

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - May 19, 2022

Draft Approved -July 14, 2022

CALL TO ORDER - 4:30pm

I. ROLL CALL

<u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Guzzo Trustee Barker Trustee Nero Trustee Simonovich Trustee Brady <u>Visitors</u> Attorney John Zemanak	<u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Police Chief Gunther Fire Chief Riley
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II. PLEDGE OF ALLEGIANCE -

III. OPEN FORUM - None

IV. APPROVAL OF MINUTES - April 7, 2022 Administration & Finance Committee - Motion Trustee Barker 2nd by Trustee Nero.

V. UNFINISHED BUSINESS -

- A. Class 22 and Class 23 Liquor Licensing moved to the end of the agenda at the request of Deputy Liquor Commissioner Mulhearn to allow for Attorney Zemanek to present at this time instead of under the Manager's Report.
- B. Attorney Zemanek presented to the Board on the Willowcrest Development that is on the Board Agenda tonight.
 - 1. The item has had some alterations to the proposals, even though the development plan has not been submitted. The item on the agenda is the same as it was a month ago, when it was postponed, primarily it is the comp plan amendment.
 - 2. What has changed is there is an agreement for conservation of the front nine of the property between the Hotel and the Homeowners of Oakbrook and has been submitted to the Park District. The good news is that the Hotel is willing to preserve 50 acres of land for permanent recreation space for the Park District if the Hotel can no longer maintain

it. The Oakwood Homeowners Association is taking a neutral stance at this time, when the development plan is submitted - this could of course change.

3. The R4 Zoning Standards of the Village is technically in place for this property. The open space designation of the comp plan does need to be changed as it is privately held, not public property, that should not be designated as open space. Under R4 Zoning residential is permitted be it attached or detached single family. The property owner would like to formalize this and that is why we are going through this process. In addition, B3 has a host of permitted uses - everything from liquor stores to movie theaters.

- a) Mayor Gunter stated that the detached/attached is the item people have questions regarding. Can we recommend its use as detached?

- (1) Attorney Zemanek stated that the consideration to vote to amend it state single family detached. As it is a R4 currently which allows either, it would be limiting.

- b) Trustee Barker stated that tonight people are expecting to be able to discuss this as it is on the agenda. If we do this it will limit people being able to respond/discuss. While we might want that information to be given to the developer, we want people to be able to give their opinion and afford the opportunity to sway our opinion. It is why residents are coming here tonight.

- (1) Attorney Zemanek replied that nothing will be decided here tonight in the meeting and going through the process will allow people to speak before a decision is made. The decision tonight is on the comp plan designation. You could change the motion to say single family detached and consider that; it is your right.

- (2) Trustee Barker replied that if we bring that out tonight it seems that we are making a decision before anyone can discuss the options, it seems our minds are made up and is that fair to residents?

(3) Attorney Zemanek asked that the Board remember that if the single family attached comp plan amendment is rejected, and nothing else is put forth then the developer cannot move forward at all with a project. It would start from the beginning with a submittal/request to change the comp plan to the single family detached.

c) Mayor Gunter reminded everyone that the P&Z Commission voted 5/2 against believing that it would be more favorable to be detached. Then an amendment to move forward with detached could move forward.

d) Trustee Nero asked if the project would go back to P&Z or come to the Board if it was rejected tonight.

(1) Attorney Zemanek replied that it would go to P&Z, and should be encouraged to submit their plans at that time.

(2) Trustee Nero said that P&Z should revisit it first, the board should hate to pull the rug out from that commission.

e) Trustee Nero asked about it being rental units.

(1) Attorney Zemanek stated that you can not really restrict rental as any single family homeowners can rent out their property.

(2) Trustee Nero responded that we could move forward with the amendment and it was for detached it is not us stating that the approval is for rental.

f) Trustee Barker asked about the density question? How do we affect this?

(1) Attorney Zemanek stated that this is not what is being voted on tonight.

(2) Mayor Gunter replied that would come into play with the variances.

(3) Attorney Zemanek replied that it is part of the process, those are questions that will be asked and answered later in the process.

g) Trustee Nero asked if we approve detached tonight does the

project come right back to this board?

- (1) Attorney Zemanek restated that the project has to go back to Planning & Zoning and go through the process, the amendment to the comp plan does not move the project forward skipping steps. The public hearing process still has to be enacted, and that is where people give their comments and plans will be submitted.

h) Mayor Gunter asked for a straw poll of the board.

