

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 NOVEMBER 10, 2025
COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATE: November 6, 2025

Please contact the City Administrator or the corresponding Department head by noon on the day of the meeting if you have questions pertaining to the agenda items or this summary.

F. BUSINESS OF MEETING

1. Column Pipe Replacement at Country Ridge Water Tower

During a routine maintenance visit at the Country Ridge water tower, staff noticed a leak requiring replacement of a deteriorated 10-inch riser pipe. The existing pipe has reached the end of its service life and currently has holes with temporary repair bands in place to keep the tower operational. Maguire Iron, Inc. is the City's contractor for inspecting and painting the water towers. Staff is proposing to have Maguire complete the replacement, installing a new Schedule 40 steel riser pipe with updated components to improve reliability and safety. The total cost of the project is \$149,500. While this project was not anticipated, there is sufficient funding within the FY 26 Water Capital portion of the Enterprise Fund. This repair is essential to ensure the continued integrity of the water tower and maintain dependable service to the community.

Committee Action Requested: Recommend that the City Council approve the contract with Maguire Iron, Inc. for the riser pipe replacement at the Country Ridge water tower in the amount of \$149,500.

Staff Recommendation: Utility Maintenance Superintendent Jardine recommends this action

Budgetary Impact: There are sufficient funds in the FY 26 Enterprise Fund.

Other Resources Required: Staff time to coordinate the work and provide excavation to the base elbow connection as needed.

Strategic Plan Goal: #3 – Quality City Services: Maintain and Replace City Infrastructure

2. Consideration of City Code Amendments for Short Term Rentals (Attachment)

In late 2024, Airbnb sent out information to the City Council to encourage municipalities across the country to regulate short term rentals (STRs). This action prompted a review of existing STRs in Warrenville and a discussion with City Council in March 2025 about regulatory options and priorities. City Council directed staff to prepare regulations to allow STRs, with restrictions, to require registration and licenses (including an annual life safety inspection), and to apply taxes similar to hotels. On October 23, 2025, the Plan

Commission considered supporting zoning amendments and invited Warrenville operators to attend. Three operators attended the meeting. They offered suggestions related to minimum night stays and the taxation collection period.

Included in the back-up agenda materials is a memo providing additional information and ordinance language incorporating the recommendations of the Plan Commission related to the zoning code and proposed business registration, licensing, and taxation requirements. Staff will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend the City Council approve an ordinance amending the City Code to establish zoning definitions and allowances, registration, and licensing requirements for short-term rentals.

Staff Recommendation: Community and Economic Development Director (CEDD) Emery recommends this action.

Budgetary Impact: \$1500 in annual registration and licensing revenue. In addition, tax collection from overnight stays at a rate of 5%, consistent with hotel stays, will apply. Amount collected will vary depending on stays booked.

Other Resources Required: Not applicable.

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

3. Consideration of Annual Fee Ordinance (Attachment)

In 2024, City Council approved its first Annual Fee Ordinance. In its initial form, fees for planning, zoning, engineering, building, and business licensing were included. Each year, fees are being moved from the City Code to the Annual Fee Ordinance such that overtime all fees will be located in the Annual Fee Ordinance. This approach promotes transparency and supports efforts to evaluate and manage fees comprehensively. The proposed 2026 Annual Fee Ordinance includes all the fees from 2025, plus new fees administered by Community Development established by ordinance approvals from City Council in 2025. The ordinance is structured to take effect in January of 2026.

The agenda back-up materials include the proposed 2026 Annual Fee Ordinance and Fee Schedule (Exhibit A to the Ordinance). Changes are highlighted for ease of review. CEDD Emery will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend to City Council approval of the 2026 Annual Fee Ordinance.

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. Consideration of Revisions to a Property Tax Appeal Intervention Policy (Attachment)

Occasionally, taxpayers seek to have the equalized assessed valuation (EAV) of their property reduced by appealing their assessments to the DuPage County Board of Review

or the State of Illinois Property Tax Appeal Board. Any reduction in EAV of property within the City can adversely affect the City's revenues. In order to intervene in certain assessment proceedings, the City Council must provide authorization by resolution. In 2011, the City Council approved resolution 2011-24, authorizing the City's former law firm to appeal on behalf of the City.

