



Village of Westmont VILLAGE BOARD

31 West Quincy Street, Westmont, Illinois 60559

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

Village Board Meeting January 23, 2025 6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. OPEN FORUM

Public Comment is subject to the public comment rules and procedures adopted by the Village.

5. REPORTS

a. Board Reports

- i. Mayor
- ii. Clerk
- iii. Trustees

6. ITEMS TO BE REMOVED FROM CONSENT AGENDA

7. CONSENT AGENDA (OMNIBUS VOTE)

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held January 9, 2025.

Background of Subject Matter

Required Parliamentary Procedure

Type Motion

b. Finance Ordinance #2

- i. Total to be announced at the meeting.

Type Consent Item

Budgeted

c. Purchase Order(s)

i. Village of Addison \$298,712.33

Emergency Dispatch & Alarm Services Jan 1, 2025 - April 30, 2025
(Consolidated Dispatch). This item is a simultaneous payment.

Type Consent Item

Budgeted Yes

ii. Meade, Inc \$130,000.00

FY 2025B (1-1-2025-12-31/2025) streetlight locate and repair services.
This is an open purchase order to be used throughout the fiscal year.

Type Consent Item

Budgeted Yes

iii. Currie Motors \$61,499.00

2024 Ford Super Duty F250 to be used in the Water Department. This
purchase is to replace an existing vehicle at the end of its useful life.

Type Consent Item

Budgeted Yes

iv. HP Quincy Partners \$304,441.54

CBD TIF Economic Incentive Agreement for Quincy Station for
incremental property taxes paid during the prior calendar year to the
CBD TIF. This payment is number 2/10. The maximum amount under
the agreement that can be reimbursed over ten years is \$2,354,000.00.
This is a simultaneous payment.

Type Consent Item

Budgeted Yes

v. Total of Purchase Orders \$794,652.77

Type Consent Item

Budgeted

d. Total of Purchase Order(s) and Finance Ordinance(s)

i. Total to be announced at the meeting.

Type Consent Item

Budgeted

8. NEW BUSINESS

a. **Downtown Incentive Program - FY25(B) Annual Budget and Activity Targets**

Board to consider an ordinance adopting the FY25(B) Downtown Incentive Program Annual Budget and Activity Targets.

Background of Subject Matter

In accordance with the DIP procedures, the Board defines the program parameters on an annual basis to establish tier funding, eligible activities, incentive bonuses, and any other program specifics. FY25(B) will fund all Tiers, 1, 2 and 3.

Additional Background

FY25(B) is the first budget cycle proposed to fund Tier 3 projects, which could receive a grant award of up to \$100,000. Specific activity targets are not currently anticipated, but will be discussed at the Community Development Committee preceding the Village Board, and any recommendations of the CDC may amend the final ordinance.

Type Ordinance

Budgeted Yes

b. **Special Use Permit and B-1 Development Permit Request - 216 North Cass Avenue**

Board to consider an ordinance approving requests from Cass Avenue Properties, LLC d/b/a Dolce Vita Day Spa and Salon Smith, LLC, d/b/a Salon Four, at 216 North Cass Avenue for the following:

1. Special Use Permits to allow both petitioners to operate a barbershop and beauty parlor, located on the ground floor, in the B-1 Limited Business District.
2. B-1 Development Permit, for both petitioners to operate a barbershop and a beauty parlor located on the ground floor.

Background of Subject Matter

The petitioners are requesting a special use permit to operate a beauty parlor and barber shop on the first floor of the property with two separate businesses. Dolce Vita Day Spa currently operates at 220 North Cass Avenue and is proposing to expand their current service to two rooms with additional employees at 216 North Cass Avenue. Dolce Vita Day Spa currently has four employees and operates from Tuesday through Saturday from 10:00am to 8:00pm by appointment. Salon Four has most recently operated their hair salon at 36 North Cass Avenue and is proposing to relocate their business at 216 North Cass Avenue. Salon Four is proposing to be open Tuesdays and Thursdays from 10:00 am to 9:00 pm, and 8:00 am to 5:00 pm on Saturdays, with three employees.

Additional Background

The users are both considered a barbershop and beauty parlor and due to

the property being located in the B-1 (Limited Business District) a Special Use Permit must be approved prior to operating or obtaining building permits. Additionally, both business are requesting a B-1 development permit, separately.

Recommendation

At its meeting on January 8, 2025, the Planning and Zoning Commission recommended approval of the Special Use Permit request (4-1, 1 absence, and 1 vacancy).

Type Ordinance

Budgeted

c. **Downtown Incentive Program Grant - 216 North Cass Avenue**

Board to consider an ordinance awarding a Downtown Incentive Program (DIP) grant to Cass Avenue Properties LLC, for the installation of new windows (glazing) and the front door at 216 North Cass Avenue.

Background of Subject Matter

The applicant proposes to install new windows and front door to replace the existing storefront windows and a door that are in poor condition. The business owner of Dolce Vita Day Spa (220 North Cass Avenue) recently purchased the vacant building at 216 North Cass Avenue. The owner has proposed to expand their existing spa services and provide a leasable space for a local hairdresser.

Additional Background

Application and award request are for a Tier 1 DIP grant, with a total project cost of \$12,275.00. The project is eligible for a grant award of \$2,455.00.

Type Ordinance

Budgeted Yes

d. **Downtown Incentive Program Grant - 17 North Cass Avenue**

Board to consider an ordinance awarding a Downtown Incentive Program (DIP) grant to Cass Avenue Management Group, LLC to install a water line and sprinkler system at 17 North Cass Avenue.

Background of Subject Matter

The applicant proposes to install a sprinkler system in both the commercial (West Suburban Insurance Agency) and residential portions of this mixed-use building.

Additional Background

Application and award request are for a Tier 2 DIP grant, with a total project cost of \$74,253.00. The project is eligible for a grant award of \$50,258.00.

Type Ordinance

Budgeted Yes

e. **Engineering Agreement -Phase 2 Design Residential Alley Reconstruction**

Board to consider an ordinance approving an engineering agreement with Thomas Engineering Group, LLC for Phase 2 design engineering for Residential Alley 7S Reconstruction.

Background of Subject Matter

Request to approve the sum of \$111,845.00 for Phase 2 design engineering for Residential Alley 7S Reconstruction.

Additional Background

This agreement will include topographic survey, soil boring, detailed design, plans, specifications and special provisions, cost estimates and bidding assistance for the residential alley located between Quincy Street, 55th Street, Hudson Street and Washington Street. This project will be constructed in 2026.

Recommendation

Staff Recommends approval of this proposal in the amount of \$111,845.00 for Phase 2 design engineering..

Type Agreement/Contract

Budgeted Yes

f. **IGA for Police & Fire Dispatch Services**

Board to consider an ordinance approving an Intergovernmental Agreement with the Village of Addison for police and fire dispatch services through the Addison Consolidated Dispatch Center.

Background of Subject Matter

This IGA mirrors previous IGA's between the parties and provides that Addison will provide dispatch services for the Village's Police and Fire Departments, and for other member municipalities. The term of this new IGA is from 5/1/2025-4/30/2028. Pricing for Year 1 is \$826,079.00, with standard annual increases thereafter.

Recommendation

Approve

Type Agreement/Contract

Budgeted

g. **Surplus Items - Police Department**

Board to consider an ordinance to declare outdated, unused items from the Police Department Investigation Division as Surplus.

Background of Subject Matter

The Westmont Police Department requests that the following unused and/or non functioning items be declared as surplus. Surplus items are to be removed from Village inventory and disposed of with the Board of Trustee's authority by the Village Manager in the manner determined to be the most appropriate.

Type Ordinance

Budgeted**h. IMRF Resolution**

Board to consider a resolution related to IMRF participation by elected officials.

Background of Subject Matter

The Illinois Municipal Retirement Fund requires the governing body of a municipality to confirm which elected officials' positions are expected to work a minimum of a 1,000 hours per year, and therefore are eligible to participate in the pension system.

Additional Background

A 2017 resolution identified the Mayor and Clerk as being expected to work that many hours. Since 2017 the expectations of the Clerk's duties have changed, so this resolution clarifies that at this time the Clerk is not expected to be working at least 1,000 hours per year.

Recommendation

Staff recommends approval

Type Resolution

Budgeted**i. Mayor's Clerk Appointment**

Board to consider a motion approving the Mayor's appointment of Amanda Szymiski to the position of Village Clerk.

Background of Subject Matter

Village Clerk Virginia Szymiski retired after 27 years as the Village Clerk leaving the position vacant until the April election. Amanda Szymiski will fill this vacancy.

Type Motion

Budgeted**9. MISCELLANEOUS****10. EXECUTIVE SESSION**

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

11. ADJOURN

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 4:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting. Listen Everywhere, an assistive listening, mobile app, is now available to visitors attending Board and Commission Meetings held in the Village Hall Board Room.

<https://westmont.illinois.gov/581/ADA-Listen-Everywhere>



Clerk's Office
Village of Westmont

MINUTES OF THE BOARD MEETING HELD Thursday, January 9, 2025.

Mayor Gunter called the meeting to order at **6:00 P.M.**

WESTMONT VILLAGE BOARD MEETING ROLL CALL:

PRESENT: Mayor Gunter P Clerk Szynski P

TRUSTEES: Barker P Liddle P
Barry P Nero P
Guzzo P (Vacancy)

STAFF:

May <u>P</u> (Village Manager)	Parker <u>P</u> (Assistant Manager)	Hennerfeind <u>P</u> (CDD Director)
Brainerd <u>P</u> (H.R. Director)	McIntyre <u>P</u> (Communications)	Liljeberg <u>P</u> (I.T.)
Chief Gunther <u>P</u> (Police Dept.)	D.C. Thompson <u>A</u> (Police Department)	Altic <u>P</u> (Finance Director)
Chief Riley <u>A</u> (Fire Dept.)	D.C. Fitzgerald <u>P</u> (Fire Department)	Mielcarski <u>P</u> (Gov't Services)
Mulhearn <u>P</u> (Deputy Liquor Commissioner)	Richards <u>P</u> (Deputy Clerk)	Ries <u>P</u> (Public Works Director)

ATTORNEY: Zemenak P Lampariello A

A QUORUM WAS PRESENT TO TRANSACT BUSINESS.

PRESS:

Bugle A

CHAMBER OF COMMERCE: Forssberg - P Harding - A

THOSE PRESENT RECITED THE PLEDGE OF ALLEGIANCE.

OPEN FORUM:

- Stephen Fleck, 11 N. Washington - Talked about having an honorary designation for Matt Verde. Announced the beginning of the Matt Verde Foundation for young people who would be interested in a scholarship for culinary arts.

OATH OF OFFICE FOR VILLAGE TRUSTEE:

- Mayor Gunter and Clerk Szymiski gave the oath of office to Matthew Scales.
- Matt Scales took the Oath of Office for Village Trustee.

Matt Scales introduced himself to the community. He was a Planning and Zoning Commissioner prior to this appointment.

ROLL CALL FOR THE NEW VILLAGE BOARD

PRESENT:	Mayor Gunter	<u>P</u>	Clerk Szymiski	<u>P</u>
TRUSTEES:	Barker	<u>P</u>	Liddle	<u>P</u>
	Barry	<u>P</u>	Nero	<u>P</u>
	Guzzo	<u>P</u>	Scales	<u>P</u>

VOTING KEY: **A=ABSENT** **AB=ABSTAIN** **N=NO** **W=Withdrawn**
 P=PRESENT **Y=YES** **R=RECUSE**

Note: *The items listed in these minutes are summaries only and are not meant to be a direct transcript of the Mayor's, Manager's, Clerk's and Trustees' comments. For actual quotes of the referenced items please refer to the Archival video copy of this meeting.*

VOTING SUMMARY

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
TRUSTEE BARKER	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE BARRY	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE GUZZO	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE LIDDLE	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE NERO	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
TRUSTEE SCALES	<u>P</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

REPORTS

Mayor Gunter

- Requested Trustee Barry to take over as being the Chairperson for the Police Public Safety Committee until May.
- Requested Trustee Scales to take over being the Chairperson for the Community Development Committee until May.
- The Westmont Library coordinates monthly dementia awareness meetings that are open to the public. More information can be found on the Library website.
- The Village recently published a news release regarding all of the services provided by Downers Grove Township, especially for senior citizens. Please visit the village website, or the Downers Grove Township website for a listing of all they offer.

- New Village Water Rates: Residents were recently mailed the Winter 2025 Community News Magazine with information on Village water rates and infrastructure updates. New water rates will take effect starting with February 28 utility bills.
- Winter Beer Festival: Visit the Westmont Park District website to learn more about the 2025 Winter Beer Fest at Ty Warner Park in February.

