Warrenville Tavern

- Establish Market Season/Hours
- Define Vendor Expectations/Requirements
- Develop Vendor Application Process & Selection Criteria
- Community/Vendor Project - Unit Painting and Interior Finishing



Vendor Selection
Process



Local Artists and
Businesses



Sponsorship
Commitments



Intergovernmental
Partners



Dedicated Pop-Up
Marketplace
Website



Warrenville in
Bloom



PHASE 3 - Initial Season Launch



Initial Opening = 2026

- 2 Permanent Structures (More subject to funding)
- Tent Spaces for Other Vendors
- Vendor and Community programming

Buildout 2026 - ????



BEYOND THE LAUNCH...



Community-Based Market Buildout

Shops, spaces, and amenities provided by grants, sponsorships, partners, sweat-equity, donations, and city funds



Community-Based Programming

Events, collaborations, and experiences driven by our neighbors



Success Through Partnership

A thriving marketplace made possible by vendors, sponsors, and community support

Starting Small, Growing Together



The Pop-Up Marketplace is designed to evolve with Warrentville—
adapting, improving, and growing as our community does

Cabin: 12' x 16'

Order ID: **CB092525018** Customer Name: **Liam Walker**
 Quote Date: **9/3/2025** Expiration Date: **9/17/2025**



ORDER INFORMATION

Style: **Cabin**
 Size: **12' x 16'**
 Porch Depth: **4'**
 Siding: **LP Smartside - Lap Siding**
 Wall Color: **White**
 Trim Color: **White**
 Roof: **Metal (Gallery Blue (Premium))**
 Sidewall Height: **7' 10"**
 Salesperson: **Brian Cannon**



PRICING

Base Price	\$8,562.00
3' Exterior 9-Lite Door IS Credit (1 x \$495)	-\$495.00
Double Exterior 9-lite Doors OS (1 x \$1,090)	\$1,090.00
2' x 3' Non-Insulated Window Credit (3 x \$95)	-\$285.00
Advantech Flooring (for cabins or finished buildings)	\$208.80
Spray Foam Floor Insulation	\$650.00
Concrete Anchors Installed (4 x \$54)	\$216.00
Premium Metal Roof Upgrade	\$202.56
Full Glass Door upgrade (french doors) No Grids	\$200.00
Trex Decking for porch	\$385.00
Removeable Skids/Runners	\$0.00
No Vents	\$0.00
6x6 Post Upgrade/White Vinyl Covers	\$350.00
8" overhand & steeper "elite stye" roof pitch	\$1,455.00
Programable keypad locks	\$165.00
Multi- Unit Discount	-\$550.00
T-Pac through Wall Unit	\$925.00

Subtotal	\$13,079.36
Tax (6.25%)	\$1,079.05
Delivery Fee (132.00 Miles)	Free Delivery
Total	\$14,158.41

\$13,079.36
x 2 =
\$26,158.72

Notes:

****Full Glass Door upgrade (French doors) No Grids ****

CUSTOMER INFORMATION

Company: **City of Warrenville, IL**
 Name: **Liam Walker**
 Phone: **630-836-3035**
 Email: **lwalker@warrenville.il.us**
 Billing: **Same as Delivery Address**

