

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, July 12, 2021, at 7:00 p.m. at City Hall
28W701 Stafford Place**

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

Present: Chairman Bill Weidner, Mayor David Brummel, and Aldermen: Stu Aschauer, Clare Barry, Kathryn Davolos, Leah Goodman, Jeff Krischel, and Robert Wilson. Alderman Jay Anderson attended virtually.

Absent: None

Also Present: City Administrator John Coakley, Community and Economic Development Director Ron Mentzer, Deputy Public Works Director Phil Kuchler, City Planner Andrew Kieffer, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Clerk Julie Clark

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 referenced the Economic Development Activity Report included with the agenda backup material, and stated economic development in the City remains positive and encouraging.

Ald. Goodman announced Summer Daze will be held August 6 and 7, 2021, on Stafford Place near City Hall.

Ald. Anderson stated his work situation has changed causing him to participate in meetings virtually.

F. BUSINESS OF MEETING

1. Consideration of carnival permit application for VFW Post 8081 at 3S371 Main Street
Community and Economic Development Director (CEDD) Mentzer introduced Planner/GIS Technician (P/GT) Andrew Kieffer to present a request for an amusement permit for an event to be held at the VFW Post 8081 on August 26 – 29, 2021. He stated Fantasy Amusement Company submitted an application to operate a carnival entirely on the property at 3S371 Main Street, and did not request any street closures. P/GT

Kieffer added, staff from all City departments has reviewed the application materials, and recommends activities end at 10:00 p.m. on Friday and Saturday evening, and the applicant or the VFW hand-deliver informative notices to area residents and businesses before the event.

Chairman Weidner asked if contact information of the VFW representative who will be responsible for overseeing event operations will be listed on the permit and provided to the Police Department in advance of the event. P/GT Kieffer replied that the staff recommendation only requires this information be provided for the representative of Fantasy Amusement who will be coordinating on-site carnival operations. Chairman Weidner requested contact information for the VFW representative be provided to the Police Department. He further asked if employees of the amusement company will be wearing official company uniforms. A representative of Fantasy Amusement was present and responded that all employees will be wearing uniforms and identification tags.

ALDERMAN GOODMAN MADE A MOTION, seconded by Ald. Davolos to recommend City Council approve a carnival permit for the VFW property located at 3S371 Main Street subject to the various conditions and requirements outlined in the July 6, 2021, Community Development Department staff memo.

MOTION ADOPTED VIA VOICE VOTE.

2. Consideration of Evolet Eve temporary use permit application for one-year anniversary event on Stafford Place right-of-way

CEDD Mentzer stated the owner of Evolet Eve Wine Shop submitted an application for a temporary use permit to conduct an event celebrating the one year anniversary of the business on August 13, 2021. Details of the event were provided. CEDD Mentzer stated temporary use permit requests that involve the closure of streets and serving of alcohol require Plan Commission review and City Council approval. He noted the Plan Commission reviewed the application and recommended approval of the permit at the July 8, 2021, meeting subject to the recommended conditions outlined in the staff report contained in the agenda backup materials.

Ald. Barry asked if owners of area businesses have approved the event in writing. CEDD Mentzer replied the City has had no contact with most of the businesses in the area, however, the owners of the bike shop have no objection to the event. He added, reserved parking will be made available for building tenants on the day of the event.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Aschauer to recommend City Council approve a temporary use permit for Evolet Eve Wine Shop's one-year anniversary celebration event on the dead-end section of Stafford Place subject to the event being conducted in accordance with the information and staff recommendations contained in the July 7, 2021, staff report.

MOTION ADOPTED VIA VOICE VOTE.

3. Consideration of staff and workgroup redesign options for the Trailhead Project

Public Works Director (PWD) Kuchler stated on June 14, staff met with the Illinois Prairie Path Trailhead Workgroup to discuss the redesign options for the Illinois Prairie Path (IPP) Trailhead Project prepared by City consultants. He added, the workgroup's recommendation was to reduce the size of the restroom pavilion and relocate the building to an area east of the Stafford Place parking lot, and to relocate the IPP Heritage Display to the northeast limits of the project area and closer to the intersection of Butterfield and Batavia Roads.

