

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.