



Village of Westmont VILLAGE BOARD

31 West Quincy Street, Westmont, Illinois 60559

villageboard@westmont.il.gov
westmont.illinois.gov | 630-981-6200

Community Development Committee Regular Meeting Thursday, February 08, 2024 at 4:30 PM Minutes - Approved

I. Called to Order: At 4:30 P.M.

II. Community Development Committee Meeting Roll Call :

PRESENT :	Mayor Gunter	<u>P</u>	Clerk Szymiski	<u>P</u>
TRUSTEES:	Brady (Chair)	<u>P</u>	Simonovich	<u>A</u>
	Barker	<u>P</u>	Guzzo	<u>P</u>
	Liddle	<u>P</u>	Nero	<u>P</u>

Staff Present : Director of Community Development Joseph Hennerfeind, Deputy Director of Community Development Jason Vitell, Senior Planner Scott Williams, Village Manager Steve May, Assistant Manager Spencer Parker, Police Deputy Chief Gruen, Fire Deputy Chief Fitzgerald, Human Resources Director Renee Brainerd, Public Works Director Amy Ries, Communication Director Larry McIntyre, Economic Development Partnership Director Larry Forssberg, IT Director Glen Liljeberg

III. Pledge of Allegiance

IV. Approval of Minutes: Trustee Liddle made a motion to approve the minutes from the November 02, 2023 Regular Meeting and Trustee Nero seconded the motion. Motion passed on a voice vote.

V. Public Comment - No one spoke during the Open Forum.

VI. UNFINISHED BUSINESS

A. None

VII. NEW BUSINESS

- A. Cannabis Use Eligible Properties** - Director Hennerfeind informed the Committee that there was an error in the cannabis eligible properties map that was previously presented to the Committee at the time of the 2019 cannabis sales regulation ordinance approvals. Hennerfeind explained that there were more eligible properties due to a set back measurement technicality, specifically the distance to residential districts. The map was not an exhibit to the ordinance, but rather used for visual purposes.
- B. Downtown Incentive Program Eligibility** - Director Hennerfeind asked the Committee for guidance with two potentially eligible properties that would be categorized as past projects for the incentive program. Both property owners worked together to install a new water line underneath Cass Avenue that would support both of their new fire suppression systems. The Village had required both businesses to install the sprinkler systems. One of the two businesses has an open violation with the Village, and the ordinance states that if there are any violations, the business is not eligible for the grant money. The Committee was comfortable awarding both properties the \$3,000 for their past projects. Trustee Barker inquired about the Village installing a water main on the East side of Cass in an effort to lower the costs and achieve fire sprinkler compliance.
- C. Permitting/Code Enforcement**
- a. Salt Storage/Snow Removal** - Building Commissioner Jason Vitell asked the Committee if they wish for Code Enforcement to continue pursuing salt storage and snow removal equipment for private property only, rather than allowing a newer regional storage use that staff has been encountering in the field. Trustee Barker asked if the salt storage piles are supposed to be covered. Vitell replied that staff has encouraged them to do so and specification and guideline sheets have been provided in an effort to inform and educate the businesses. The Committee agreed that the salt piles should be covered, and that the equipment and salt stored on private property should be used for that same property, not regionally.
- b. Certificates of Occupancy** - Vitell provided the Committee an overview of the current business license process, and the current code sections that reference various items related to different types of Certificates of Occupancy.

Vitell suggested introducing a *new* internal process that would restore and separate the certificate of occupancy inspections and issuance for the building and zoning mandate

from the business license process, and instead bring it back to the Community Development Department where the framework and staff are better equipped to coordinate and concept these functions. The certificate of occupancy would be required for any new business, and once the certificate of occupancy is issued after review and inspections, the business would then proceed to the business license process through the Clerk's department.

D. Zoning Ordinance Updates - Senior Planner Scott Williams discussed the next steps, which included reviewing the initial drafts that the consultant Duncan Associates provided after meeting with downtown businesses and various stakeholders. After all drafts have been reviewed, Duncan would then provide a final draft for staff and the Village Attorney to review. After those reviews are complete, public information sessions would be held, and eventually staff will prepare a public hearing draft of the new zoning ordinance and updated zoning map. The hope is to have the ordinance adopted and on the books by the end of the year, or early next year. Through the draft reviews, staff requested direction on the following items.

a. R-3 Lot Widths - Williams stated the current code requires a 60 foot lot width, the consultant came back and looked at some neighboring communities including Downers Grove and found that some other communities are less strict. The consultant is proposing a reduction of the requirement to 50 feet. The Committee wanted more information including the percentage of 50 foot lots in town as well as 100 foot lots, and any historical denials of 50 foot lot variances. Some members of the Committee were open to the idea considering there are 100 foot lots in town that could be split to promote development. Staff also mentioned that if the lot width requirement was reduced to 50 feet, it would accommodate the eventual annexation of Liberty Park, and creating a new zoning district for Liberty Park would not be necessary because they would then be conforming lots. The Committee has concerns regarding the character of the neighborhood, stormwater, and potential overbuilding. Williams stated that staff will look further into this topic with the consultant and either bring it back for discussion at the next committee meeting or at the time of the final draft discussion.

b. Short Term Rentals in the Downtown - Williams noted that the consultant and staff's recommendation is to list short term rentals in the downtown business district as a permitted use under lodging as a sub category, and the Committee did not seem opposed to the recommendation. The short term rentals would be defined as "a dwelling unit or portion of a dwelling unit that is rented for fewer than 30 consecutive days". For residential districts, staff said that would be brought to the Committee for a

later discussion after staff collects more information regarding other community regulations. Williams noted that the consultant was looking to possibly create special R-5 zoning for portions of the downtown which is currently all designated as B-1 district. Trustee Nero did not have any concerns with short term rentals, and didn't feel they needed to be regulated. The Committee agreed they would be open to allowing short term rentals, but would like to see them licensed and inspected if possible. Staff noted they would need to check with the attorney about inspections since Westmont is not a home rule community.

VIII. REPORTS

A. Committee Chair

B. Directors Report - Hennerfeind provided the Committee with department staffing updates including Scott Williams promotion to Senior Planner, and Hennerfeind himself assuming the Community Development Director role earlier in the year. The Committee was provided with a year end report that included various permit, plan, and code enforcement updates and statistics. Hennerfeind also provided updates on the new downtown incentive program, outdoor dining regulations, and tree/landscape ordinance amendments.

C. Division(s) Reports

a. Planning and Zoning - Williams provided an update on the current and forthcoming zoning cases outlined in the report.

b. Permitting

- i. Vitell provided an update on larger permitted projects outlined in the report.
- ii. Online Permitting - Vitell stated that there has been progress and although there are issues that need to be ironed out, the goal is to have two express permits available online within the next 30-60 days. The mayor asked if other communities take it above and beyond that for other permits. Vitell replied that he hopes to have a chance to talk with other communities to better understand what their definition of online and paperless means. Trustee Nero volunteered to provide cities that he knows of that utilize EnerGov in Illinois specifically. Trustee Nero added that the goal is to make the information more easily available, which he believes could be beneficial, save time and cut costs in other areas.

c. Code Enforcement - Vitell provided an update on an ongoing code case and trial.

IX. MISCELLANEOUS - Trustee Barker asked staff if external complaints against the department are tracked and if there have been improvements considering a number of years ago there were known complaints. Hennerfeind replied that he was not aware of anything and he did not inherit a complaint list, but that it would be tracked if anything were to come up.

X. ADJOURN - Trustee Liddle made a motion to adjourn at 5:45 PM, and Trustee Nero seconded the motion. The motion to adjourn was approved by unanimous consent.