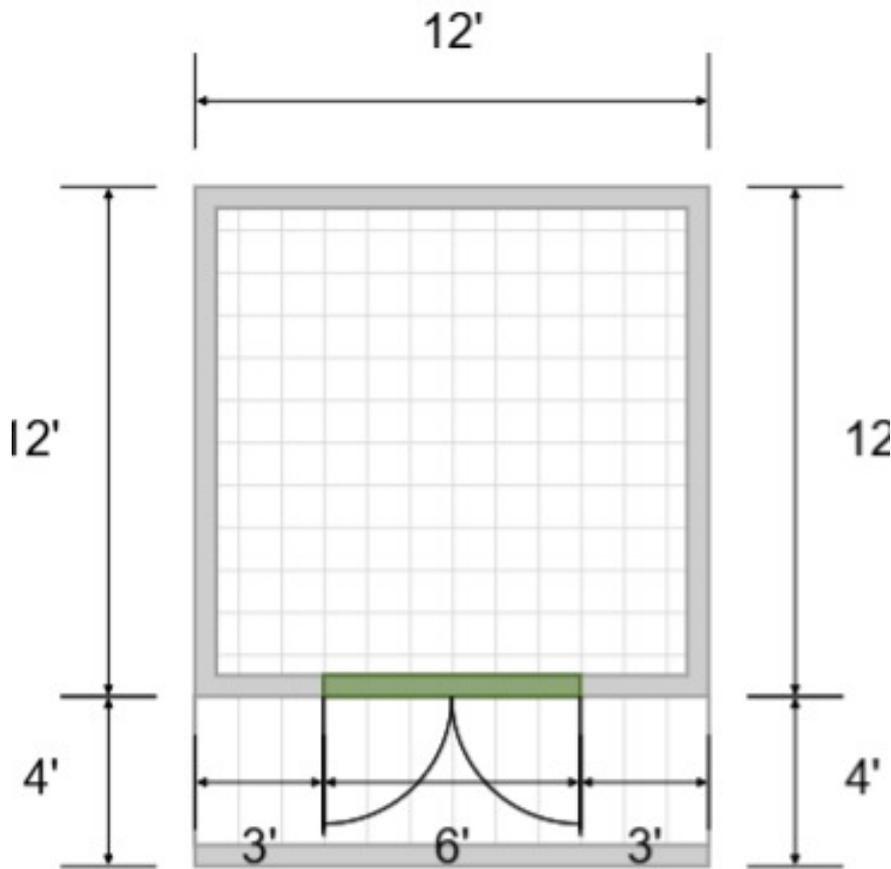
DELIVERY INFORMATION

City of Warrenville, IL
28 West 164 Warrenville Road
Warrenville, IL 60555

Cabin: 12' x 16'

Order ID: **CB092525018**
Quote Date: **9/3/2025**

Customer Name: **Liam Walker**
Expiration Date: **9/17/2025**



FRONT



LEFT



BACK



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THE CITY OF WARRENVILLE

F-6

ECONOMIC DEVELOPMENT REPORT

SEPTEMBER 2025

Semi-Annual Report

Prepared By:

Warrentville Community Development Department
Liam Walker, Economic Development Specialist

Prepared For:

Warrentville City Council



Executive Summary

Overview

This report provides an overview of market conditions and Warrenville's approach to addressing economic development priorities. It also summarizes the various pieces of economic development-related information staff has forwarded to the City Council since the March 2025 Community Development Committee of the Whole update report and provides Council members the opportunity to pose questions regarding actions, interactions or information.



2.7%
INFLATION*

62.2%
LABOR FORCE
PARTICIPATION
RATE*

+3%
MIDWEST
GROWTH
RATE*

Market Conditions

Over the past six months, the impacts of federal policy shifts have started to come into sharper focus. While some stability has returned following the election cycle, economic uncertainty remains a consistent theme. Market conditions continue to present challenges for businesses and households alike.



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Interest Rates and Inflation

High interest rates and persistent inflation are still slowing business expansion and limiting start-up activity.



Consumer Spending

Consumer spending is tightening, with households adjusting to higher prices—this has contributed to new retail vacancies in the region.



Tariffs

Tariffs and global supply chain adjustments are keeping construction costs elevated and altering consumer behavior. While domestic goods are somewhat more competitive, the primary burden falls on residents and small businesses absorbing higher costs.

Constraints

Federal spending constraints continue to ripple down, reducing support programs and limiting resources available to small businesses, minority-owned firms, and those pursuing government contracts.

4.3%

Federal Funding Rate (FFR)*

- Locally, demand for new construction continues to hold strong.
- While new housing remains a significant driver of economic activity, the real opportunity lies in the mix of commercial projects and services that follow to meet the needs of a growing population.
- In the past six months, staff has reviewed a steady flow of applications and concepts across residential, commercial, and mixed-use development.
- Looking ahead, long-term conditions remain uncertain, but staff is staying proactive—partnering with regional agencies, monitoring market trends, and focusing on delivering excellent customer service, efficient processes, and meaningful connections for developers and businesses.

Economic Development Strategy

Strategic Plan Goal #1: Energetic and Healthy Economy

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

◆ Monitoring Trends

- Retail Strategies Market Guides (2): Focused on Cantera and Warrenville Commons
- Participation at marketing and networking events with realtors, developers and municipal economic development directors to spark ideas and generate business opportunity leads and connections

◆ Conducting Outreach

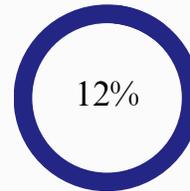
- Hosting weekly pre-application meetings with property owners and developers with conceptual ideas to help them prepare quality development applications

◆ Maintaining and Diversifying Revenue Streams

- Launching the Pop-Up Shop Marketplace in Leone Schmidt Heritage Park. This new initiative will debut with custom-built shop spaces designed to give local entrepreneurs and small businesses a visible, flexible platform. Staff are now working with partners to expand programming and sponsorship opportunities for the 2026 season