PWD Kuchler addressed the construction schedule and stated, if ComEd approves the redesign in time, construction could begin as soon as March 2022. If the review and approval take more than 45 days, construction will not begin until fall of 2022, to avoid disrupting community events held at that location during the summer months.

PWD Kuchler stated, estimated construction costs for the project are reduced by \$100,000, due to the downsizing of the restroom pavilion and a reduced scope of landscaping as well.

Ald. Goodman compared the original design with the redesign, and asked if ComEd representatives are okay with the new location of the butterfly garden. PWD Kuchler replied they are okay with the new location, adding ComEd did not recommend the planting of trees, but were not opposed to flowers and low-growth landscaping. There was discussion of the revised location and layout of the heritage display. CEDD Mentzer explained the location of the proposed stamped concrete railroad paving component of the heritage display. It was noted that the drawings presented were not drawn with final detail, but were prepared to show locations of the various proposed features for the approval of ComEd.

Chairman Weidner commented that the architectural appearance of the restroom pavilion still resembles a railroad station as was originally requested.

ALDERMAN WILSON MADE A MOTION, seconded by Ald. Davolos to recommend City Council approve the preferred Trailhead Redesign Options as illustrated in the agenda backup materials.

MOTION ADOPTED VIA VOICE VOTE.

4. Consideration of Trailhead Project final engineering contract change order request

PWD Kuchler stated, due to the redesign of the IPP Trailhead Project, the project engineers have requested a change order in the amount of \$31,416, for developing redesigned alternatives, participating in meetings, and updating final plan documents, reports, and permit submittals for ComEd and IDOT. He stated, even with the change order, the overall cost of the project is estimated to be reduced by \$70,000, taking into consideration the reduction in the size of the restroom pavilion.

Ald. Wilson asked if the design and construction schedule will be substantially the same as it is presented. PWD Kuchler replied, as long as ComEd completes their review and approves the plan within 45 days, construction can begin in early spring of 2022.

ALDERMAN WILSON MADE A MOTION, seconded by Ald. Davolos to recommend City Council pass a resolution approving the change order with

Engineering Resource Associates, Inc., for final Phase II engineering redesign of the Trailhead project, in the amount of \$31,416.

MOTION ADOPTED VIA VOICE VOTE.

Chairman Weidner expressed his gratitude to staff for continuing to redesign this project and work with ComEd, IPP representatives, and other consultants to ensure the project continued moving forward. City Administrator Coakley thanked Mayor Brummel and staff for their efforts in maintaining a focus on the community interest of this project. He also noted ComEd's cooperation during the redesign process.

5. Consideration of staff recommendation to create and fill new Assistant Community Development Director position in lieu of vacant Senior Planner position

CEDD Mentzer provided context regarding recent and upcoming personnel changes in the Community Development Department, stating in recent months, four of the nine full-time staff members have resigned or retired, with three more likely to retire in the relative near future.

CEDD Mentzer stated, in order to proactively prepare for the next wave of succession within the Community Development Department, staff is recommending the City create and fill a new full-time, Assistant Community Development Director position in lieu of refilling the currently vacant Senior Planner position. He added, this would give the City an opportunity to attract a more highly qualified candidate, and allow staff to impart a great deal of institutional knowledge about the community and culture of local government in Warrenville, and mentor the candidate for an expanded leadership role in the department in the future.

There was discussion regarding the differences in compensation, job description, and required qualifications between the existing Senior Planner position and that of the Assistant Director position. CEDD Mentzer replied it is not anticipated that the new position will have a significant budgetary impact in the first year, as the salary range for the Assistant Director position will be similar to the final salary of the previous Senior Planner. He added, if the Committee of the Whole is supportive of this recommendation, staff will prepare and present a recommended salary range for the position with a revised authorized strength ordinance at an upcoming City Council meeting.

Mayor Brummel and members of the Committee thanked CEDD Mentzer for planning for the City's future with the best interest of the community at heart.

ALDERMAN GOODMAN MADE A MOTION, seconded by Ald. Davolos to recommend City Council approve an amended authorized strength ordinance that reflects the staffing of a new Assistant Community Development Director position in lieu of refilling the existing vacant Senior Planner Position.