- (1) Trustee Guzzo asked about the control as to density.
 - (a) Attorney Zemanek replied that would be part of the next step, not this step.

- (2) Trustee Guzzo asked how we could have a designation of open space in our comp plan when it is not public property?

- (a) Attorney Zemanek replied that is the point, the owner of the property has a right to develop their property within the guidelines of zoning ordinances.

- (3) Trustee Brady stated that the attached designation could mean apartment buildings and he disagrees with that.

- (4) Trustee Simonovich stated that townhouses would be fine, apartment buildings would not work in that space.

- (5) Mayor Gunter reminded everyone that the 50 acres designated to the park district is remarkable and we would hate to give that up - that is a guaranteed open space designation.

- (6) Trustee Liddle is favorable to detached.

- (7) Trustee Barker is not favorable to any rental.

i) Attorney Zemanek asked how the vote tonight should be handled? Should it be denied or should we amend it to say detached for approval?.

- (1) Trustee Nero states he would not like to amend for detached as it feels that it is not going through the process

for people to understand.

(2) Attorney Zemanek stated that the planning department recommendation was that it would be best to process this at Planning and Zoning.

j) Director Sylvester asked if the other two items on the agenda were to move forward on the agenda?

(1) Attorney Zemanek replied that it would be a good idea to move forward with the subdivision plan and approve pulling it out of the concept plan in the B3 district so it can be voted on separately when the developer submits plans.

(2) The order of the items will be reversed at the meeting tonight.

k) A reminder that the topics of rentals and development plans are not part of this item and not to get off track at the meeting to items that have not been submitted.

VI. NEW BUSINESS -

A. Water turn offs - AVM/Finance Director presented on the County Program. In April, residents that applied were waiting 30-60 days for a response from the County. Now that June is approaching, residents should have had time to go and apply with the County for funding assistance. For residents that have not done so, or paid against their balance, it is time to consider shutting off the water.

1. Manager May replied that we have already delayed to allow for the County program application.
2. Trustee Simonovich asked if people show they have applied would we still shut off the water?

a) Director/AVM Parker agreed, remarking that only a handful notified us that an application had been made to the County Assistance Program.

b) Mayor Gunter asked how many were residential?

(1) Director/AVM Parker replied that only residents have applied to the County Program.

(2) Mayor Gunter asked how many residents were on the

shut-off list?

(a) AVM/Director Parker stated that 50 were on the shut-off list, and only a handful were not turned back on.

(3) Mayor Gunter remarked that both the landlord and the renter were sent notices.

(a) Director/AVM Parker remarked that we will lien the property if it is not paid, so we have a better chance of collecting from a landlord.

(4) Director/AVM Parker stated that this upcoming shut off list will probably have the same amount; people often only pay what is needed to turn it back on and then stop until it is shut off again.

B. National Competition Gap Funding - Director/AVM Parker presented on the Natatorium events and the loss of revenue for the business if a National Event comes in due to the costs around Chicagoland. The DuPage Convention & Visitors Bureau believes that a grant from the Village will assist in gathering more grants from the State and other entities. The request for the gap funding is \$50,000.00.

1. Manager May stated that the grant would be “not to exceed” \$50,000.00. We have a similar agreement with the hotel for events that are held at the hotel through the DuPage Convention & Visitors Bureau. So the request is to create a program for the Natatorium.
2. Mayor Gunter said that events at the Natatorium will increase the revenue from hotel/motel tax and places for eating tax. The County is considering \$250,000.00 a year as a program to assist the Natatorium with bid fees and supplementing the loss of revenue. The goal is to get the Natatorium on the map. To be competitive nationally the Natatorium has to have funds to compete.
3. WCCTB Executive Director Forssberg explained that the bid fees for the National Events could be high, millions of dollars. The team approach of the Village, County, and DuPage Convention and Visitors Bureau will assist in finding ways to help the Natatorium in being competitive for our World

Class Facility.

a) Trustee Nero remarked that events there are known to cause businesses around there to sell out; both Chipotle and Standard Market have commented.

b) Trustee Simonovich asked about parking and if the hotel blocks rooms for the event.

(1) Manager May stated that WJHS allows their parking lot to be used.

(2) Executive Director Forssberg explained that the event has hotels blocking rooms for the events.

