

**CITY OF WARRENVILLE  
COMMUNITY DEVELOPMENT  
COMMITTEE OF THE WHOLE  
REGULAR MEETING  
Monday, May 9, 2022, at 7:00 p.m. at City Hall  
28W701 Stafford Place**

**MINUTES**

**A. CALL TO ORDER**

Chairman Weidner called the meeting to order at 7:00 p.m.

**B. ROLL CALL**

Present: Chairman Bill Weidner, Mayor David Brummel, and Aldermen: Stuart Aschauer, Clare Barry, Kathy Davolos, Jeff Krischel, and John Lockett

Virtually Present: Aldermen Leah Goodman and Craig Kruckenberg, both due to personal illness

Absent: None

Also Present: City Administrator John Coakley, Assistant City Administrator Cristina White, Executive Assistant/Deputy City Clerk Dawn Grivetti

Virtually Present: Community and Economic Development Director Ron Mentzer, Public Works Director Phil Kuchler, Senior Civil Engineer Kristine Hocking, Civil Engineer David Romero, Planner/GIS Technician Andrew Kieffer, and Management Analyst Kristin Youngmeyer

Also Absent: City Clerk Julie Clark and City Treasurer Ann Behrens

A quorum of the public body was physically present. Chairman Weidner stated that notices were received from Aldermen Goodman and Kruckenberg in accordance with the Electronic Attendance Policy. Aldermen Goodman and Kruckenberg attended the meeting virtually by audio and video conference. Hearing no objections to their virtual attendance, Chairman Weidner declared Aldermen Goodman and Kruckenberg present.

**C. PLEDGE OF ALLEGIANCE**

Chairman Weidner led the Pledge of Allegiance.

**D. CITIZENS COMMENTS**

There were no comments from the public.

**E. OFFICIALS AND STAFF COMMENTS**

Mayor Brummel reminded residents to register for and participate in the Mayor's Fitness challenge. He also stated he will not be able to attend this year's Memorial Day event at the Veterans Memorial on Stafford Place. Ald. Lockett volunteered to attend the event and speak on his behalf.

Ald. Barry reminded the public of the Bike Rodeo to be held Saturday, May 14, at the Stafford Place parking lot. Mayor Brummel added that Working Bikes will be collecting bicycles at the Bike Rodeo for reuse and recycling. They encouraged residents to participate.

## **F. BUSINESS OF MEETING**

1. Presentation of Environmental Advisory Commission's proposed FY 2023 Work Plan  
Civil Engineer (CE) and Staff Liaison to the Environmental Advisory Commission (EAC) Romero presented the EAC FY 2023 work plan outlining six new initiatives. He gave an explanation of each new initiative, and the recommendations from the Committee. He added that the initiatives will add approximately 50 hours of staff time for implementation.

Ald. Davolos thanked Staff Liaison Romero and members of the EAC for developing the initiatives.

Ald. Goodman expressed her excitement for the initiatives, and asked which staff members would be involved in the initiatives. There was discussion regarding staff involvement. City Administrator Coakley was asked if he had any concerns. He stated that the additional workload may overlap with department work plans, and a review of the initiatives and the applicable departmental work plans would be necessary before any concerns are raised or determination of how it would impact staff's workload.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

2. Consideration of revocable right-of-way permit and covenant agreement for 3S604 Glen Drive South  
Management Analyst (MA) Youngmeyer presented a residential property owner's request to lengthen an existing decorative fence, which is installed within the unimproved City right-of-way (ROW) located along the northeast side of the property. She noted that the existing fence installed in this unimproved segment of City ROW has not been approved by the City as a permissible encroachment, and will require the execution of a revocable ROW permit and covenant agreement for the existing fence and installation and maintenance of a new length of fence.

A question of precedence was asked. MA Youngmeyer replied that all applications of this nature are considered on a case-by-case basis. She added that the City has no plans for the public use of this segment of the ROW, and the proposed improvements will not interfere with the City's current use of the ROW.

Ald. Aschauer commented that the City Council has, in the past, approved private use and even the sale of City rights-of-way.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos to recommend the City Council pass a resolution approving a revocable right-of-way permit and covenant agreement that would allow the property owner at 3S604 Glen Drive to install and maintain private fence improvements in an unimproved City right-of-way.