Clerk Szymski

- Village offices will be closed on January 20 in observance of Martin Luther King, Jr. Day.

Trustee Liddle

- Administration Finance Committee Meeting Recap:
 - The Legislative Action Plan that was discussed at the DuPage Mayors and Managers Conference.
 - The Outdoor Dining and Parkway Grant has been extended to the springtime.
 - Grocery Tax was discussed
 - Possible funding sources were discussed for the fire station.
- Congratulations to all our Village employees, volunteers and committee or commission members who were recently recognized for their years of service.
- Westmont Special Events will soon be announcing their complete 2025 events schedule, but we have a few dates to share immediately: Police Squad Car Night will be June 19, Public Works Night will be July 17, and Fire Truck Night will be August 14.

Trustee Nero

- The next Public Works Committee Meeting will be March 20, 2025.
- With winter in full swing, check out the Village website for cold weather tips for the home, winter safety, as well as responsible salt usage during snow and ice removal. Don't wait to be prepared for winter weather!
- Congratulations to the Westmont Junior High School because they won 1st place for wrestling at the Tiger Invitational Tournament.

Trustee Barry

- The next Police Public Safety Committee meeting will be February 6, 2025.
- Congratulations to the Westmont Police Department on their Illinois Law Enforcement Accreditation Program (ILEAP) reaccreditation.

Trustee Guzzo

- The next Fire Public Safety Committee meeting will be Thursday, March 6, 2025, 4:30pm at Village Hall.
- The Toy Express toy drive was a huge success, thank you to everyone who dropped off toys & books. The last day to drop off is Jan. 10.
- Citizens Fire Academy: Sign up for the CFA has begun. Classes begin April 1st and are on Thursdays from 6 - 8pm. Register online via the Village website.

Trustee Barker

- The EIC Committee had a meeting on Monday and they are working on goal setting for 2025.
 - EIC had a guest speaker from Downers Grove to see how our neighbors are addressing environmental issues.
 - EIC meetings have moved to the Library. Meetings are on the first Monday of each month, 5:30pm. The library will be a good venue to accommodate more public participation.
- Holiday Lights Recycling - Residents can still drop off unwanted or broken lights until Jan. 31st at 2 locations, the Library and Fire Department Headquarters.
- Holiday Tree Pick Up - December 26 to January 31. Put out your tree to be composted during this time. Trees must be free of all decorations and lights.
- SolSmart - Thank you to our Community Development Dept. and the on-going efforts of the EIC to pursue all things green in Westmont. With this effort, Westmont recently achieved the SolSmart Silver status, which indicates the Village's commitment to making solar opportunities in Westmont more achievable. More info on the Village website

ITEMS TO BE REMOVED FROM CONSENT AGENDA:

- No items to be removed from the consent agenda.

(1) CONSENT AGENDA [Omnibus Vote]:

Manage May addressed the Board on this agenda item.

Motion by **Trustee Liddle** to approve the consent agenda.

(A) VILLAGE BOARD MINUTES

Board Meeting Minutes

- Board to consider approving the Village Board Meeting held on **December 19, 2024**.

(B) FINANCE ORDINANCE

Finance Ordinance #18 (Fiscal Year 2025)	\$ 2,119,058.97
Finance Ordinance # 1 (Calendar Year 2025)	1,228,047.24
TOTAL OF FINANCE ORDINANCES	\$ 3,347,106.21

(C) PURCHASE ORDERS:

DuPage Convention & Visitors Bureau	\$ 46,538.20
Community Unit School District 201	267,702.64
Currie Motors	127,413.00
Total Purchase Orders	\$ 441,653.84

(D) TOTAL OF PURCHASE ORDERS & FINANCE ORDINANCE: **\$ 3,788,760.05**

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #1

Ayes: Barker, Barry, Guzzo, Liddle, Nero

Nays: None

Absent: None

Present: Scales

UNFINISHED BUSINESS

NEW BUSINESS

(2) MAYOR'S COMMISSIONER APPOINTMENT

Mayor Gunter addressed the Village on this Board item.

Motion by **Trustee Nero** confirming the Mayor's appointment of John Simpson to fill the open Planning and Zoning Commissioner position..

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #2

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

(3) 36 NORTH CASS - POSTNET

Community Development Director Hennerfiend and Joseph Jovanovich addressed the Village Board on this item.

Motion by **Trustee Nero** to consider an ordinance approving requests by Bugwilder Studios, LTD, doing business as PostNet, at 36 North Cass Avenue, for the following:

1. Special Use Permit to operate a retail copy shop in the B-1 Limited Business District.
2. B-1 Development Permit for a retail copy shop

Seconded by **Trustee Barker** and the motion passed.

VOTE ON MOTION #3

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

(4) 27 EAST CHICAGO AVENUE - AMALGAM MARTIAL ACADEMY

Community Development Director Hennerfiend and Frank Delo addressed the Village Board on this item.

Motion by **Trustee Liddle** to consider an ordinance approving a request from Amalgam Martial Academy and Bassam Shaheen at 27 East Chicago Avenue, for the following:

1. Special Use Permit to operate a commercial school in the B-2 General Business District

Seconded by **Trustee Guzzo** and the motion passed.

VOTE ON MOTION #4

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

(5) 233 WEST 63RD STREET - WESTMONT YARD

Community Development Director Hennerfiend and William Gust addressed the Village Board on this item.

Motion by **Trustee Scales** to consider an ordinance approving requests from WY Investments, LLC, d/b/a Westmont Yard, for the property at 233 West 63rd Street, for the following:

1. Amended and Restated Planned Development Agreement to allow ancillary outdoor uses associated with a Daycare Center in the (C-1) Commercial District.
2. Amended Site Plan and Amended Landscape Plan in the (C-1) Commercial District.

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #5

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

(6) ENGINEERING SERVICES AGREEMENT - BAXTER AND WOODMAN, INC.

Public Works Director Ries addressed the Village Board on this item.

Motion by **Trustee Barry** to consider an ordinance authorizing an Engineering Services Agreement with Baxter and Woodman, Inc. for Phase 3 construction services for the Lincoln and 41st Street Watermain Extension project.

Seconded by **Trustee Barker** and the motion passed.

VOTE ON MOTION #6

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

(7) LEGISLATIVE ACTION PLAN - DUPAGE MAYORS AND MANAGERS CONFERENCE

Governmental Services Director Mielcarski addressed the Village Board on this item.

Motion by **Trustee Liddle** to consider a resolution supporting the DuPage Mayors and Managers Legislative Action Program for the 2025 Legislative Session.

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #7

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

MISCELLANEOUS

- Mayor Gunter announced that Clerk Szymski will be retiring and today is her last meeting.
- The Mayor presented her with a special Mayor's Proclamation. She started her term in 1997 and has been an active member in the community for many years. She received the Certified Municipal Clerk Designation and she is an Athenian Scholar. She has made many contributions to our Village.
- Village Clerk Szymski talked about her love for the town and everyone she had a pleasure to serve with. Everyone here has made such an impact on her life.
- Gerry Szymski presented a poem in dedication to Jinny Szymski.
- Darien Clerk, JoAnne Ragona, talked about Clerk Szymski and the designation that she received in 2016 from the Municipal Clerks Institute. That designation was the Ilian Crabel Member Award. It is one of the most designated honors a Clerk can get.
- Former Trustee Nancy Martens congratulated Clerk Szymski on her retirement. Jinny has been wonderful to work with and the Village is lucky to have you.
- Jill Rahn spoke highly of Jinny and talked about her volunteer work and dedication to the Village of Westmont.
- Gretchen Alton, Jinny's daughter, talked about her Mom. She congratulated her mother on her retirement.
- Mayor Gunter talked about how instrumental Jinny was in starting the girls softball program many years ago. He thanked her for her commitment to the town and her years of service.

(8) ADJOURNMENT - 7:10 pm

Motion by **Trustee Liddle** to adjourn the regular meeting.

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #8

Ayes: Barker, Barry, Guzzo, Liddle, Nero, Scales

Nays: None

Absent: None

MEETING ADJOURNED AT 7:10 P.M.

ATTEST:

APPROVED:

Alicja Richards, Deputy Village Clerk

Ronald J. Gunter, Mayor

Dated this 23rd day of January, 2025



Village of Westmont

Purchase Order

PO Date: 2025-01-15

Page: 1 of: 1

Bill To:

FINANCE
31 W QUINCY
WESTMONT, IL 60559
Email: AP@WESTMONT.IL.GOV

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

25202043

Vendor:

VILLAGE OF ADDISON
ONE FRIENDSHIP PLAZA
ADDISON, IL 60101
Email: kopela@addison-il.org
Fax: 630-543-5593

Ship To:

See Shipping Information Below

Vendor Number	Vendor Phone Number	Vendor Fax Number	Delivery Reference			
100037	630-543-4100	630-543-5593				
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
	Dispatch & Alarm Services Jan 1 - April 30, 2025					
1	PD Dispatch Services - Jan 1-Apr 30, 2025 GL Account: 0156610 - 58085 - 2I&I Ship To: FINANCE 31 W QUINCY WESTMONT, IL 60559 Email: AP@WESTMONT.IL.GOV		1.0	EACH	\$128,534.50	\$128,534.50
	\$128,534.50					
2	FP Dispatch Service Jan 1-April 30, 2025 GL Account: 0155222 - 58085 - 2I&I Ship To: FINANCE 31 W QUINCY WESTMONT, IL 60559 Email: AP@WESTMONT.IL.GOV		1.0	EACH	\$128,534.50	\$128,534.50
	\$128,534.50					
3	FP Alarm Service Jan 1-April 30, 2025 GL Account: 0155222 - 58085 - 2I&I Ship To: FINANCE 31 W QUINCY WESTMONT, IL 60559 Email: AP@WESTMONT.IL.GOV		1.0	EACH	\$41,643.33	\$41,643.33
	\$41,643.33					

By: *Spencer Parker*
Authorized Signature

PO Total **\$298,712.33**

*All vendors must comply with applicable regulations of the Illinois Department of Human Rights.

*This order is exempt from Federal Excise Tax under title 25 USCA, and from Illinois Sales Use and Service Taxes. E9997-4320-07.

*Acceptance of this Purchase Order constitutes agreement by vendor that any action arising out of this Agreement may be commenced only in the State or Federal courts located in DuPage County and/or the Northern District of Illinois. The prevailing party shall have their attorney's fees and court costs paid by the losing party.

*The Village of Westmont will process all bills in accordance with the Illinois Government Prompt Payment Act 50 ILCS 505.



Village of Westmont

Purchase Order

PO Date: 2025-01-14

Page: 1 of: 1

Bill To:

PUBLIC WORKS
155 E. BURLINGTON
WESTMONT, IL 60559

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

25202031

Vendor:

Meade, Inc.
625 Willowbrook Center Parkway
Willowbrook, IL 60527
Email: nas@meade100.com
Fax: 708-588-2501

Ship To:

See Shipping Information Below

Vendor Number	Vendor Phone Number	Vendor Fax Number	Delivery Reference			
100636	708-588-2541	708-588-2501				
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
1	FY25b - light locate & repair		1.0	EACH	\$130,000.00	\$130,000.00
	FY25b - light locate & repair					
	GL Account: 0154230 - 55041 - 5INF \$130,000.00					
	Ship To: PUBLIC WORKS 155 E. BURLINGTON WESTMONT, IL 60559					

By: *Spencer Parks*
Authorized Signature

PO Total **\$130,000.00**

*All vendors must comply with applicable regulations of the Illinois Department of Human Rights.

*This order is exempt from Federal Excise Tax under title 25 USCA, and from Illinois Sales Use and Service Taxes. E9997-4320-07.

*Acceptance of this Purchase Order constitutes agreement by vendor that any action arising out of this Agreement may be commenced only in the State or Federal courts located in DuPage County and/or the Northern District of Illinois. The prevailing party shall have their attorney's fees and court costs paid by the losing party.

*The Village of Westmont will process all bills in accordance with the Illinois Government Prompt Payment Act 50 ILCS 505.



Village of Westmont

Purchase Order

PO Date: 2025-01-14

Page: 1 of: 1

Bill To:

PUBLIC WORKS
155 E. BURLINGTON
WESTMONT, IL 60559

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

25202029

Vendor:

CURRIE MOTORS
9423 W. LINCOLN HWY
FRANKFORT, IL 60423
Fax: 815-469-9700

Ship To:

See Shipping Information Below

Vendor Number	Vendor Phone Number	Vendor Fax Number	Delivery Reference			
100409	815-464-9200	815-469-9700				
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
1	2024 Ford Super Duty F250 2024 Ford Super Duty F250 GL Account: 4154111 - 57067 - 5INF Ship To: PUBLIC WORKS 155 E. BURLINGTON WESTMONT, IL 60559		1.0	EACH	\$61,499.00	\$61,499.00

By: Spencer Parker
Authorized Signature

PO Total **\$61,499.00**

*All vendors must comply with applicable regulations of the Illinois Department of Human Rights.