(3) Director/AVM Parker said that would be a requirement.

c) Trustee Liddle asked if this is to be voted on?

(1) Manager May stated that it was just a question of the board approving moving forward to develop a concept before putting it together to be voted on later. No one had any issue with exploring the plan.

C. Westmont Art & Mural Program - Director McIntyre presented on the program approved in 2016 that was put on hold due to staff changes & COVID. A copy of the presentation is attached.

1. Mayor Gunter asked about the sign ordinance and existing signs being replaced by murals.

a) The responses: signs are already approved by CDD, murals will not be advertising, and portions of a wall without the sign could be painted and not be part of the sign.

2. Manager May questioned the possibility of product placement in a mural.

a) Response: That would be part of the selection committee responsibility and could be part of Community Development.

3. Mayor Gunter asked about payment to the artist.

a) Director McIntyre stated that the Village of Oak Park pays 50% in advance, Westmont hopes to do the same.

4. Trustee Nero asked about the possibility of vandalism and who is responsible.

a) Director McIntyre replied that in Oak Park most are in public areas

so the Village is responsible, however that has not been an issue.

If it is a mural on a private building the owner would be responsible.

5. Mayor Gunter asked about a building being sold and wanted the mural removed?
 - a) Director McIntyre stated that this would be written into the contract.
 - b) Manager May stated you would want to also write into the contract that if this happens the business could not reapply for a grant to replace.
6. Trustee Liddle asked if the size of the project would determine the cost.
 - a) Director McIntyre replied that eventually it could be, however we are hoping to start with \$1,000.00.
7. Trustee Barker mentioned that the \$1,000.00 isn't much for the artist - it is just a stepping stone to bigger projects for the artist.
8. Trustee Barker would like the mural and business names to be considered if it was tastefully done.
 - a) Mayor Gunter does not see a problem with it.
 - b) Director/AVM Parker stated that it blurs the line between signage and art. It might need to be considered by the attorney.
9. Trustee Simonovich asked if the restaurants interested in murals wanted their name in the design?
 - a) Director McIntyre stated that it was the interest.
10. Trustee Barker stated that Westmont is becoming an artistic community and all this makes our town better.
11. Mayor Gunter asked if everyone was okay with the twinkle lights in the trees? Everyone was

VII. REPORTS

- A. Village Manager - Special Event permits - FireWorks Permits are usually a governmental entity and the permit goes through the process. The costs associated with this, inspections, and public safety personnel are absorbed by us as it is a partner government entity making the request. Recently a contractor

submitted the firework permit to the Fire Dept without filling out a special events permit to do fireworks at WJHS on graduation night. The school has been informed to make sure they were aware. The permit will be approved, the school will be the requestor instead of the contractor, unless there is an objection here. The contractor has been instructed this will be a one time event to allow for the procedure to be bypassed.

B. Deputy Liquor Commissioner -

1. FY22 showed over \$500,000.00 in revenue from Video Gaming.
2. Inquiries are still being received regarding the moratorium on gaming. The goal is to clarify the requirements before the moratorium expires. AVM/Director Parker would like the requirement to be stated for the license, such as 50% of sales must be food.
 - a) Trustee Liddle would like it to be higher - 75%.
3. Mayor Gunter replies that we need to specify the requirements be it only certain locations or no cafe licensing going forward. The moratorium is in place so we can work these things out.
4. The recent Liquor/Tobacco hearings had some violators for a 2nd or 3rd time. Fines were issued, no licenses were revoked.
5. Deputy Liquor Commissioner Mulhearn stated that El Delphine has been closed due to illness of the owner. The State of IL has nothing on the books that requires the machines be turned off.
 - a) Mayor Gunter reminded all that our ordinance states that if a business closes for more than 30 days the liquor license is revoked.
6. Mayor Gunter reviewed the requirement for liquor businesses that are relocating in town are required to pay the \$1,000.00 fee for various inspections and reviews.