MOTION ADOPTED VIA VOICE VOTE.

6. Discussion of City Council procedures for processing Plan Commission recommendations involving significant special development approvals

CEDD Mentzer stated, as a result of some confusion that arose during the City Council's recent review and approval of the preliminary Planned Unit Development Plans for the Sundance Development, staff prepared a detailed memorandum dated July 8, clarifying how the process of special development approvals has historically functioned, and the process City Council uses to take action on such issues.

CEDD Mentzer noted key points of the memorandum including a requirement for developers to submit their Council presentations in advance of a Council meeting for prior distribution. He noted, the Sundance developer's lack of providing graphic site plan presentation materials to the City Council at the May 17 meeting contributed to the confusion, therefore, going forward, the first time a Plan Commission recommendation that involves significant special approvals appears on a City Council agenda, Community Development staff will include with the agenda packet material, either the developer's presentation or graphic site development materials.

CEDD Mentzer further noted that in the future, if the Council feels there is any information missing from a Plan Commission recommendation or requires any additional information for analysis, the Council can table the item, but more effectively, can defer the item to a future Committee of the Whole meeting to allow staff time to gather additional information for the Council to make a more informed decision.

CEDD Mentzer also reminded the Committee that they can always consult with Community Development Department staff after reviewing an agenda packet if they feel there is not enough information provided to make an informed decision.

The Committee was asked to provide specific direction on what, if any, adjustments to existing procedures should be implemented to improve the City Council's processing of future Plan Commission recommendations involving significant special development approval requests.

Ald. Davolos thanked CEDD Mentzer for the detailed explanation of the process. She stated she tries to be fully informed when making decisions, however, as an Alderman, she does not feel it is her place to comment at Plan Commission meetings. She asked for clarity on the process for unanimous versus non-unanimous Plan Commission recommendations, and CEDD Mentzer reviewed the process as stated in the July 8 memo.

Referring to the confusion experienced at the May 17, City Council meeting, Ald. Davolos asked for additional training on tabling a motion or otherwise returning an item to another committee for further discussion. Ald. Goodman also stated her concern for tabling motions as they cannot be followed by further discussion. She reminded everyone the Council is bound to follow Roberts Rules of Order, and offered alternative language to using the term "tabled" when further discussion is needed. She suggested motions such as "I move to talk about this later," or "I move to have staff provide additional information before taking a vote" when further discussion is warranted.

NO COMMITTEE ACTION WAS TAKEN.

7. Request for Alderman to serve as Council liaison on the Bicyclist and Pedestrian Advisory Commission

Mayor Brummel stated Chairman Weidner has served as Council Liaison to the Bicyclist and Pedestrian Advisory Commission (BPAC) for 15 years, and is now wanting to concentrate his attention on his new appointment as the Council Liaison to the Inclusion, Diversity, Equity, and Awareness Commission (IDEC). Therefore, he has submitted his resignation as liaison to BPAC. Mayor Brummel asked for an alderman to volunteer to serve as the new Council Liaison to BPAC.

No one volunteered. Mayor Brummel will address the issue again at a later date.

8. Review and file Community Development Department FY 2022 Work Program Update
Referencing item T1-8 on the work plan, Ald. Goodman asked if a Council liaison is need to assist with the update of the City Ward Map based on new Census information. After further discussion, Ald. Goodman agreed to serve as the Council Liaison.

ALD. BARRY MADE A MOTION, seconded by Ald. Goodman, to designate Ald. Goodman as the Council Liaison to assist with the updating of the City Ward Map based on the final Census 2020 data.

9. Review and file Economic Development Activity Report
There were no comments regarding the report.

NO COMMITTEE ACTION WAS REQUESTED NOR TAKEN.

10. Review and file bi-monthly Code Enforcement Activity Report
There were no comments regarding the report.

NO COMMITTEE ACTION WAS REQUESTED NOR TAKEN.

G. MISCELLANEOUS

H. ADJOURN

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

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:23 p.m.

Approved: July 19, 2021


Dawn R. Grivetti, Executive Assistant/Deputy Clerk