*This order is exempt from Federal Excise Tax under title 25 USCA, and from Illinois Sales Use and Service Taxes. E9997-4320-07.

*Acceptance of this Purchase Order constitutes agreement by vendor that any action arising out of this Agreement may be commenced only in the State or Federal courts located in DuPage County and/or the Northern District of Illinois. The prevailing party shall have their attorney's fees and court costs paid by the losing party.

*The Village of Westmont will process all bills in accordance with the Illinois Government Prompt Payment Act 50 ILCS 505.



Village of Westmont

Purchase Order

PO Date: 2025-01-14

Page: 1 of: 1

Bill To:

FINANCE
31 W QUINCY
WESTMONT, IL 60559
Email: AP@WESTMONT.IL.GOV

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

25202028

Vendor:

HP Quincy Partners, LLC
3454 Douglas Road
Suite 250
South Bend, IN 46635
Email: moconnor@holladayproperties.com
Fax: 2197640446

Ship To:

See Shipping Information Below

Vendor Number	Vendor Phone Number	Vendor Fax Number	Delivery Reference			
101511	2197643104	2197640446				
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
1	013125 Payment (Simultaneous)		1.0	EACH	\$304,441.54	\$304,441.54
	013125 Payment (Simultaneous)					
	GL Account: 8358383 - 58088 - 4EDV					
	\$304,441.54					
	Ship To: FINANCE					
	31 W QUINCY					
	WESTMONT, IL 60559					
	Email: AP@WESTMONT.IL.GOV					

By: Spencer Parker
Authorized Signature

PO Total **\$304,441.54**

*All vendors must comply with applicable regulations of the Illinois Department of Human Rights.

*This order is exempt from Federal Excise Tax under title 25 USCA, and from Illinois Sales Use and Service Taxes. E9997-4320-07.

*Acceptance of this Purchase Order constitutes agreement by vendor that any action arising out of this Agreement may be commenced only in the State or Federal courts located in DuPage County and/or the Northern District of Illinois. The prevailing party shall have their attorney's fees and court costs paid by the losing party.

*The Village of Westmont will process all bills in accordance with the Illinois Government Prompt Payment Act 50 ILCS 505.



Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

cd@westmont.il.gov | 630-981-6250
westmont.illinois.gov | 630-981-6200

TO: Village Board
FROM: Joseph Hennerfeind, AICP, Community Development Director
DATE: January 23, 2025
RE: **Downtown Incentive Program (DIP)**
ANNUAL BUDGET AND ACTIVITY TARGETS FY25(B)

Downtown Incentive Program (DIP)

- In the FY25(B) budget, a total of \$250,000 in new and previously unspent funds are proposed to be allocated to the program, with the following breakdown:
 - \$50,000 of unspent funds reappropriated from FY25(A) to FY25(B);
 - \$200,000 of budgeted new funds; and
 - \$113,362 of carryover from the FY2024 and FY25(A) programs for grant awards that have not yet requested reimbursement (obligated payments)
- With each budget cycle, the Board can elect which funding tiers are appropriate and have the ability to adjust the percentage of grant match for certain eligible activities if certain improvements want to be targeted.
- As a refresher, the Tiers are defined as follows:
 - Tier 1 - minimum projects of \$5,000; grants up to \$20,000 (*plus incentives*)
 - Tier 2 - minimum projects of \$25,000; grants up to \$50,000 (*plus incentives*)
 - Tier 3 - minimum projects of \$50,000; grants up to \$100,000 (*plus incentives*)
- For FY25(B):
 - Funded Tiers for FY25(B)
 - Tier 1: \$50,000
 - Tiers 2 and 3: \$200,000 for both (combined total)
 - By combining Tiers 2 and 3, awards can be flexible.
 - Funding Cycles
 - Tier 1:

An open funding cycle allows for applications to be received, reviewed, recommended, and approved in the order received. The advantage of an open funding cycle is that awards can be done timely as applications are made.
 - Tiers 2 and 3:

With a high grant award and limited funds, Tiers 2 and 3 are recommended to have a prescribed application window. Applications will be received for a period of time, and reviewed together. Each project will be scored (ranked) and presented to the Board. Highest scoring projects will receive awards in the event funding requests exceed available budgeted amounts.

- Application Schedules
 - Tier 1: Applications opened immediately and can be awarded through the end of the FY25(B) budget.
 - Tiers 2 and 3: Applications accepted from February 3 to March 28, 2025. If funding remains, applications will continue to be accepted through the end of the FY25(B) budget.
- Tier Flexibility:
 - In an effort to provide the most benefit and expend annual funds, any remaining funds in the DIP program may be redistributed after September 1, 2025.
 - The Board may consider any unfunded Tier 3 or Tier 2 application for an alternate Tier award if funds are available.
- Targets: *(note: may need to be updated based on CDC discussion)*
 - *No modifications to the listed targets are proposed, but can be considered if warranted. In FY25(A) an additional percentage match was allotted for water line installation on specific properties.*
- Approval Procedures
 - The Board may make conditional awards to any project that must obtain approval by the Planning and Zoning Commission, subject to project revisions in compliance with any corresponding entitlement approval (Site Plan, Variations, Special Uses, etc.).
 - Conditional approval shall include a reasonable approval expiration to complete the entitlement process.

EXHIBIT A

DOWNTOWN INCENTIVE PROGRAM (“DIP”) ANNUAL BUDGET AND ACTIVITY TARGETS FY25(B) - FLS

FY25(B):

The funding cycle for the FY25(B) DIP shall run from the date of this Annual Budget and Activity Targets adoption to the end of the fiscal year, December 31, 2025.

BUDGETED TIER FUNDING: Total Budgeted : \$363,362.00

Budgeted funding is established for the FY25(B) DIP as follows:

Carry Over: \$113,362.00 (awarded projects from FY2024 and 25A awaiting completion)

Tier 1: \$50,000.00

Tiers 2 and 3: \$200,000.00 (combined for both Tiers)

GRANT FUNDING CYCLE:

Tier 1: Open funding cycle on a first come, first served basis provided funds are available.

Tiers 2 and 3: A prescribed application period will be used for initial funding, with an open funding cycle following initial awards if funds remain.

FY25(B) TARGETS:

The Board recognizes specific challenges to those properties not in close proximity to the water main, which bear an unbalanced cost when required to install a water line connection under Cass Avenue for sprinkler systems. These properties on the east side of Cass Avenue have previously been accommodated with an increase in available funding match from a base of 25% (Tier 1) ,35% (Tier 2), and 40% (Tier 3) to an amount of 50% for all fire life safety improvements.

Specific to the costs related to the water line installation (materials and labor), FY25(B) shall target a match at a higher percentage of 75%. The funding of a water line at 75% and other fire life safety improvements at 50% for properties on the east side of Cass Avenue is intended to motivate the installation of sprinkler systems where costs otherwise make projects financially unfeasible.

Additionally, coordinating a water line installation between two adjacent properties can promote cost sharing to further reduce the financial burden. Each of the properties may apply for separate grant funding, subject to grant award maximums for each application.

APPLICATION SCHEDULE:

Tier 1 applications can be accepted and processed immediately; Tier 2 and 3 initial funding cycle will have a published deadline for consideration, which will occur no earlier than March 28, 2025.

APPROVAL PROCEDURES:

Approval procedures will generally follow those as described in the DIP Manual. Qualified Tier 1 applications will be forwarded for consideration by the Board in the order received; Qualified Tier 2 and 3 applications received by the initial application deadline will be presented to the Board as a group with a corresponding score. After September 1, 2025, any remaining funds may be awarded to any Tier on a first come, first served basis.

EXHIBIT A

TIER AND FUNDING FLEXIBILITY:

In an effort to provide the most benefit and expend annual funds, any remaining funds in the DIP program may be redistributed after September 1, 2024.

The Board may consider any unfunded Tier 3 or Tier 2 application for an alternate Tier award if funds are available.

EXHIBIT A

TIER 1 PROGRAM PARAMETERS:

TIER 1			
Min Project Total Cost	\$5,000	(combined activities)	
Max Grant (per application)	\$20,000		
Repayment/Clawback	None		

Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any (excluding water line exception below)	25%	50%
New or Upgraded Water Line Installation when required for sprinkler system	Costs limited to materials and labor for properties on the East Side of Cass Avenue	75%	

Incentive Bonus *	Type	Add % Match
Facade Improvements	Exterior Lighting	5%
	Brick / Stone	10%
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%
Signage	Backlit Wall	10%
	Projecting	10%
Fire Life Safety (Any)	East Side of Cass	25%
* To achieve the maximum percentage match, the applicant would need to apply for all incentive bonuses. For example, for a façade improvement the maximum grant is 20% of project cost. With all bonuses applied for, the maximum grant will be increased to 50% of the project costs.		

EXHIBIT A

TIER 2 PROGRAM PARAMETERS:

TIER 2			
Min Project Total Cost	\$25,000	(combined activities)	
Max Grant (per application)	\$50,000		
Repayment/Clawback	None		

Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any (excluding water line exception below)	35%	50%
New or Upgraded Water Line Installation when required for sprinkler system	Costs limited to materials and labor for properties on the East Side of Cass Avenue	75%	
ADA (interior)	Bathrooms	20%	
Code Compliance Update	Electric / Plumbing	10%	
Parking Lot	Any	20%	50%
Stormwater	Best Management Practices	50%	

Incentive Bonus *	Type	Add % Match
Facade Improvements	Exterior Lighting	5%
	Brick / Stone	10%
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%
Signage	Backlit Wall	10%
	Projecting	10%
Fire Life Safety (Any)	East Side of Cass	15%
Parking Lot	Landscape Areas	10%
	Lighting	10%
	Screening	10%
* To achieve the maximum percentage match, the applicant would need to apply for all incentive bonuses. For example, for a façade improvement the maximum grant is 20% of project cost. With all bonuses applied for, the maximum grant will be increased to 50% of the project costs.		

EXHIBIT A

TIER 3 PROGRAM PARAMETERS			
Min Project Total Cost	\$50,000	(combined activities)	
Max Grant (per application)	\$100,000		
Repayment/Clawback	Guarantee of Improvements (over \$50K)		
Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any (excluding water line exception below)	40%	50%
New or Upgraded Water Line Installation when required for sprinkler system	Costs limited to materials and labor for properties on the East Side of Cass Avenue	75%	
ADA (interior)	Bathrooms	20%	
Code Compliance Update	Electric / Plumbing	10%	
Parking Lot	Any	20%	50%
Stormwater	Any	50%	
Rear Entry Facade Improvements	Any	20%	40%
Restaurant and other Food Service or Sales Equipment and Fixtures	Plumbing, HVAC, Refrigeration, and other fixtures that remain with building	50%	
Other Business Equipment	Any	10%	15%
Incentive Bonus *	Type	Add % Match	
Facade Improvements	Exterior Lighting	5%	
	Brick / Stone	10%	
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%	
Signage	Backlit Wall	10%	
	Projecting	10%	
Fire Life Safety	Water Line / East Side of Cass	10%	
Parking Lot	Landscape Areas	10%	
	Lighting	10%	
	Screening	10%	
Rear Entry Improvements	200' to Public Lot	10%	
	Architectural Facade Detail	10%	
Business Equipment	Remains w/Building	5%	

EXHIBIT A

Sample Tier 1 Scorecard

PROJECT SCORE			
BUSINESS TYPE			
New Restaurant / Retail	5	☐	CHECK ONE
Restaurant / Retail Retention	4	☐	
Vanilla Box Vacant Space	3	☐	
Office	2	☐	
Service	2	☐	
<i>Fills historically vacant space (vacant more than 1 year)</i>	1 BONUS	☐	
BUSINESS TYPE SUBTOTAL			
CORE ACTIVITIES			
Facade Improvements	5	☐	MARK ALL APPLICABLE
<i>Exterior Lighting*</i>	0.5	☐	
<i>Brick / Stone*</i>	1	☐	
<i>Architectural Detailing*</i>	1.5	☐	
Fire Life Safety	4	☐	
<i>Includes water line installation to east side of Cass*</i>	1	☐	
ADA	3	☐	
CORE ACTIVITIES SUBTOTAL			
<i>add subtotals</i>			
PROJECT SCORE TOTAL			
*Incentive activities must be verified to meet minimum standards.			