MOTION ADOPTED VIA VOICE VOTE

3. Informational update on adult use cannabis dispensary at 4S120 Route

Assistant Community Development Director (ACDD) Arguilles provided an update on the status of the adult use cannabis dispensary at 4S120 Route 59, which received City special use permit approval in 2020. She also reported on the State’s adult use cannabis dispensary licensing process and added that the applicant still intends to open the dispensary subject to securing the required State license.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

4. Informational update on the 2020 Census results

Planner/GIS Technician (P/GIST) Kieffer presented a summary of the results of the 2020 Census highlighting key demographic, income, and housing characteristics for the City. He noted that the Census took place prior to the occupancy of most of the recently completed residential developments, and staff estimates there will be a significant increase in population once these residents are counted. He added, in an effort to capture the new residents in these developments, the City plans to request a Special Census in January 2023, once the option is available.

Ald. Goodman questioned some of the demographic analysis and commented on the uniqueness of the City’s population.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

5. Informational presentation on Missing Middle Housing

Community and Economic Development Director (CEDD) Mentzer stated, in September 2021, the City Council discussed and endorsed the findings contained in the Warrenville Housing Action Plan (the Action Plan) prepared for the City with the assistance of the Chicago Metropolitan Agency for Planning, the Metropolitan Mayors Caucus, and the Metropolitan Planning Council. One of the Plan’s two short-term recommendations encourages the City to “Explore additional rental options for Missing Middle Housing and seniors.” CEDD Mentzer provided a presentation explaining the characteristics of Missing Middle Housing, the value of this type of housing in Warrenville, and the benefits it could offer the City.

CEDD Mentzer stated the Missing Middle is a range of multi-unit or cluster housing types that are compatible in scale with single family homes, satisfies growing demand for housing opportunities in walkable areas, responds to shifting household demographics, and meets the need for more housing choices at different price points. He defined “missing” as the types of units that have not been built in the last 60-70 years; and “middle” as units that are affordable to the middle-class. He further described the characteristics and value of this type of housing to the City, and ways the City can encourage the development of Missing Middle Housing by evaluating and updating outdated zoning regulations. He considered this type of development to be ideal for the Old Town / Civic Center Subarea.

Ald. Davolos asked about ownership of the proposed Missing Middle units. CEDD Mentzer replied Missing Middle Housing can be either owner-occupied or rental units. There was further discussion of areas within the City where this type of development would be most appropriate or could be adapted to accommodate such development.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

6. Consideration of revised final engineering and IDOT local agency agreements for Mack Road Bridge and Multi-Use Path Project

Senior Civil Engineer (SCE) Hocking provided a brief history of the Mack Road Bridge and Multi-Use Path project. Since the City Council approved the original final engineering agreements for the project in 2020, numerous revisions have been made to the preliminary engineering design plans in order to obtain Illinois Department of Transportation (IDOT) approval of the Project Design Report, which was received on March 30, 2022. She noted that the approved report reflects the proposed new multi-use path being constructed along the north side of Mack Road.

SCE Hocking reported that the next step in the process is to begin final engineering, easement and right-of-way acquisition, and preparation of bid documents for construction. She added, in order to proceed from here, revised agreements need to be approved and executed by the City and IDOT. The City also has to approve an agreement with the project engineers. She added that the City has received a Federal Surface Transportation-Bridge funding commitment for 80% of the engineering design costs for bridge related items. The City would be responsible for 20% of the final engineering costs for bridge related items and 100% of the final engineering costs for multi-use path related items.

ALDERMAN BARRY MADE A MOTION, seconded by Ald. Davolos to recommend the City Council pass a resolution approving the final engineering agreement with Engineering Resource Associates, Inc., for the final engineering design of the Mack Road Path and Bridge Replacement Project, in the amount of \$391,600, and pass a resolution approving the IDOT local agency agreement which reflects a local cost share of \$142,320.

MOTION ADOPTED VIA VOICE VOTE

7. Consideration of concurrence with IDOT award of Trailhead Project and use of developer park contributions for increased City project cost share

SCE Hocking reported IDOT recently opened bids for the Trailhead Project, and the apparent low bidder is Landmark Contractors, with a bid that is \$206,000, above the engineer's estimate. This increases the City's cost share from \$220,508, to \$275,030.52. However, she noted that all City engineering and construction costs for this project are anticipated to be offset by use of developer park contributions reserved and on account for City use. At this time, IDOT is requesting the City provide a letter documenting its concurrence with the low bid cost and increased local cost share.