C. Manager May remarked that the topic of commuter/downtown business parking will be reviewed via email.

VIII. ADJOURN Motion to adjourn - Trustee Simonovich and seconded by Trustee Nero at 5:52 p.m. (next meeting is scheduled for August 25, 2022)

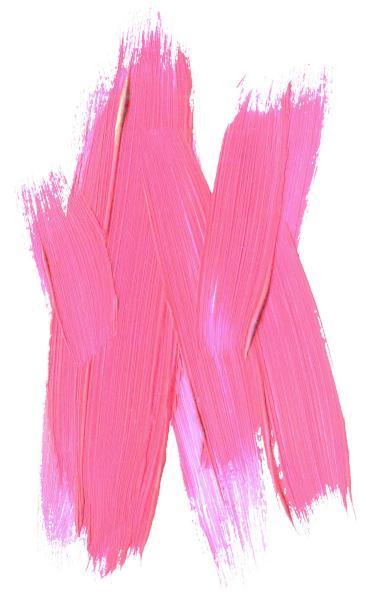
Village of Westmont Mural & Art Program

Village of Westmont
Administration-Finance Committee
May 19, 2022



Westmont Mural Program - Background

- **2016** - Created framework for the Mural Program - Village Board approved moving forward and allocated \$15,000 to get started
- **2017-2021** - Mural Program stalled due to staff changes & COVID
- **2020** - Specific interest in mural program from Westmont businesses - NEAT & Zazzo's
- **2021** - Westmont Special Events & Creative Arts Network dramatically grew opportunities for local artists through local art shows, business window painting murals & monthly art classes
- **2021-2022** - Village of Westmont Mural Program revival assigned to Westmont First Committee for review
- **May 2022** - Updated Mural Program proposal and presentation to Westmont First and Village Board Administration-Finance



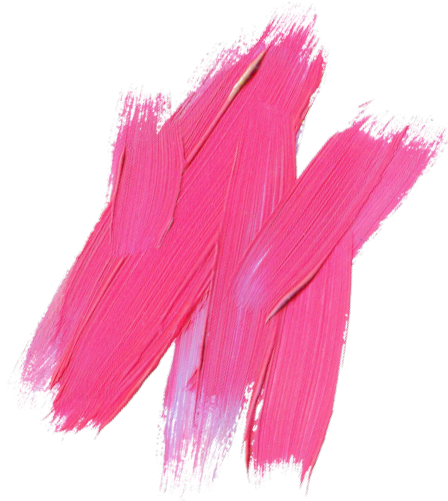
Next Steps - Items to Consider

- **Concept Approval** - completed
- **Project Funding** - completed
 - \$15K for Quincy Station Project
 - \$15K for various community projects
- **Mural Program Oversight**
- **Mural Program Application Process**
- **Mural Program Review Jury**
- **Mural Program Approval Process**
- **Potential Mural Locations**
- **Next Steps**



Mural Program Oversight

- **Communications Director**
 - Project Management - Program Coordination
 - Create, implement & maintain program
 - Limited involvement from Community Development (at the request of CD)
 - Some involvement from Public Works (right of way art prep)
 - Work and communicate with all parties involved
 - Oversee artist implementation of mural
 - Consider Internship Program for additional assistance - coordination and grants
- **Westmont First Committee**
 - Review and make recommendations regarding program process & details
 - Involved with on-going program communication & recommendations
- **Westmont Special Events**
 - Oversee creation and guidance of mural program review jury and focus group (one member from WSEC, one member from WF, one member from local art community – also, larger sub-committee will serve as an additional review focus group)
 - Shares final recommendations for final approval
 - This process and relationship allows the municipality to be arms-length away from a Freedom of Speech challenges
 - Upon final approval, funds released - 50% up front to artist, remainder due upon completion



Mural Program Application Process

ANNUAL CALL FOR SUBMISSIONS

- Communications Director works with Westmont First and Westmont Special Events to create and publish information about program as well as solicits area artists to participate
- Call for submissions will occur annually - additional submissions may be requested if determined necessary
- Mural Program application clearly spells out program details and expectations



Mural Program Application Process

ANNUAL REVIEW & MURAL ARTWORK SELECTION

- The Mural Program Review Jury will coordinate the process of reviewing submissions and then evaluating and ranking the proposals
- Review Jury will coordinate involvement of an additional mural focus group, as needed
- Review Jury will select final recommendations and forward for final review and approval
- Once final approval is received, then agreement is signed, contract is awarded, monies will be issued & work will commence



Guidelines for Artists & Murals

- Professional/established/high-caliber artists only
- Artist must show examples of past work
- Artist will sign contract re: expectations, both in terms of mural parameters and financial agreement
- Artist must be 18 years of age & over
- No advertising of business - Oak Park & Naperville
- No political messages, no religious messages, no slogans or mottos
- Submissions themes may or may not be incorporated
- Must be completely original art - no templates, no homages, etc.
- Applications will be reviewed and approved by Review Jury
- Once project is approved and funds are awarded, work is expected to begin and be completed within 45 days