EXHIBIT A

DOWNTOWN INCENTIVE PROGRAM (“DIP”) ANNUAL BUDGET AND ACTIVITY TARGETS FY25(B)

FY25(B):

The funding cycle for the FY25(B) DIP shall run from the date of this Annual Budget and Activity Targets adoption to the end of the fiscal year, December 31, 2025.

BUDGETED TIER FUNDING: Total Budgeted : \$363,362.00

Budgeted funding is established for the FY25(B) DIP as follows:

Carry Over: \$113,362.00 (awarded projects from FY2024 and 25A awaiting completion)

Tier 1: \$50,000.00

Tiers 2 and 3: \$200,000.00 (combined for both Tiers)

GRANT FUNDING CYCLE:

Tier 1: Open funding cycle on a first come, first served basis provided funds are available.

Tiers 2 and 3: A prescribed application period will be used for initial funding, with an open funding cycle following initial awards if funds remain.

FY25(B) TARGETS:

No modifications to the listed targets are proposed.

APPLICATION SCHEDULE:

Tier 1 applications can be accepted and processed immediately; Tier 2 and 3 initial funding cycle will have a published deadline for consideration, which will occur no earlier than March 28, 2025.

APPROVAL PROCEDURES:

Approval procedures will generally follow those as described in the DIP Manual. Qualified Tier 1 applications will be forwarded for consideration by the Board in the order received; Qualified Tier 2 and 3 applications received by the initial application deadline will be presented to the Board as a group with a corresponding score. After September 1, 2025, any remaining funds may be awarded to any Tier on a first come, first served basis.

TIER AND FUNDING FLEXIBILITY:

In an effort to provide the most benefit and expend annual funds, any remaining funds in the DIP program may be redistributed after September 1, 2024.

The Board may consider any unfunded Tier 3 or Tier 2 application for an alternate Tier award if funds are available.

EXHIBIT A

TIER 1 PROGRAM PARAMETERS:

TIER 1			
Min Project Total Cost	\$5,000	(combined activities)	
Max Grant (per application)	\$20,000		
Repayment/Clawback	None		

Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any	25%	50%

Incentive Bonus *	Type	Add % Match
Facade Improvements	Exterior Lighting	5%
	Brick / Stone	10%
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%
Signage	Backlit Wall	10%
	Projecting	10%
Fire Life Safety (Any)	East Side of Cass	25%
* To achieve the maximum percentage match, the applicant would need to apply for all incentive bonuses. For example, for a façade improvement the maximum grant is 20% of project cost. With all bonuses applied for, the maximum grant will be increased to 50% of the project costs.		

EXHIBIT A

TIER 2 PROGRAM PARAMETERS:

TIER 2			
Min Project Total Cost	\$25,000	(combined activities)	
Max Grant (per application)	\$50,000		
Repayment/Clawback	None		

Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any	35%	50%
ADA (interior)	Bathrooms	20%	
Code Compliance Update	Electric / Plumbing	10%	
Parking Lot	Any	20%	50%
Stormwater	Best Management Practices	50%	

Incentive Bonus *	Type	Add % Match
Facade Improvements	Exterior Lighting	5%
	Brick / Stone	10%
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%
Signage	Backlit Wall	10%
	Projecting	10%
Fire Life Safety (Any)	East Side of Cass	15%
Parking Lot	Landscape Areas	10%
	Lighting	10%
	Screening	10%
* To achieve the maximum percentage match, the applicant would need to apply for all incentive bonuses. For example, for a façade improvement the maximum grant is 20% of project cost. With all bonuses applied for, the maximum grant will be increased to 50% of the project costs.		

EXHIBIT A

TIER 3 PROGRAM PARAMETERS			
Min Project Total Cost	\$50,000	(combined activities)	
Max Grant (per application)	\$100,000		
Repayment/Clawback	Guarantee of Improvements (over \$50K)		
Funded Activities	Type	% Base Funded	% Cap Match*
Facade Improvements	Any	20%	50%
Signage	Any	10%	30%
ADA (exterior)	Exterior Entry Accessibility	25%	
Fire Life Safety	Any	40%	50%
ADA (interior)	Bathrooms	20%	
Code Compliance Update	Electric / Plumbing	10%	
Parking Lot	Any	20%	50%
Stormwater	Any	50%	
Rear Entry Facade Improvements	Any	20%	40%
Restaurant and other Food Service or Sales Equipment and Fixtures	Plumbing, HVAC, Refrigeration, and other fixtures that remain with building	50%	
Other Business Equipment	Any	10%	15%
Incentive Bonus *	Type	Add % Match	
Facade Improvements	Exterior Lighting	5%	
	Brick / Stone	10%	
	Architectural Detailing (improvements that contribute to a creative design, and higher quality interest in the building façade)	15%	
Signage	Backlit Wall	10%	
	Projecting	10%	
Fire Life Safety	Water Line / East Side of Cass	10%	
Parking Lot	Landscape Areas	10%	
	Lighting	10%	
	Screening	10%	
Rear Entry Improvements	200' to Public Lot	10%	
	Architectural Facade Detail	10%	
Business Equipment	Remains w/Building	5%	
* To achieve the maximum percentage match, the applicant would need to apply for all incentive bonuses. For example, for a façade improvement the maximum grant is 20% of project cost. With all bonuses applied for, the maximum grant will be increased to 50% of the project costs.			

EXHIBIT A

Sample Tier 1 Scorecard

PROJECT SCORE			
BUSINESS TYPE			
New Restaurant / Retail	5	☐	CHECK ONE
Restaurant / Retail Retention	4	☐	
Vanilla Box Vacant Space	3	☐	
Office	2	☐	
Service	2	☐	
<i>Fills historically vacant space (vacant more than 1 year)</i>	1 BONUS	☐	
BUSINESS TYPE SUBTOTAL			
CORE ACTIVITIES			
Facade Improvements	5	☐	MARK ALL APPLICABLE
<i>Exterior Lighting*</i>	0.5	☐	
<i>Brick / Stone*</i>	1	☐	
<i>Architectural Detailing*</i>	1.5	☐	
Fire Life Safety	4	☐	
<i>Includes water line installation to east side of Cass*</i>	1	☐	
ADA	3	☐	
CORE ACTIVITIES SUBTOTAL			
<i>add subtotals</i>			
PROJECT SCORE TOTAL			
<i>*Incentive activities must be verified to meet minimum standards.</i>			



VILLAGE OF WESTMONT
Board of Trustees Memorandum
January 23, 2025

Item for Board of Trustees Consideration:

Board to consider an ordinance approving requests from Cass Avenue Properties, LLC, d/b/a Dolce Vita Day Spa (Petitioner and Owner), and Salon Smith, LLC, d/b/a Salon Four (Petitioner), at 216 North Cass Avenue, Westmont, Illinois, 60559 for the following:

1. Special Use Permit to allow both petitioners to operate a barbershop and beauty parlor, located on the ground floor, in the B-1 Limited Business District.
2. B-1 Development Permit for a beauty parlor located on the ground floor.
3. B-1 Development Permit for a barbershop located on the ground floor.

Planning and Zoning Commission recommendation:

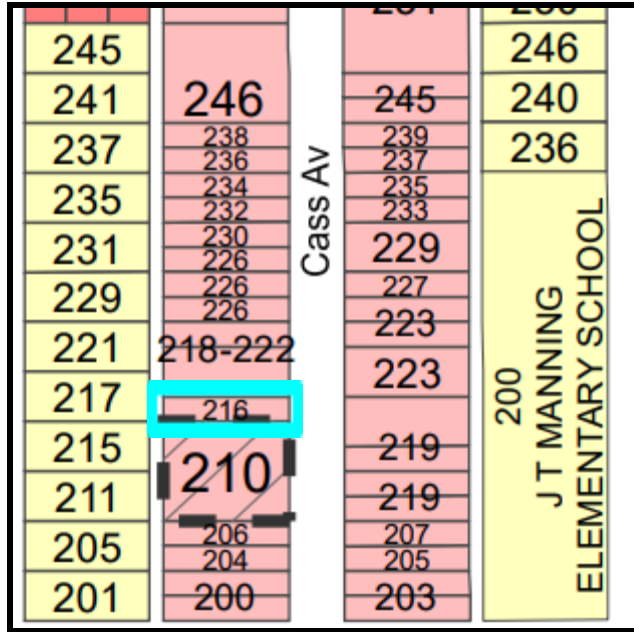
At its meeting on January 8, 2025, the Planning and Zoning Commission recommended approval for the Special Use Permit request (4-1, 1 absence, 1 vacancy).

I. BACKGROUND OF ITEM

- A. Location: 216 North Cass Avenue is located between Naperville Road and Norfolk Street within the Village's Downtown. The site is improved with a split-level, formerly mixed-use building that has commercial space along Cass Avenue and remnants of one dwelling unit up a few steps in the rear of the building. The subject property was most recently used as a storage space for the Music Mission Store. The lot is 30' by 151', with an area of 4,530 square feet, or 0.10 acres of land.



Aerial Map - 216 North Cass Avenue (source: DuPage County Parcel Viewer)



Zoning Map - 216 North Cass Avenue

B. Zoning Designations:

SUBJECT PROPERTY	B-1 Limited Business District
NORTH	B-1 Limited Business District
SOUTH	B-1/PD Limited Business District/Planned Development
EAST	B-1 Limited Business District
WEST	R-3 Single-Family Detached Residence District

C. Neighborhood Characteristics

The lot is located in the A.T. McIntosh & Co.'s Fairmont Hts. Subdivision, which was recorded in 1920. The property is near the edge of the Village's Downtown, three blocks north of the Westmont Metra Station. Due to being within Downtown, the surrounding area hosts a wide variety of commercial uses like restaurants, retail shops, fitness services, and offices. 210 North Cass Avenue, directly south of the subject property, also provides twelve dwelling units. Dolce Vita currently operates at 220 North Cass Avenue, directly north of the subject property.



Street View - 216 North Cass Avenue (source: Google)

II. PETITIONER REQUEST:

The petitioners have jointly requested a Special Use Permit to operate Dolce Vita Day Spa and Salon Four, a beauty parlor and barbershop, on the ground floor in the B-1 Limited Business District. Both petitioners also have separately requested B-1 Development Permits to operate their respective businesses at the subject property.

III. ZONING ANALYSIS

A. Zoning and Comprehensive Plan Designations

The current zoning district of the property is B-1 Limited Business District, which allows for a wide variety of retail, restaurant, and service uses. Dwelling units are also allowed if they are in conjunction with a commercial enterprise.

The Comprehensive Plan designates the future land use in this area as General Commercial, which describes the designation as an area “...*intended to accommodate less intense commercial uses to primarily cater to the day-to-day needs of Westmont residents.*”

More specifically, the Comprehensive Plan identifies the subject property as a part of the Naperville and Cass subarea’s commercial/multi-family infill block. The Plan explains that this block should “*support secondary uses rather than attracting primary uses away from the Downtown.*” The Plan also says this block should encourage “...*multi-family or low-intensity commercial development, such [as] retail, services or offices*” to be built so they can support the Downtown.

B. Entitlement Request

The petitioners have provided project narratives and supporting documentation for the following request, including the necessary responses to the Special Use Standards. Any corresponding standards for entitlement approval consideration can be referenced in item V(B).

- **Special Use Permit to allow both petitioners to operate a barbershop and beauty parlor, located on the ground floor, in the B-1 Limited Business District.**

Appendix A, Section 7.03(A)(11a) requires that all barbershops and beauty parlors that are located on the ground floor obtain a Special Use Permit when located in the B-1 district to assess impacts like traffic, activities, number of employees, and the like. In addition to the Special Use Standards (Sec. 13.09), a groundfloor barbershop and beauty parlor has the following Special Condition, as listed in Sec. 7.04(12):

12. “Such special use may be permitted with administrative approval if the business space is less than 1,000 square feet”

The petitioner has provided the necessary responses to the special use standards in their narrative as well as provided a floor plan showing the layout of the space. The floor plan shows that the unit is around 1,600 square feet, so Special Condition #12 is not applicable.

Although two separate businesses are requesting a special use permit for a barbershop and beauty parlor for the same property, both petitioners have provided separate project narratives explaining their business and operations, which are attached to this report.