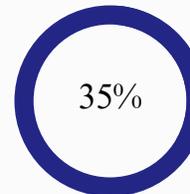
◆ Support Local Business Retention and Expansion

- To strengthen ties with local businesses, staff launched the Warrenville Biz Connection—a new newsletter to engage directly with the business community. The newsletter is an incentive to encourage businesses to formally register in Warrenville, giving them access to city updates, networking opportunities, and resources tailored to support their growth and retention



Growth Rate

Warrenville business registration has increased 12%* in the past three months



Engagement

More than 35% of registered businesses have participated in at least one city-led initiative, event, or program



220+

Over 220 businesses now formally registered in Warrenville



4

Ribbon Cuttings



\$ 3000+

Collected in registration and license fees using the New BS&A Software

Here are some partnerships the Economic Development Department has been utilizing since March 2025:

EDR **ECONOMIC DEVELOPMENT REPRESENTATIVES**



HGM **HOSPITALITY GROUP MEETINGS**



CD **CHOOSE DUPAGE**



WDC **WESTERN DUPAGE CHAMBER**



Outreach and Partnerships



Warrenville's Economic Development Team:

- City Administrator White
- Community Economic Development Director Emery
- Assistant Community Development Director Hocking
- Economic Development Specialist Walker

What They Do:

This team collaborates with a great variety of stakeholders – both local and regional – to promote Warrenville and invite investment in the community

Development Activity- Commercial

Pre-Application Meetings

Since March, Community Development has hosted **thirteen** pre-application meetings with property owners and developers interested in a variety of projects including requests for new rental townhome project, single family detached residential, residential duplexes, fast casual restaurants, coffee shops, and automotive uses

Each meeting involves review of an application describing in as much detail available the concept and preparation of a detailed summary post-meeting outlining applicable requirements, processes, and fees to provide a clear path forward.

Cora Coffee, 28W575 Stafford Pl

Cora Coffee, sister business to Evolet Eve, opened its doors to serve Warrenville with a much-needed cafe location. A soft opening started in June with a grand opening and ribbon-cutting ceremony hosted by the Western DuPage Chamber of Commerce



Green Family Veterinary Practice, 28341 Diehl Rd

Green Family Veterinary Practice opened its doors in August 2025, bringing full-service pet care to Warrenville. The clinic provides comprehensive veterinary services for local families and their pets, marking an exciting addition to the community's growing roster of businesses

Warrenville Cafe Fresco, 2S505 Rt 59

Warrenville Café Fresco opened in July 2025, adding a fresh new gathering spot to the community. The Western DuPage Chamber of Commerce hosted a ribbon-cutting ceremony to celebrate the café's arrival, welcoming residents to enjoy its inviting atmosphere and menu.

Simply South, 28258 Diehl Rd

Simply South opened in June 2025, bringing authentic vegetarian Indian cuisine to Warrenville. With a diverse menu of flavorful dishes, the restaurant offers residents and visitors a new dining destination that highlights the richness of Indian culinary traditions.



- Dream Clean Car Wash
- Starbucks
- Mini Warehouse
- Orion Stem School



- NW Medical Center
- 4M Commercial Center
- Laugh Factory

Development Activity- Residential

Temporary Certificate of Occupancy - 3S581 Burk Ave
Building Permit 2024-1016; R-5 Zoning; 2/28/2026 Exp. Date

Development Activity- Permit and Inspection Summary

February 2025 Building Permit Activity Report

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

March 2025 Building Permit Activity Report

Building Division staff performed 48 inspections in March. The department issued 24 building permits, with a combined construction value of \$1,158,044 and approximately \$12,296 in permit fees were collected.

April 2025 Building Permit Activity Report

Building Division staff performed 81 inspections in April. The department issued 52 building permits, with a combined construction value of \$868,221 and approximately \$9,673 in permit fees were collected.

May 2025 Building Permit Activity Report

Building Division staff performed 113 inspections in May. The department issued 53 building permits, with a combined construction value of \$1,893,814 and approximately \$11,899 in permit fees were collected.

June 2025 Building Permit Activity Report

Building Division staff performed 139 inspections in June. The department issued 70 building permits, with a combined construction value of \$3,164,922 and approximately \$33,887 in permit fees were collected.

July 2025 Building Permit Activity Report

Building Division staff performed 96 inspections in July. The department issued 54 building permits, with a combined construction value of \$2,035,740 and approximately \$12,619 in permit fees were collected.

