

**Community Development Committee Meeting**  
**Thursday, March 16, 2017 at 4:30 PM**  
**Minutes**

**I. Called to Order:** At 4:30 P.M. by Mayor Ron Gunter

**II. Present:** Mayor Ron Gunter, Trustee Linda Liddle, Trustee Jim Addington, Trustee Steve Nero, Village Manager Steve May, Village Clerk Jinny Szymiski, Community Development Director Jill Ziegler, Planner II Joseph Hennerfeind, Executive Director of Economic Development Larry Forssberg, Building Division Manager Jason Vitell, Municipal Services Office Supervisor Melissa Brendle, Fire Chief Dave Weiss, Police Chief Jim Gunther, Public Works Director Mike Ramsey, Finance Director Spencer Parker, Administrative Assistant Erica Perez

Guest: Aadil Kamran

**III. Pledge of Allegiance**

**IV. Approval of Minutes:** Trustee Addington made a motion to approve the minutes from January 19, 2017. Trustee Liddle seconded the motion and the minutes were approved.

**V. Unfinished Business:**

- A. Sign Code: Discussed during the Planning Division portion of the agenda.
- B. Gateway Signs: Approval has been given in the amount of \$20,000.00 for the production of detailed gateway monument signs. Consultants are currently working on creating a design for the signs.
- C. Facade Grants: The requirements of the facade grant have been updated to be offered to both TIF Districts, which includes the Central Business and South West Business District. It is being proposed that businesses should be required to be open for a minimum of a year before they are eligible to apply for the grant. Trustee Nero voiced his concern that we want to encourage businesses to come to Westmont, so maybe the requirement of being in business for a year should be reconsidered. He stated that the facade grant would be an incentive for businesses to be a part of Westmont. Trustee Liddle stated that it should be an incentive for businesses to know that the facade grant money will be presented to them after they have been around for over a year.

## **VI. New Business:**

- A. Administrative Adjudication: Community Development is recommending to handle administrative adjudication in Westmont, rather than through the field court process in Downers Grove. A major benefit of this would be that the funds would go directly to Westmont. The Village would retain 100 percent of the fines and code enforcement would be handled in a quicker manner. Discussions have been conducted with the Police Department on how to possibly make this transition. It is possible that adjudication would occur once a month. Mayor Gunter asked what the fines totalled annually. The amount was unknown but will be looked into.

## **VII. Reports:**

### **A. Planning Division:**

- a. In regards to the proposed sign code changes, Joe Hennerfeind explained the business community was invited by the Chamber of Commerce to meet on Wednesday, March 15th to voice their opinion on the potential changes. Overall, the meeting was well received by the local businesses. Different topics were brought up that will need to be explored by staff. The process is moving along well and the next step is to bring the discussion back to Economic Development Committee on April 5, 2017. The overall goal is to present a Text Amendment Request to the Planning and Zoning Commission on July 12, 2017.
- b. Clover's Garden Center will be opening at the Suburbanite Bowl location this spring. Burness Park will be presented before the Village Board on March 30th. New projects that have been submitted to Planning and Zoning include 140 North Cass, which will be used for an office use. A lot split is being requested at 60th Street & Cumnor. It will be a two lot subdivision split. Two variances are also being requested for 108 East 56th Street, which is a single family residence.
- c. Joe Hennerfeind briefly mentioned that in the near future, Community Development will be reviewing commercial use tables in the zoning code, as they are outdated and will eventually need text amendments.

### **B. Building Division:**

- a. Jason Vitell updated the Committee that the hiring process for the full time Code Enforcement Officer is currently in progress. Background checks are now being conducted. Pending the results of the background check, the potential candidate will hopefully be starting in the first part of April.
- b. Code Enforcement will be working diligently to prepare for the Taste of Westmont in order to prevent any last minute issues by conducting necessary inspections ahead of time.

- c. There are three current court cases. The issue at 224 Willard has been resolved and there are no more structures on the site. The area is strictly just grass now. The case is still pending with North Warwick and issues should hopefully be resolved soon. The judge is satisfied with the progress from the owner at West End.
- d. Mayor Gunter asked Jason Vitell if there is enough money in the budget for seasonal code enforcement. Jason Vitell stated that he is hoping seasonal help will not be necessary and that code issues will be satisfied with permanent staff.

C. Engineering Division:

- a. Mike Todorovic, Civil Engineer for Village of Westmont, has been researching various GIS Programs. Three different companies have presented their GIS proposals to Community Development. Staff is currently in the process of reviewing the proposals and making a decision on which company to choose.

**VIII. Adjourn:** Meeting motioned to adjourn at 4:57 p.m. by Trustee Addington. Trustee Nero seconded the motion.