Dolce Vita Day Spa

- **B-1 Development Permit request for a beauty parlor located on the ground floor.**

Dolce Vita Day Spa currently operates out of 220 North Cass Avenue, however they are requesting to expand their business to a portion of the adjacent building at 216 North Cass Avenue (the subject property). The petitioner's narrative describes their business as a spa that offers services such as massage therapy, skincare treatment, steam tent therapy, and vichy shower water treatments. Currently, the business employs four (4) licensed massage and esthetician therapists. The business is requesting to expand their business with two (2) massage therapy and skin care service rooms at 216 North Cass Avenue while continuing to offer their current services at 220 North Cass Avenue. The petitioner indicated that the hours of operation are mainly Tuesday through Saturday from 10:00am to 8:00pm by appointment utilizing a web-based booking system.

Salon Four

- **B-1 Development Permit request for a barbershop located on the ground floor.**

Currently, Salon Four operates their business out of 36 North Cass Avenue and has been operating out of that space for six (6) years. However, the space is no longer available for lease and therefore they are requesting to relocate the business to 216 North Cass Avenue. The hair salon specializes in hair coloring and styling, and would be open Tuesdays and Thursdays from 10:00 am to 9:00 pm, and 8:00 am to 5:00 pm on Saturdays, with three employees.

Parking

Appendix A, Section 10.06(B)(2)(a) states proposed uses for existing buildings zoned B-1 that existed before December 17, 2020 are not required to provide off-street parking. Any spaces provided are deemed conforming.

The use must be considered to the Special Use standards, which are noted below:

Standards for Special Uses Sec. 13.09(D):

A proposed special use shall substantially meet the following standards in order to obtain the recommendation of the planning and zoning commission and approval of the board of trustees:

- 1) That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*
- 2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.*
- 3) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
- 4) That adequate utilities, access ways, drainage and/or other necessary facilities have been or are being provided.*
- 5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*
- 6) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the village board pursuant to the recommendation of the plan commission.*

IV. SUMMARY

A Special Use Permit is requested to allow both petitioners to operate a barbershop and beauty parlor, located on the ground floor, in the B-1 Limited Business District, at 216 North Cass Avenue. Both petitioners have also requested separate B-1 Development Permits to operate their respective business at the subject property. The requests comply with both the requirements of the Zoning Ordinance and the recommendations from the Comprehensive Plan, and are subject to the standards of a special use permit approval.

V. LEGAL

- A. Notification: A legal notice was published in Westmont Suburban Life on December 26, 2024.
- B. Code References: Appendix A: Section 7.02(F); 7.03(A)(11a); 7.04; and 13.09

VI. DOCUMENTS ATTACHED:

- 1. Publication notice appearing in the December 26, 2024 Westmont Suburban Life.
- 2. Findings of Fact
- 3. Petitioner Attachments received December 3, 2024 (Edited for VB):
 - a. Planning and Zoning Development Application, including responses to the Special Use Standards
 - b. B-1 Development Permit Applications
 - c. Project Narrative
 - d. Floor Plan
 - e. Proof of Ownership
 - f. Plat of Survey

Certificate of the Publisher

Westmont Suburban Life

Description: 216 N CASS AVE
2215066

VILLAGE OF WESTMONT
31 W QUINCY ST
WESTMONT IL 60559

Shaw Media certifies that it is the publisher of the Westmont Suburban Life. The Westmont Suburban Life is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Westmont, County of DuPage, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in the Westmont Suburban Life, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 12/26/2024

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by Laura Shaw, its Publisher, at Westmont, Illinois, on 26th day of December, A.D. 2024

Shaw Media By:



Laura Shaw, Publisher

Account Number 10074602

Amount \$106.62

**PUBLIC NOTICE
LEGAL NOTICE /
PUBLIC NOTICE
VILLAGE OF WESTMONT
PLANNING AND ZONING
COMMISSION**

NOTICE OF PUBLICATION
NOTICE IS HEREBY GIVEN that a public hearing has been scheduled before the Westmont Planning and Zoning Commission to be held on Wednesday, January 8, 2025 at 6:00 P.M. in the Westmont Village Hall, 31 W. Quincy St., Westmont, Illinois 60559.

The purpose of the hearing is to consider a request from Cass Avenue Properties, LLC, d/b/a Dolce Vita Day Spa (Petitioner and Owner), and Salon Smith, LLC, d/b/a Salon Four (Petitioner), for the property at 216 North Cass Avenue, Westmont, Illinois, 60559, for the following:

1. Special Use Permit to allow both petitioners to operate a barbershop and beauty parlor, located on the ground floor, in the B-1 Limited Business District.

PIN: 09-09-211-031
More Common Location: 216 North Cass Avenue, Westmont, Illinois, 60559
Village Code(s) Applicable: Appendix A, Sections 7.03 (A)(11a); 13.09

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 8:00 A.M. to 4:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting. All interested persons in attendance will be allowed to express their views.

WESTMONT PLANNING AND ZONING COMMISSION
Doug Carmichael,
Chairperson

(Published in Westmont Suburban Life December 26, 2024) 2215066

VILLAGE OF WESTMONT PLANNING AND ZONING COMMISSION
FINDINGS OF FACT

PUBLIC HEARING OF JANUARY 8, 2025

PZC 033-2024: Cass Avenue Properties, d/b/a Dolce Vita Day Spa and Salon Smith, LLC, d/b/a Salon Four, regarding 216 North Cass Avenue, Westmont

Request for a special use to allow both Petitioners to operate a barbershop and beauty parlor on the ground floor of the property located in the B-1 Limited Business District.

CRITERIA NO. 1: That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

FINDINGS OF FACT: Both Petitioners operate lawful uses that are licensed by the State of Illinois. The Petitioners are not offering unusual or potentially dangerous services which are not typically associated with a barbershop or beauty salon. The Petitioners operations will be conducted completely indoors and are consistent with the surrounding restaurant, retail, service, and office uses in the B-1 Limited Business District. Both Petitioners currently operate in the B-1 Limited Business District without causing adverse impacts, and the Petitioners' uses of the property are not expected to adversely affect the public health, safety, morals, comfort or general welfare.

CRITERIA NO. 2: That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

FINDINGS OF FACT: All operations of the Petitioners will be conducted indoors and will operate during normal business operating hours. Services are offered by appointment only, thereby reducing unnecessary pedestrian and vehicular traffic to the property. The proposed uses will not emit offensive noise, odors, or light. There is sufficient public parking for the proposed uses, and these uses are not expected to generate adverse traffic. Both Petitioners currently operate in the B-1 Limited Business District without causing adverse effects on surrounding properties. As a result, the proposed uses will not impair the enjoyment of or property values of surrounding properties.

CRITERIA NO. 3: That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

FINDINGS OF FACT: Surrounding properties are fully developed and allowing these

uses to operate in the existing building on the property is not expected to impede any redevelopment and/or improvement of surrounding properties.

CRITERIA NO. 4: That adequate utilities, access ways, drainage and/or other necessary facilities have been or are being provided.

FINDINGS OF FACT: The property and the existing building are currently served by all necessary utilities and facilities.

CRITERIA NO. 5: That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

FINDINGS OF FACT: Both Petitioners operate by appointment only, thereby reducing unnecessary pedestrian and vehicular traffic to the property. The property is serviced by public sidewalks for pedestrian access, and ample public parking is located nearby. Given the limited size of the interior space where Petitioners will operate and given the limited number of customers that can be accommodated on the property at any one time, these uses are not expected to generate adverse traffic impacts.

CRITERIA NO. 6: That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the village board pursuant to the recommendation of the plan commission.

FINDINGS OF FACT: These proposed uses otherwise meet the requirements of the Zoning Ordinance and no Zoning variances are required for these uses to operate.

RECEIVED DEC - 3 2024



Village of Westmont Planning and Zoning Application and Instructions

PZC 033-2024

Community Development Department
31 West Quincy Street
Westmont, Illinois 60559
630-981-6260

<i>Office Use Only</i>	
Date Received:	_____
By:	_____

PROJECT NAME: DOLCE VITA DAY SPA + SALON FAIR
Subject Property Street Address: 216 N CASS AVE
PIN Number(s): 09-03-211-031

PETITIONER / BILLING CONTACT (Agent and Project Manager for the Petition):

Petitioner (and corporation if applicable): SZYMON GOMULA - DOLCE VITA DAY SPA
Address: 220 N CASS AVE WESTMONT, IL
Phone: 773-577-3450
Email: SZYMONG@HOTMAIL.COM
Relationship of Petitioner to Property Owner: SAME

PROJECT DESCRIPTION: WE PLAN TO EXPAND OPERATIONS OF OUR EXISTING POLICE VITA DAY SPA LOCATED NEXT DOOR AT 218-220 N CASS AVE., PLUS WE PLAN TO RENT A PART OF THE FRONT SPACE TO THE HAIR SALON THAT ALREADY OPERATES IN WESTMONT. SOME MINOR IMPROVEMENTS INSIDE THE BUILDING ARE PLANNED AT THIS MOMENT, INCLUDING REMODELLING THE RESTROOM AND ADDING SHAMPOO BOWLS AND A SINK TO THE HAIR SALON SPACE.

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN PETITIONER):

Property owner(s): ~~SZYMON GONULA~~ ^{S.G.} CASS AVENUE PROPERTIES LLC

Address: 15W761 74th ST BURR RIDGE, IL 60527

Phone: 773-577-3450

Email: SZYMON G @ HOTMAIL.COM

BUSINESS OWNER INFORMATION (IF DIFFERENT THAN PETITIONER and PROPERTY OWNER):

Property owner(s): JESSICA SMITH - TENANT

SALON SMITH LLC / SALON FOUR

Address: 200 S. STATE ST LOCKPORT, IL 60441

Phone: 630-337-4560

Email: jsemsmith@gmail.com

By signing below, the applicant and/or property owner acknowledge that the **Application fees are non-refundable** and that filling out this form is not a guarantee that the item will appear before the Planning and Zoning Commission. The applicant and/or property owner further acknowledge that all items recommended by Village planning staff for consideration by the Planning and Zoning Commission must have received technical approvals from the Consulting Engineer, the Consulting Landscape Architect, the Consulting Architect, the Village Forester and/or other Village staff, as deemed appropriate by the Community Development Department, before being recommended for consideration by the Planning and Zoning Commission. For this reason, while this is not a requirement, it is highly recommended that the applicant/property owner hire licensed professional engineers or architects when preparing their application materials.

PETITIONER SIGNATURE:

X Type or print name: SZYMON GOMULA

Signature: Symon Gomula

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF DECEMBER, 20 24

[Signature]
Notary Public



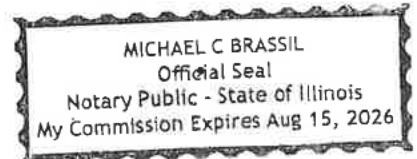
OWNER SIGNATURE:

X Type or print name: SZYMON GOMULA - MANAGER OF CASS AVENUE

Signature: Symon Gomula PROPERTIES LLC

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF DECEMBER, 20 24

[Signature]
Notary Public



By signing below, the applicant and/or property owner acknowledge that the **Application fees are non-refundable** and that filling out this form is not a guarantee that the item will appear before the Planning and Zoning Commission. The applicant and/or property owner further acknowledge that all items recommended by Village planning staff for consideration by the Planning and Zoning Commission must have received technical approvals from the Consulting Engineer, the Consulting Landscape Architect, the Consulting Architect, the Village Forester and/or other Village staff, as deemed appropriate by the Community Development Department, before being recommended for consideration by the Planning and Zoning Commission. For this reason, while this is not a requirement, it is highly recommended that the applicant/property owner hire licensed professional engineers or architects when preparing their application materials.

PETITIONER SIGNATURE:

Type or print name: Jessica Smith Salon Four

Signature: Jess Smith

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 10 DAY OF December, 20 24

Samantha Lynn Michon
Notary Public



OWNER SIGNATURE:

Type or print name: CASS AVENUE PROPERTIES-SYMON GOMULA-MANGER

Signature: Symon Gomula

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 10 DAY OF December, 20 24

Samantha Lynn Michon
Notary Public



Response to the Special Use Standards:

(1) That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare. – No, operations of Dolce Vita Day Spa will not be detrimental to or endanger public health, safety, morals, comforts or general welfare.

(2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood. – No, the special use for Dolce Vita Day Spa will not be injurious to the use and enjoyment of other properties, and it will not diminish property values within the neighborhood.

(3) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. – No, Dolce Vita Day Spa will not impede the normal and orderly development and improvement in the district.

(4) That adequate utilities, access ways, drainage and/or other necessary facilities have been or are being provided. – Yes, all the necessary facilities will be provided.

(5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. – Yes, the adequate measures will be taken to provide ingress and egress to minimize traffic congestion in the public streets.

