

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council 
FROM: Cristina White, City Administrator
SUBJECT: SUMMARY OF AGENDA ITEMS – JANUARY 5, 2026
DATE: DECEMBER 29, 2025

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

IV. CONSENT AGENDA – OMNIBUS VOTE

A. Ordinance O2026-01 – Short Term Rentals (Attachment)

In late 2024, Airbnb sent out information to the City Council as part of a larger effort to encourage municipalities across the country to regulate short term rentals (STRs). This action prompted a review of existing STRs in Warrentville, a discussion with City Council in March 2025, and eventual approval of short-term rental text amendments for residential zoning districts. On December 4, 2025, the Plan Commission voted 7 – 1 to recommend City Council approval of text amendments to allow short-term rentals in the Transitional Office zoning district and within Cantera’s Multi-Family Use Area, subject to the same conditions and requirements established on November 17, 2025 by City Council for any other STR in Warrentville. A copy of the draft ordinance and staff report are included in the agenda backup material.

Council Action Requested: Accept Plan Commission recommendation, waive second reading, and pass ordinance O2026-01, amending the Warrentville Zoning Ordinance and the Cantera Development Control Regulations regarding short-term rentals.

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

Budgetary Impact: \$1,500 in annual registration and licensing revenue. In addition, tax collection from overnight stays at a rate of 5%, consistent with hotel stays, will apply. The amount collected will vary depending on stays booked.

Other Resources Required: None.

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

B. Ordinance O2026-02 – Disposal of Surplus City-owned Property (Attachment)

At the December 1, 2025, regular meeting, the City Council approved an Enterprise lease for a 2025 Ford F-350 to immediately replace a 21-year-old vehicle that required unexpected and necessary repairs, rather than waiting for the scheduled replacement in FY 2027. The ordinance included with the agenda backup material declares the 2004 Ford F-350 pickup truck (#127) as surplus for the purpose of disposing of it through auction.

Council Action Requested: Waive second reading, and pass ordinance O2026-02, approving the disposal of surplus personal property owned by the City through an auction conducted by Obenauf Auction Services, Inc.

Staff Recommendation: Public Works Director Kuchler and Capital Maintenance Superintendent Clark recommend this action.

Budgetary Impact: 94% of the proceeds from the property sold at auction will be returned to the Capital Maintenance and Replacement Fund.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

C. 5/3 Bank P-Card Expenditures (Attachment)

Approve expenditures for 5/3 Bank P-Card purchases made in November 2025, in the amount of \$13,230.56.

D. Invoices Paid (Attachment)

Approve expenditures for invoices paid up to December 31, 2025, in the amount of \$303,682.65.

E. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before January 19, 2026, in the amount of \$197,436.23.

F. Debt Service Payment and Wire Transfer Report (Attachment)

Authorize the debt service payment included in the Wire Transfer Report for December 2025.

G. Minutes of City Council Meetings (Attachment)

Approve minutes of the December 15, 2025, City Council regular meeting and minutes of the December 15, 2025, closed session meeting.

V. **REGULAR AGENDA**

A. Resolution R2026-01 – CBDG Agreement for Shaw Area Street Rehab (Attachment)

The City is receiving \$600,000 of Community Development Block Grant (CDBG) funding through DuPage County for the replacement of sidewalk, curb and gutter, and resurfacing of Shaw Drive and adjacent streets in the Summerlakes Subdivision. This funding represents approximately 38% of the total estimated construction cost. The City's share will be paid with Capital Maintenance and Replacement Plan (CMRP) funds. Included with the agenda backup material is a resolution and agreement with DuPage County.

Council Action Requested: Accept Resolution R2026-01, approving a Community Development Block Grant Subgrantee Agreement with the County of DuPage regarding the Shaw Drive Area Street Rehabilitation Project

Staff Recommendation: Public Works Director Kuchler and Capital Maintenance Superintendent Clark recommend this action.

Budgetary Impact: The FY 2026 Budget includes funding for the City's share of construction costs, however that will be carried forward to FY 2027, due to the timing of the CDBG funding and the construction season.