More Mural Guidelines

- Mural display time - goal of about 10 years
(details in agreement regarding early removal, if needed)
- Maintenance of mural responsibility of mural sponsor
(village, public agency or business)
- Mural size dependent on size of area and will be reviewed
by the Jury - As small as 5'X5' or less and as large at
10'x20' or greater
- Materials may vary and will be reviewed by jury group, however,
a UV coating will be necessary for all outdoor murals
- Mural submissions encouraged to encompass “selfie” opportunities, if possible



Mural Guidelines - Business Advertising

- Per Village Code, a business name or other advertising would not be allowed in a mural
- If there is interest in allowing a business name on a mural, this would require a code amendment
- If there is interest in pursuing this possibility, our effort might start with getting feedback from the Village Board and staff regarding the request
- If there is positive feedback, then this would require a proposed amendment to the Village Code, which would necessitate staff to draft the proposal and have PZ Commission review and make a recommendation before going to the Village Board for final consideration
- It is suggested that if this item is pursued, then the review process should not hold up work on the initial proposal



Materials

- Artist will work with oversight committee to select and purchase art materials
- Materials may include:
 - Spray Paint
 - Exterior/House Paint
 - Acrylic Paint
 - Materials for mosaics
 - UV-protective sealant
 - Other



Mural Maintenance



- **Public Right of Way Murals**

- Work with Westmont Public Works to power wash identified mural location and paint a base for mural
- Annual inspection by Communications Director and PW to determine need for maintenance

- **Private Property Murals**

- Owner responsible for mural maintenance
- Annual inspection by property owner to determine need for maintenance



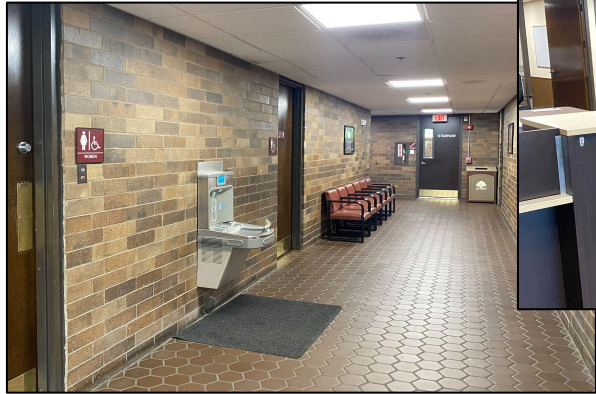
Public Spaces & Taxing Bodies

- Westmont Junior High School
- Westmont Train Station



Public Agencies

Westmont
Park District



Public Spaces - Interiors

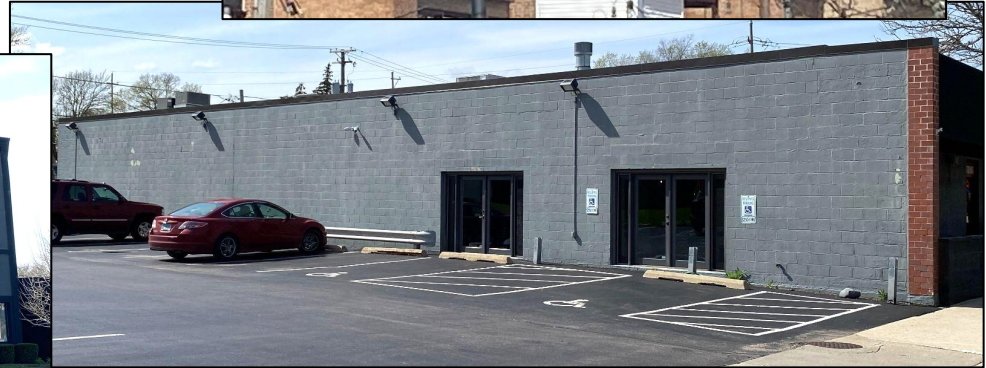
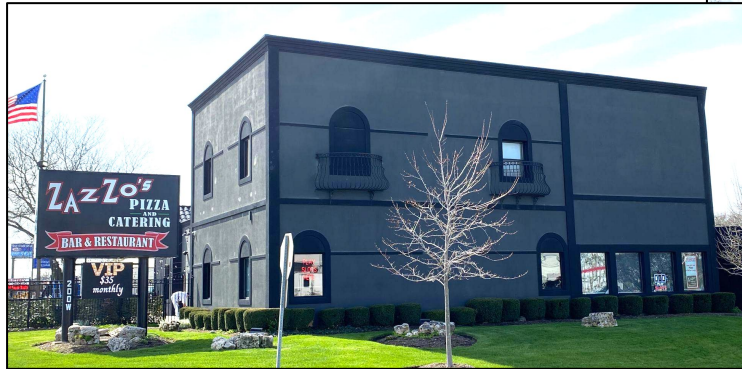
- Public Works Lobby
- Police Dept. Lobby
- Fire HQ Interiors