(6) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the village board pursuant to the recommendation of the plan commission. – Yes, Dolce Vita Day Spa will conform to the applicable regulations of the district in which it is located.



westmont.illinois.gov

Community Development Department

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6250 Fax: 630-968-8610

B-1 LIMITED BUSINESS DISTRICT Development Permit Application

All development and/or redevelopment in the B-1 district shall first obtain approval of a "development permit" granted by the board of trustees. The terms "development" and "redevelopment" shall include all new uses and occupancies to a property and/or unit, regardless of whether new construction or structural alterations are required.

DESCRIPTION OF SITE:

Street Address: 216 N CASS AVE PIN: 09-09-211-031
Business Name: DOLCE VITA DAY SPA
Description of Proposed Use: DAYS PA AND HAIR SALON

PETITIONER INFORMATION:

Name: SZYMON GOMULA
Corporation/LLC/DBA: DOLCE VITA DAY SPA
Street Address: 220 N CASS AVE
City/State/ZIP: WESTMONT, IL 60559
Phone: 773-577-3450
Email: SZYMON G @ HOTMAIL.COM
Relationship of Applicant to Property: OWNER

PROPERTY OWNER INFORMATION (if different than Petitioner):

Name: SZYMON GOMULA / MANAGER
Corporation/LLC/DBA: CASS AVENUE PROPERTIES LLC
Street Address: 15W761 74th St
City/State/ZIP: BURR RIDGE, IL 60527
Phone: 773-577-3450
Email: SZYMON G @ HOTMAIL.COM



westmont.illinois.gov

Community Development Department

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6250 Fax: 630-968-8610

APPLICATION CHECKLIST

- ☐ Completed Application Form.
- ☐ Cover letter explaining business (hours, number of employees, etc.)
- ☐ Plat of survey
- ☐ Floorplan
- ☐ Exterior Elevations (if applicable)
- ☐ Site Plan (if applicable)
- ☐ Signage plans (if available)

Please note, a separate **Business License** must be issued by the Clerk's Office prior to opening for business, and **Building Permits** may be required for any construction activities. Each Petitioner is solely responsible for compliance with the provisions of the Village of Westmont Zoning Ordinance, Land Development Ordinance, and other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of matters coming before the Village Board.

The undersigned requests approval of this application and further certify(ies) on oath that the information contained herein and in all documents submitted in support hereof, is true and correct to the best of my/our knowledge and belief. By signing below, the Petitioner and/or Property Owner grant express permission to Village of Westmont staff and officials to inspect the premises as necessary in relation to this application.

PETITIONER SIGNATURE:

Type or print name: SZYMON GOMULA

Signature: Szymon GOMULA

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF DECEMBER, 20 24

[Signature]
Notary Public



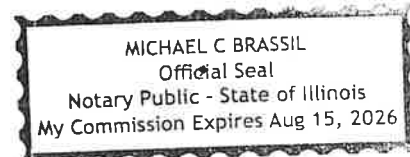
PROPERTY OWNER SIGNATURE:

Type or print name: SZYMON GOMULA

Signature: Szymon GOMULA

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF DECEMBER, 20 24

[Signature]
Notary Public





westmont.illinois.gov

Community Development Department

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6250 Fax: 630-968-8610

B-1 LIMITED BUSINESS DISTRICT

Development Permit Application

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DESCRIPTION OF SITE:

Street Address: 216 N. Cass Ave. PIN: 09-09-211-031
Business Name: Salon Four
Description of Proposed Use: Hair Salon

PETITIONER INFORMATION:

Name: Jessica Smith
Corporation/LLC/DBA: Salonsmith LLC
Street Address: 210 S. State St.
City/State/ZIP: Lockport, IL 60441
Phone: (630) 337-4560
Email: jsemsmith@gmail.com
Relationship of Applicant to Property: Tenant

PROPERTY OWNER INFORMATION (if different than Petitioner):

Name: Szymon Gomula / MANAGER
Corporation/LLC/DBA: Cass Avenue properties LLC
Street Address: 15W761 74th St.
City/State/ZIP: Burr Ridge, IL 60507
Phone: (773) 577-3450
Email: SzymonG@hotmail.com



westmont.illinois.gov

Community Development Department

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6250 Fax: 630-968-8610

APPLICATION CHECKLIST

- ☐ Completed Application Form.
- ☐ Cover letter explaining business (hours, number of employees, etc.)
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PETITIONER SIGNATURE:

Type or print name: Jessica Smith

Signature: Jess Smith

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF December, 2024

[Signature]
Notary Public



PROPERTY OWNER SIGNATURE:

Type or print name: Szymon Gomula - MANAGER OF CASS AVENUE PROPERTIES LLC

Signature: Szymon Gomula

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 3rd DAY OF December, 2024

[Signature]
Notary Public



Dolce Vita Day Spa

11/24/24

220 N Cass Ave

Westmont, IL 60559

Ph# 773-577-3450

Email: szymong@hotmail.com

Dolce Vita Day Spa Business Explanation Letter

To Whom It My Concern,

Dolce Vita Day Spa offers services that include massage therapy, skincare, steam tent therapy, and Vichy shower water treatments with body wraps and body scrubs. We provide various spa packages that include many of these services performed during one session. The full list of services provided can be found on our website at www.dolcevitaorganicdayspa.com.

Currently, we employ 4 licensed massage and esthetician therapists. At the new space (216 N Cass Ave) we want to expand the operations of our existing spa by adding 2 rooms for massage therapy and skincare services since we are running out of space at our current location. We do not plan on adding Vichy shower treatments that we already offer at our current location. They are unique in Chicagoland, and they attract many customers from distant areas, but they would require major reconstruction of the new space.

Our hours of operation are mainly Tuesday through Saturday 10 AM to 8 PM by appointment. Customers will be booked for their service appointments at the new location using the same Dolce Vita Day Spa phone number and email address. Each of our therapists has an account on a web-based booking system and can schedule and see all their appointments. Also, each customer is notified and reminded by email and text message about the oncoming appointment's time and location.

Since we will be sharing the building with the Salon Four hair salon, we will also share the main entrance located at Cass Ave. Salon Four is open three days a week by appointment only, and Dolce Vita Day Spa also operates based on service appointments, one therapist serving one client, so there will be no unnecessary traffic in the front area that would cause any disruption in operations of both businesses.

Regards,

Szymon Gomula – owner of Dolce Vita Day Spa

Salon Four
SalonSmithLLC
12/2/24
216 N. Cass Ave.
Westmont, IL 60559
(630)337-4560
Email: jsemsmith@gmail.com