Other Resources Required: Staff time to coordinate the preparation of bid documents and the bid process with DuPage County and the City's consultant.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Maintain and Diversify Revenues and #3 Quality City Services – Maintain and Replace City Infrastructure

B. Amendment to Temporary Use Permit to Allow Requested Loading Zone for PS Flowers (Attachment)

On June 16, 2025, City Council approved Ordinance 2025-30, approving a temporary use permit to temporarily allow a new retail business located at 3S580 River Road to satisfy the minimum parking required by the Zoning Ordinance entirely on an off-site property. Currently, 3S580 River Road does not have any Code-compliant onsite parking. The temporary use permit allowed P.S. Flowers to open to customers in time for the 2025 holiday season, before the parking lot (and planned building addition) could be constructed for this historically relevant building.

After the approval of the temporary use permit, vehicles were parked from time-to-time on the gravel area in front of the building. City Code Zoning Ordinance Title 10, Section 5, Subsection 14, requires all non-residential off-street parking loading areas to be improved with asphalt, concrete, brick, paving block, or similar surface. At the City Council meeting on December 1, 2025, the property owner and business owner raised concerns about the parking restrictions on the property. The City Council directed staff and two Aldermen to meet with the property owner and business owner to identify a possible solution. During the meeting, the property owner explained that parking space was needed on the property to allow customers to load and unload their purchases and for PS Flowers staff to load and unload merchandise on a seasonal basis as the location does not provide enough space for on-site storage. The solution identified during the meeting was for the property owner and P.S. Flowers to request an amendment to the temporary use permit to allow a loading zone on a designated portion of the property for up to one year until a Code compliant parking area is constructed onsite.

As requested, the loading zone would not exceed 3,500 square feet (to minimize stormwater impact). Parking in this loading zone would be limited to 30 minutes or less and accommodation is requested for employee loading/unloading of merchandise from this area for longer periods of time, including times when the store is closed. A Temporary Use Permit Application is provided in the agenda backup materials detailing the request.

Council Action Requested: Direct the City Attorney to draft an ordinance amending the temporary use permit for 3S580 River Road approved pursuant to ordinance O2025-30, to allow the establishment of a temporary loading zone for up to 12 months.

Staff Recommendation: Not applicable.

Budgetary Impact: None

Other Resources Required: Staff time to monitor parking and loading compliance.

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

VI. PRESENTATION AND DISCUSSION ITEMS

A. EI Agreement for Five-Year Review of RRA and ERP (Attachment) (Z. Jardine)

The City is required to review and update its Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) every five years to maintain regulatory compliance and ensure the continued safety and reliability of the City's water and wastewater systems. These documents were originally prepared by Engineering Enterprises, Inc. (EEI) in 2021. This agreement would engage EEI to complete the required five-year review and revise the plan as necessary to reflect current system conditions, regulatory requirements, and best practices. Optional enhancements may include coordination of a cybersecurity assessment with the City's SCADA integrator and facilitation of a virtual tabletop exercise for Utility Division staff using the EPA's Tabletop Exercise Tool to evaluate the effectiveness of the ERP. This work supports emergency preparedness, system resilience, and protection of public health and safety.

Council Action Requested: Direct staff to present a resolution approving a Professional Services Agreement with Engineering Enterprises, Inc. for a five-year review and revisions to the City's Risk and Resilience Assessment and Emergency Response Plan at an upcoming City Council meeting.

Staff Recommendation: Public Works Director Kuchler and Utility Maintenance Superintendent Jardine recommend this action.

Budgetary Impact: This work will be split between FY 2026 and FY 2027. Sufficient funds are included in the Water and Sewer Fund budget to cover the \$15,000 FY 2026 expense, and the remaining \$27,602 will be included in the FY 2027 Water and Sewer Fund budget.

Other Resources Required: Staff time to coordinate with the consultant.

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

VII. INFORMATIONAL REPORTS

A. TIF #3 and TIF #4 Joint Review Board Meeting Presentations (Attachment)

Receive and file TIF #3 and TIF #4 Joint Review Board presentations and draft minutes from December 1, 2025.

B. Community Development FY 2026 Work Plan and Decision Package Status Report (Attachment)

Receive and file the updated FY 2026 Community Development Work Plan which includes the status of department projects. A copy of the report is included with the agenda backup material.

C. Bi-Monthly Code Enforcement Activity Summary Report (Attachment)

Receive and file code enforcement report for November and December 2025.