There was discussion regarding the engineer's estimate. SCE Hocking stated that at least half of all bids for projects included in this IDOT bid letting came in over

engineer's estimates. She reminded the Council that engineer's estimates were set in January, and increases in supply and materials costs may have influenced bidder's responses.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos to authorize: i.) staff to prepare a letter to concur with IDOT's award of the Trailhead Project to the low bidder Landmark Contractors, Inc. in the amount of \$1,001,551.45 and with a local cost share total of \$275,030.52; (ii) Mayor Brummel to sign the letter; and iii.) use of City reserved developer park contributions to cover the City's entire cost share for this project.

MOTION ADOPTED VIA VOICE VOTE

8. Consideration of an extension amendment to the T-Mobile lease for the West Street Water Tower Site

Public Works Director (PWD) Kuchler stated that T-Mobile's lease on the City's West Street water tower expires this year, and they are requesting a 20-year extension with a 3% annual increase. He noted that staff has reviewed the City's current lease agreements and recent extensions, as well as agreements from other communities, and has determined the dollar amount and annual escalator in this amendment are reasonable and consistent with current rates. He added that the amendment also includes T-Mobile taking over an onsite shelter that was abandoned by a different company years ago. By taking over this shelter, T-Mobile will be assuming the structure's liability and will result in the permanent relocation of some of its equipment out of the water tower and into the shelter.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos to recommend the City Council approve a resolution approving the first amendment to the communications site lease agreement with T-Mobile Central LLC.

MOTION ADOPTED VIA VOICE VOTE

9. Consideration to use developer sidewalk contributions to fund new sidewalk along Talbot Avenue

CEDD Mentzer stated the developer of the proposed Elite Ambulance project at the corner of Talbot and Calumet Avenues has indicated they will only move forward with the project at this time if the City could reimburse them for the majority of the costs associated with the construction of a new Talbot Avenue sidewalk connection between Calumet Avenue and the western entrance into Summerlakes Park.

He indicated that staff identified an opportunity to partially fund the installation of the sidewalk using funds accumulated over several decades from developer contributions for public improvements. He added that staff believes the construction of the Talbot Avenue Sidewalk Connection would be desirable and would materially enhance pedestrian and bicyclist safety for those who travel to the western entrance of Summerlakes Park.

Ald. Davolos asked if this would be considered a public sidewalk to be owned and maintained by the City. CEDD Mentzer confirmed this would be the case and indicated staff's recommendation would require the developer to dedicate a sidewalk easement and public right-of-way to the City in order to receive reimbursement for a portion of the construction costs for this sidewalk.

Ald. Lockett asked if there was a similar fund available for street lighting improvements that could be used to improve lighting in this area as well. CEDD Mentzer replied that additional street lighting is not an improvement required under the preliminary PUD for the Elite Ambulance Project, but, staff can evaluate if the City has sufficient funds for improved street lighting in this area at the City's expense.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Lockett to authorize staff to work with the City Attorney on the preparation of a reimbursement agreement for a portion of the construction costs associated with a new sidewalk connection along Talbot Avenue in accordance with the conditions and requirements outlined in Director Mentzer's May 4, 2022, memo.

MOTION ADOPTED VIA VOICE VOTE

10. Review and file Community Development Department FY 2022 Work Program Update  
CEDD Mentzer presented the Community Development Department's FY 2022 Work Plan update for review. Ald. Goodman noted the work plan indicates the Census workgroup would meet in April, which did not happen. She requested the work plan be updated when expected completion dates change.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

11. Review and file bi-monthly Code Enforcement Activity Report  
There were no comments or discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

**G. MISCELLANEOUS**

There were no miscellaneous items discussed.

**H. ADJOURN**

ALD. Lockett MADE A MOTION, seconded by Ald. Davolos to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:50 p.m.

Approved: \_\_\_\_\_  
May 16, 2022

  
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Dawn R. Grivetti, Executive Assistant/Deputy Clerk