Salon Four Business Explanation Letter

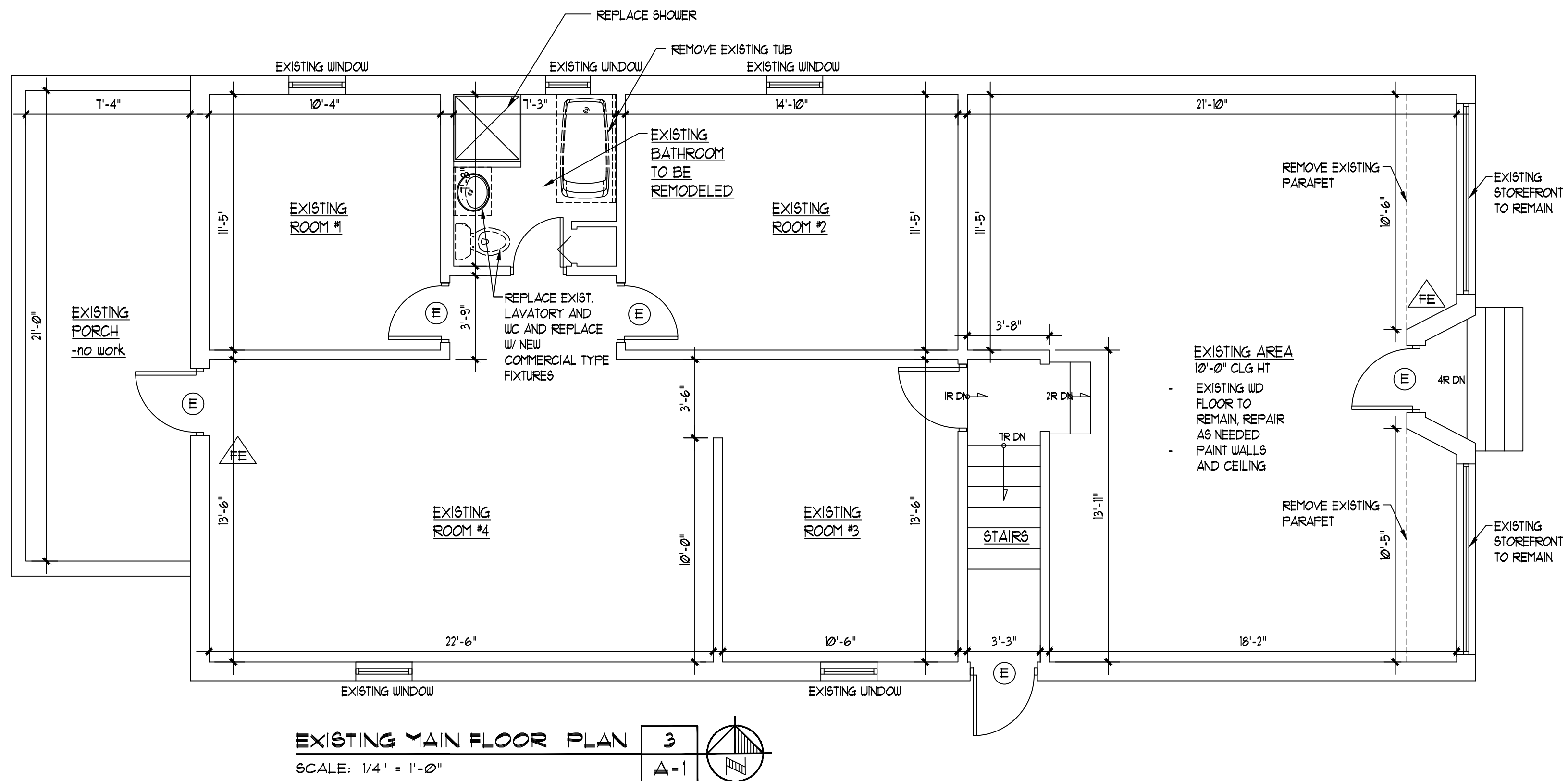
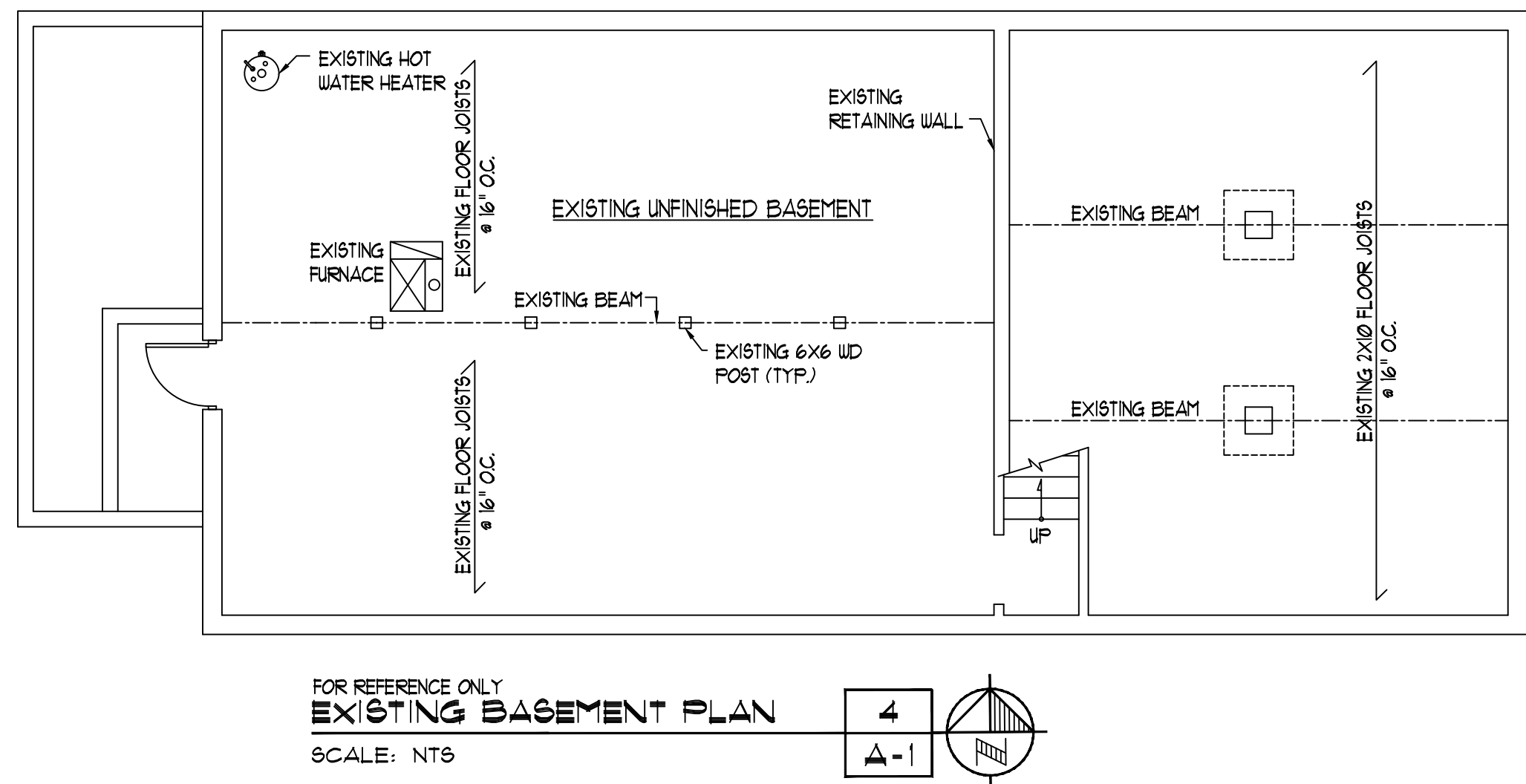
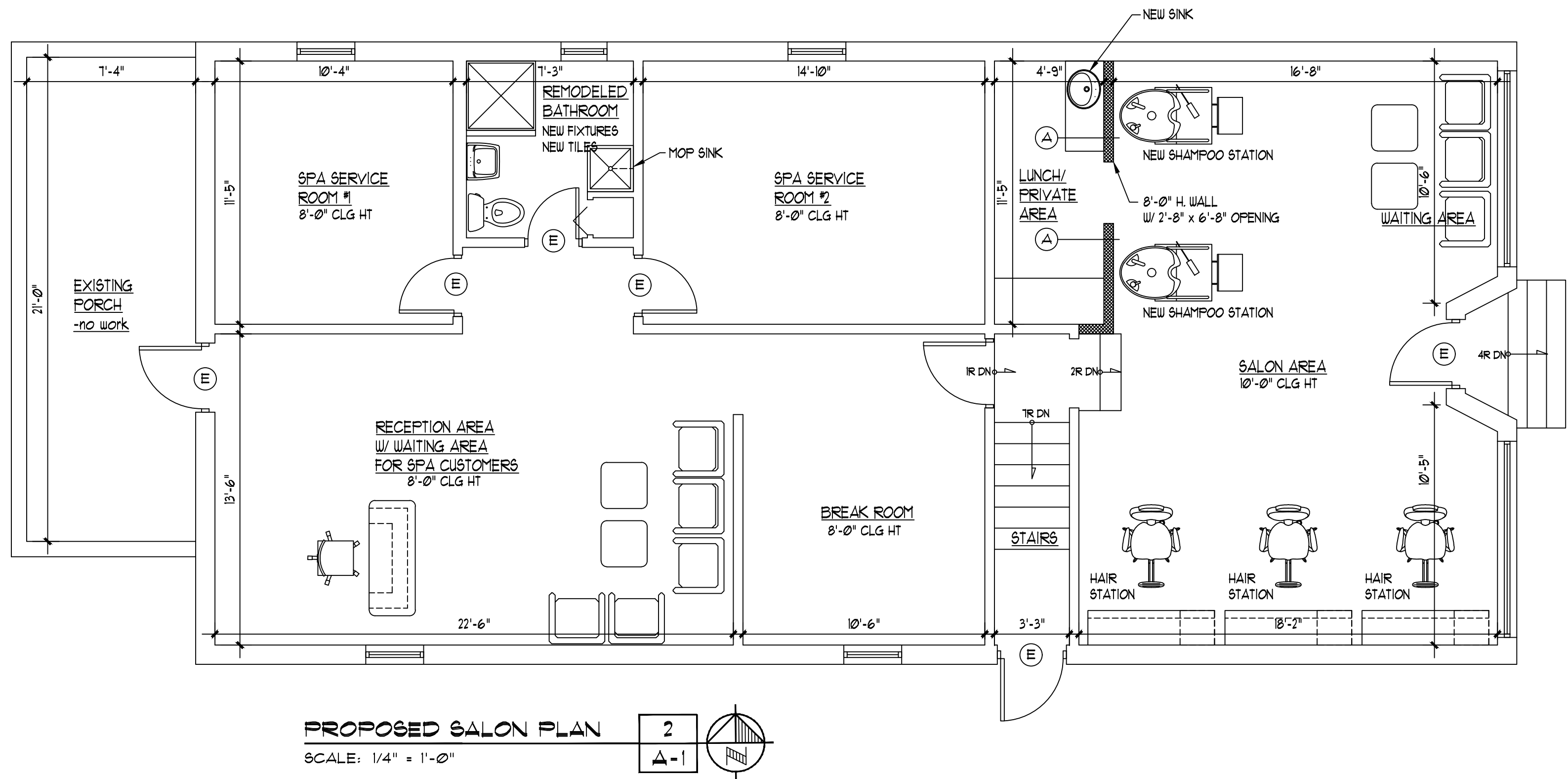
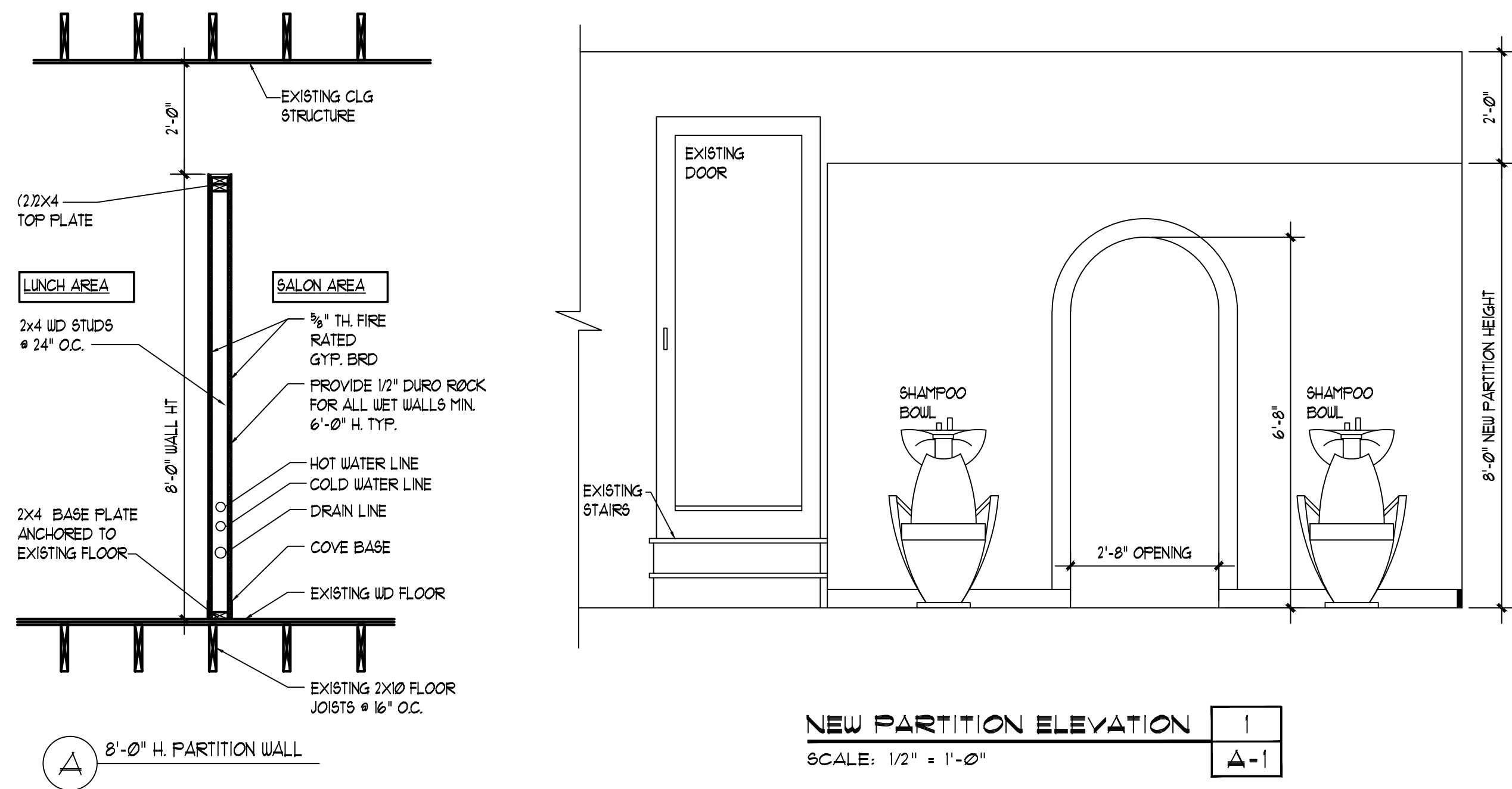
To Whom it may concern,

My name is Jessica Smith and I have worked in Westmont as a hair colorist and stylist since 2006. I worked as an employee at Karma Salon for 12 years and then I've rented space at J Wilder Studios for the past 6 years. Since that space will no longer be available starting in 2025, we would like to move our salon to 216 N. Cass Ave.

Salon Four offers hair coloring and styling services. We employ one assistant. I also have two other stylists that worked at J Wilder Studios that will share the space with me. Our usual hours of operations are Tuesdays and Thursdays 10am to 9pm and Saturdays 8am to 5pm.

Thank you,

Jessica Smith



ANTONIO FANIZZA ASSOC. LTD

ARCHITECT'S

2363 LECHNER LANE
DES PLAINES, ILLINOIS 60016
TEL. (847) 823-5664 FAX (847) 823-1664
Email: antonio.fanizza@comcast.net

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I HEREBY CERTIFY THAT THIS PLAN AND SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF ILLINOIS. THEY ARE IN COMPLIANCE WITH ALL APPLICABLE CODES INCLUDING CITY OF WESTMONT CODE AND ORDINANCE. ENVIRONMENTAL BARRIERS ACT (410-ILCS) AND THE ILLINOIS ACCESSIBILITY CODE (21 ILCS 400.1) AS SIGNED BY MY HAND AND SEAL.

NO.	REVISION
1	

CERTIFICATION AND SEAL

DRAWING NAME:

FLOOR PLANS AND DETAILS

PROJECT NAME:

INTERIOR ALTERATIONS TO EXISTING RETAIL STORE
"DOLCE VITA DAY SPA" EXPANSION
216 N. CASE AVENUE
WESTMONT, ILLINOIS

released to const.

job no.

scale AS SHOWN

date 01.07.2025

drawn by WW

checked by AF

sheet

A-1

	Subtotals	
	Balance Due FROM Borrower	
	Balance Due TO Seller	
	TOTALS	

I have carefully reviewed the Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the Settlement Statement.

SELLER:

John Hagedorn
John Hagedorn

Kim Hagedorn
Kim Hagedorn

BORROWER:

Cass Avenue Properties, LLC

BY: Szymon Gomula
Manager

BY: Justyna Gomula
Manager

See attached

To the best of my knowledge, the Settlement Statement which I have prepared is a true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

Chicago Title and Trust Company
Settlement Agent

	Subtotals	
	Balance Due FROM Borrower	
	Balance Due TO Seller	
	TOTALS	

I have carefully reviewed the Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the Settlement Statement.