Included with the agenda backup material is a copy of resolution 2011-24, and a draft resolution authorizing the current City law firm, Elrod Friedman LLP, to intervene in such proceedings on behalf of the City after consultation with the City Administrator. There are no proposed changes to the current process to file an intervention. The City only considers intervening when the taxpayer seeks a reduction in the assessment of the property equal to or greater than \$100,000.

Committee Action Requested: Recommend City Council approve an updated property tax appeal resolution authorizing Elrod Friedman to intervene in certain tax appeal cases on behalf of the City.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

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

5. Consideration of City Code Amendment for Public Art Murals (Attachment)

On October 23, 2025, the Plan Commission recommended Zoning Ordinance text amendments to define and permit public art murals. In addition to these recommendations, in consultation with the City Attorney, staff is recommending supporting City Code amendments to establish a consistent application and notice process with review through the Tourism and Arts Commission. The amendments also include standards for materials, installation, and maintenance. Final approval is through the City Council. Included in the backup agenda materials is the proposed ordinance language. CEDD Emery will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend the City Council approve an ordinance amending the City Code and Zoning Ordinance for Public Art Murals

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

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

6. Consideration of VFW Post 8081 Sponsorship Request (Attachment)

Warrenville Memorial VFW Post 8081 has requested City Council Sponsorship for a program to replace headstone monument bases in need of repair or replacement for veterans buried at the Warrenville Cemetery. Included with the agenda backup material is a Council Sponsorship Application and estimate for the replacement of one monument base in the

amount of \$500. A representative of VFW Post 8081 will be present to answer any questions.

Committee Action Requested: Recommend the City Council approve the VFW Post 8081 Council Sponsorship Request for a gravestone marker foundation in the amount of \$500.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: The FY 2026 Budget General Fund includes funding for Council sponsorships.

Other Resources Required: None

Strategic Plan Goal: #2 Engaged and Connected Community – Unique Programs and Events

7. Consideration of a Potential Amendment to the FY 2026 Community Development Work Plan (Attachment)

The FY 2026 Community Development (CD) Work Plan includes the start of a series of items related to updating plans and zoning requirements for Cantera based on changing market conditions. The FY 2026 CD Work Plan items were identified as part of the 2024 Strategic Plan. Due to changing market and economic conditions, staff is bringing this item forward for additional review before commencing action. The agenda back-up materials include a memo describing Cantera development activity and potential alternative Work Plan items for discussion.

Committee Action Requested: To gauge interest in amending the FY 2026 Community Development Work Plan and four alternative options

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: . Based on feedback received, staff will evaluate the resource allocations required to provide a recommendation for the November 24, 2025 Committee of the Whole Meeting.

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

8. Review and File information report on 2024 TIF District School and Library District Reimbursement Payments (FYI)

Included with the agenda backup materials is a memorandum updating the City Council on the TIF District reimbursement payments the City issued to the Warrenville Library District and Wheaton Warrenville School District 200 for calendar year 2024. CEDD Emery will be available to address questions regarding this report at the meeting.

Committee Action Requested: For information purposes only.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

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

9. Review and File Bi-monthly Code Enforcement Activity Report (FYI)

The Code Enforcement Activity Summary Report for the months of September and October is in the agenda backup materials. CEDD Emery will be available to address questions regarding this report at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

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

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

The Community and Economic Development Department FY 2026 Work Plan identifies the specific projects and initiatives Department staff expect to advance during FY 2026. This document does not reflect any changes discussed related to agenda Item F7. Staff has been making steady progress on all items, including the T3-1 Pop-up Market, which remains as a Tier 3 item as no changes to other Tier items were required to pursue this task after grant funds were awarded from DuPage County. A spreadsheet to track progress on all the FY 2026 Community Development Work Plan items 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.