2025 6-Month Permit Total	2025 6-Month Value Total	2024 6-Month Permit Total	2024 6-Month Value Total
273	\$9,901,092	321	\$70,782,208*

*- Large amount due to the Northwestern Cancer Center Addition

Statistic Citations

- Federal Reserve Bank of St. Louis. (2025). Effective Federal Funds Rate. Stlouisfed.org. <https://fred.stlouisfed.org/series/FEDFUNDS>
- Trading Economics. (2025). United States GDP Growth Rate. Tradingeconomics.com. <https://tradingeconomics.com/united-states/gdp-growth>
- U.S. Bureau of Labor Statistics. (2024, August 29). U.S. Bureau of Labor Statistics. Bls.gov; U.S. Bureau of Labor Statistics. <https://www.bls.gov/>
- U.S. Bureau of Labor Statistics. (2025). Civilian labor force participation rate. Bls.gov. <https://www.bls.gov/charts/employment-situation/civilian-labor-force-participation-rate.htm>



July – August 2025

BI-MONTHLY
CODE ENFORCEMENT ACTIVITY
SUMMARY REPORT

Prepared by: John Cumpek, Code Enforcement Officer
August 27, 2025

July and August Code Enforcement Activity Summary

General Activity

- 67 new cases were opened in this reporting period. 279 cases total for reporting year 2025.
- 244 signs were removed from the City’s right-of-way during the July/August reporting period. 599 signs have been removed from the right-of-way in 2025.
- Four instances of work without a permit have been addressed to residents and contractors in this reporting period. There have been 23 total instances in 2025.
- 12 properties were posted as uninhabitable due to water shut off because of non-payment of utility bills. In 2025 there have been 18 properties posted as do not occupy.
- Six building-related inspections were conducted by Code Enforcement staff. 19 inspections have been conducted by code enforcement staff in 2025.
- 8 grass and weed complaints were investigated this reporting period.

There has been an increase in the use of the Citizen Portal since the implementation of the BS&A computer software. Nine complaints have been received during this reporting period via the portal. 44 complaints via the portal in 2025 have been received. The number of complaints via the citizen portal since its implementation total 76.

Administrative Adjudication Hearings Summary

Nine citations were heard during the July-August recording period.

Vacant Lot PIN 0433405015, 0433405016, 0433405017	Baldemar Perez	12/15/2023	8/20/2025	AA-1550	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1551	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1552	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1553	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1554	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1555	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1550	Withdrawn*
	Baldemar Perez	12/15/2023	8/20/2025	AA-1551	Withdrawn*
4405 Winfield Road	Fusion Social		8/20/2025	AA-1560	Continued 9/17/2025

The next Administrative Adjudication Hearing is scheduled for September 17, 2025.

Code enforcement staff will be moving forward in the case against the property located at 2S463 Riverside Avenue at the 18th District Circuit Court of DuPage County on September 11, 2025. On this date the City of Warrenville will be seeking a court order for service by alternative means.

*Eight citations concerning a business operating from three vacant parcels located along Route 59 in the wetland and the wetland buffer were withdrawn. The owner of the property has removed the violations from the area.

Enforcement Cases by Month/Category

Category	CITY OF WARRENVILLE - 2025		Total Filed	Total Closed
	July	August		
Accessory structure in disrepair	0	1	1	0
Building address not visible	5	1	6	2
Building Permit Required	1	3	4	1
Grass/Weeds in excess of 8 inches	2	6	8	4
Illegal ROW Obstruction - Sign	7	9	16	16
Inoperable vehicle	1	1	2	2
Items on right of way	0	2	2	2
Other	6	6	12	10
Parking on unimproved surface	2	1	3	3
Sign concern	1	0	1	1
Water shut off	10	2	12	12
TOTALS:	35	32	67	53

Close rate approximately 79%

FY 2026 Community Development Department Work Plan

(last revised by AE 9/4/2025)

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	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		
Mack Road Bridge Replacement and Trail Project (KH/PK)					
T1-5	Complete Property/Easement Acqusion (CD 22.04)	8/31/2025	Eminent Domain filed for 4 properties	Bikeway Implementation Plan /SP Goal #3 Quality City Services - Maintain and Replace City Infrastructure	
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; Holly Days	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 - Likely to move to FY27 based on past approval cycles	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; Site Plan Complete; Zoning Approved; Working toward Fall Preview	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
T3-6	Ferry Creek Restoration	4/30/2026	Requested County Initiate a Study	SP Goal #3 Quality City Services- Sustainability

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