Possible Mural Locations

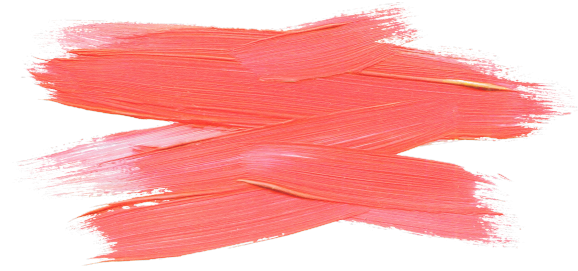
Private Property Projects

- Quincy Station
- Neat Kitchen + Bar
- Zazzo's



Westmont Mural Program

Budget - Income



- **PROPOSED VILLAGE CONTRIBUTION** - Proposed contribution from the Village of Westmont to serve as the financial foundation for program
(NOTE - Oak Park initially received \$80K annually; now received \$40K annually and an additional \$196K annually for staff and administration, as well as municipal admin staff support and Public Works support)
- **GRANTS** – Local, County, State, Federal, Corporate, Arts
- **SPONSORSHIPS** – Create team to package and sell arts sponsorships
(NOTE - Neither Oak Park nor Naperville had staff nor time for this initiative)
- **PERSONAL DONATIONS** - Personal donations - Supporter of the Arts
- **NOT-FOR-PROFIT** - Westmont Special Event ongoing discussions about evolving into a 501c3, possibly in support of the arts
- **THE FUTURE** - Possibly suggest/request incoming businesses provide a budgeted amount to include art with their development



Westmont Mural Program

Budget - Expenses



- **MURAL & ARTIST COST**

- Up to \$1000 per each mural project
(more can be requested depending on scope of project)
- \$500 to artist after mural agreement is signed to purchase materials and begin work;
\$500 to artist when mural and agreement is completed
- NOTE - This is considered a very modest fee for a mural project, depending on size; a commercially-paid mural might easily be 10X this fee
- NOTE - Amount includes materials cost, UV protective sealant, and payment to artist

- **MAINTENANCE**

- Village asked to budget for annual prep and maintenance

- **LIGHTING & LANDSCAPING**

- Costs for possible lighting and landscaping considerations



Westmont Mural Program Commercial Projects



- **GRANTS** - Allow businesses and other property owners to apply for Westmont Mural Program grants - must follow program guidelines to be considered for grants (similar to downtown facade grant program)
- **SELF-FUNDED PROJECTS** - Work with businesses to follow the guidelines of the Westmont Mural Program, even for self-funded commercial projects
- **ADVERTISING** - Initially, no business names nor text advertising of any nature will be allowed; however, images of the type of business may be included in the mural application for consideration.



Mural Program Promotion & Publicity

- **Ribbon Cutting** - Recommended that each mural project will potentially have a ribbon-cutting event
- **Website Recognition** - Recommended that a Westmont Mural Program website / webpage be created to highlight each of the projects
- **Community Mural & Art Program** - Participate in local art events to promote this ongoing opportunity and support for the local arts community



Closing Thoughts & Program Timeline

- **April 2022** - Westmont Special Events approved general concept
- **May 16** - Program update with more detail presented to Westmont First Committee for feedback and recommendation
- **May 19** - Program update presented to Village Board at Admin Finance for feedback and recommendation
- **May 2020** - Review by staff; creation of ordinance for proposed program
- **June 2022** - Present to Village Board for official consideration
- **July 2022** - Program moves forward with call for submissions
- **August 2022** - Submissions reviewed and approved
- **September 2022** - Mural artwork begins
- **October 2022** - Ribbon-cutting events scheduled for first round of community murals