SELLER:

John Hagedorn

Kim Hagedorn

See attached

BORROWER:

Cass Avenue Properties, LLC

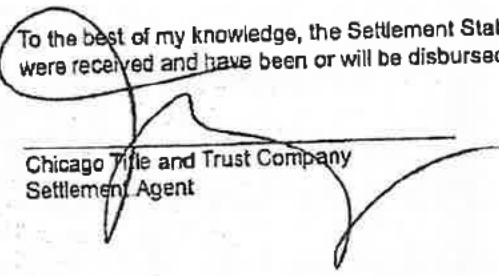
BY:

Szymon Gomula
Manager

BY:

Justyna Gomula
Manager

To the best of my knowledge, the Settlement Statement which I have prepared is a true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

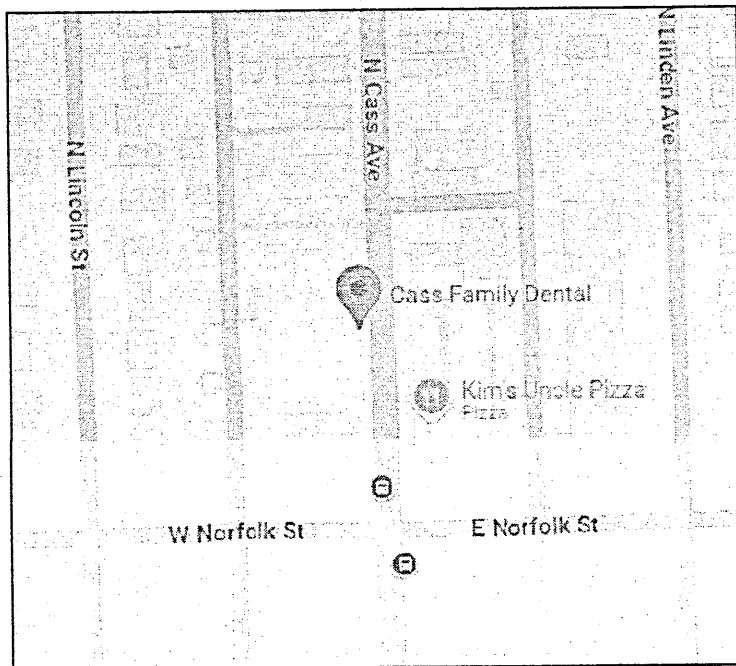


Chicago Title and Trust Company
Settlement Agent

PROFESSIONALS ASSOCIATED
PHONE: (847) 675-3000
FAX: (847) 675-2167
E-MAIL: pa@professionalsassociated.com
www.professionalsassociated.com

PROFESSIONALS ASSOCIATED - MM SURVEY CO.
BOUNDARY * ALTA * TOPOGRAPHIC * CONDOMINIUM SURVEYS
7100 NORTH TRIPP AVENUE, LINCOLNWOOD, ILLINOIS
PROFESSIONAL DESIGN FIRM NO. 184-003023

MM SURVEY
PHONE: (773) 282-5900
FAX: (773) 282-9424
E-MAIL: info@MMSurveyingChicago.com
www.mmsurveyingchicago.com

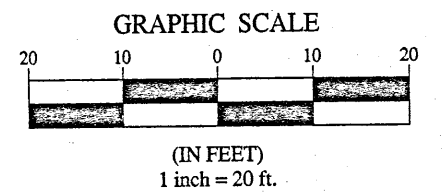


VICINITY MAP

PLAT OF SURVEY OF

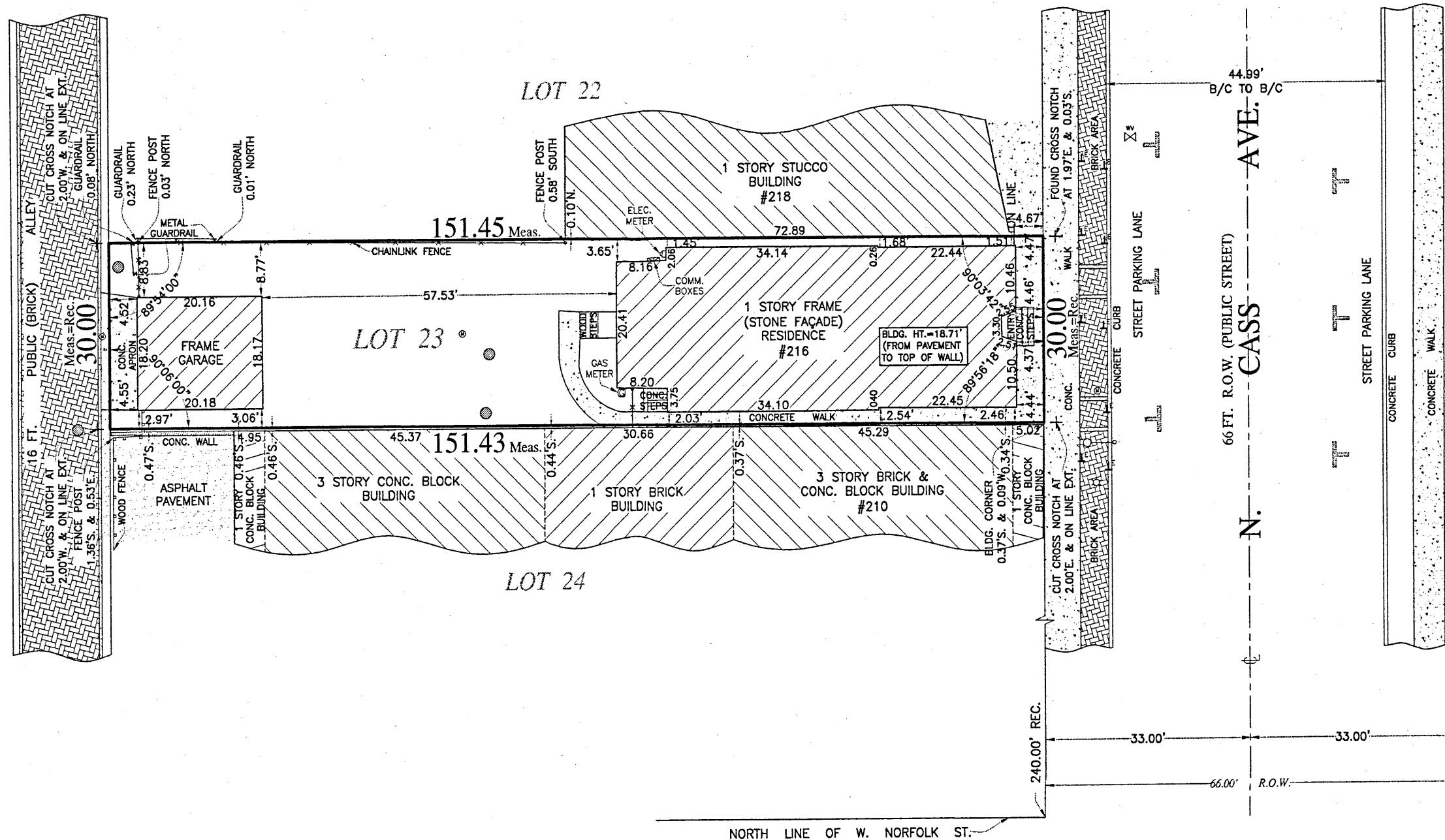
LOT 23 IN BLOCK 1 IN ARTHUR T. MCINTOSH AND COMPANY'S FAIRMONT HEIGHTS, IN THE
NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD
PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 22, 1920
AS DOCUMENT NO. 144403, IN Du PAGE COUNTY, ILLINOIS.

TOTAL LAND AREA = 4,543 sq. ft. = 0.104 acre, more or less
TOTAL BUILDING FOOTPRINT = 2,021 sq. ft.
P.I.N. 09-09-211-031-0000
COMMONLY KNOWN AS: 216 N. CASS AVE., WESTMONT, IL. 60559-1706



LEGEND:

- - - - - SANITARY LINE
- - - - - STORM LINE
- - - - - WATER LINE
- - - - - GAS LINE
- - - - - BRICK PAVEMENT
- - - - - CONCRETE PAVEMENT
- B/C - BACK OF CURB
- R.O.W. - RIGHT OF WAY
- - - - - CHAIN LINK FENCE
- - - - - IRON FENCE
- - - - - WOOD FENCE
- - - - - UTILITY POLE W/WIRES
- - - - - LIGHT POLE
- 1" - ELECTRIC PAINT MARK (RED)
- 1" - WATER PAINT MARK (BLUE)
- 1" - GAS PAINT MARK (YELLOW)
- 1" - COMM. PAINT MARK (ORANGE)
- 1" - SEWER PAINT MARK (GREEN)
- - - - - CONCRETE PARKING BUMPER
- - - - - STREET SIGN
- D.C. - DE-PRESSED CURB
- ⊙ - UNIDENTIFIED MANHOLE
- ⊙ - SEWER MANHOLE
- ⊙ - CATCH BASIN
- ⊙ - WATER MANHOLE
- ⊙ - COMM. MANHOLE
- ⊙ - ELECTRIC MANHOLE
- ⊙ - GAS VALVE
- ⊙ - WATER VALVE
- ⊙ - FIRE HYDRANT
- ⊙ - TREE w/DIAMETER
- ⊙ - PARKING STALL COUNT
- - - - - INLET
- COMM. - COMMUNICATION (TELEPHONE, INTERNET, ETC.)
- A/C - AIR CONDITIONING UNIT
- ⊙ - EVERGREEN TREE w/DIAMETER
- ⊙ - STREET LIGHT
- ⊙ - HANDICAPPED SPACE
- ⊙ - TRAFFIC LIGHT



FLOOD CERTIFICATION: (PER FEMA WEBSITE)

THE PROPERTY DESCRIBED ABOVE IS NOT IN
A SPECIAL FLOOD HAZARD AREA.
FLOODWAY MAPPED: NO.
FLOODWAY ON PROPERTY: NO.
MAP USED: RATE MAP,
COMMUNITY NAME: WESTMONT, VILLAGE OF
COMMUNITY NO.: 170220
COMMUNITY PANEL: 0186
MAP NUMBER: 17043C0186J
EFFECTIVE DATE: AUGUST 01, 2019
FLOOD ZONE: X,
BASE FLOOD ELEVATION FROM FIRM
(±0.5 FT): N/A NAVD 1988.

NOTE:

TITLE COMMITMENT PROVIDED BY CHICAGO TITLE INSURANCE COMPANY
COMMITMENT NUMBER: 24GNW065138PK
COMMITMENT DATE: OCTOBER 18, 2024

ITEMS FROM TABLE "A"

- *ITEM #9: THERE WAS PARKING GARAGE FOUND WITHIN THE SURVEYED PROPERTY.
- *ITEM #11: THE CLIENT AND THE SURVEYOR AGREED ON THE TERMS OF SHOWING ONLY VISIBLE ABOVE-GROUND UTILITIES ON THE PLAT OF SURVEY.
- *ITEM #16: THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.

THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREON
DRAWN IS A COPY OF THE ORDER, AND FOR ACCURACY
SHOULD BE COMPARED WITH THE TITLE OR DEED.
DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING.
BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE
THEY ARE SO RECORDED IN THE MAPS, OTHERWISE REFER TO
YOUR DEED OR ABSTRACT.

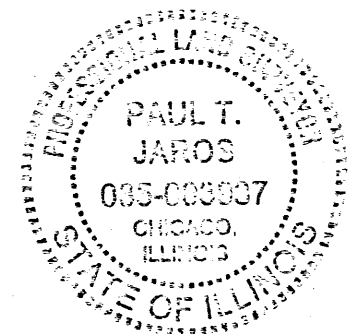
Order No. 109699
Scale: 1 inch = 20 feet.
Date of Field Work: 08 NOVEMBER 2024
Ordered by: ALICIA M. SROKA & ASSOCIATES P.C.

TO:
1. CASS AVENUE PROPERTIES, LLC
2. U.S. BANK, N.A., its successors and/or assigns as their respective interests may appear
3. CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH
IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM
STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS,
JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES
ITEMS 1, 2, 3, 4, 7(a), 7(b)(1), 7(c), 8, 9, 11, 14 AND 16 OF TABLE A
THEREOF.

THE FIELD WORK WAS COMPLETED ON NOVEMBER 08, 2024
DATE OF PLAT NOVEMBER 15, 2024

IL PROF. LAND SURVEYOR NUMBER 035-003937
MY LICENSE EXPIRES NOVEMBER 30, 2024.
DRAWN BY: E.D.M.



Paul Jaros



Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

cd@westmont.il.gov | 630-981-6250

westmont.illinois.gov | 630-981-6200

TO: Village Board of Trustees
FROM: Joseph Hennerfeind, AICP, Community Development Director
DATE: January 23, 2025
RE: **216 North Cass Avenue: Cass Avenue Properties LLC; Szymon Gomula**
Application for Tier 1 Downtown Incentive Program (DIP) Funding

The business owner of Dolce Vita Day Spa (220 N Cass) recently purchased the vacant building at 216 N Cass Avenue. The building will be used to expand the spa services and also accommodate a local hairdresser in sub-leased space. The existing storefront windows and front door are in poor condition and not energy efficient. The owner has requested DIP funds to replace all glazing and the front door.

In accordance with the required grant approval procedures, the Westmont Economic Development Partnership reviewed the request and assessed that the windows are able to be funded as Facade improvements, and therefore eligible for a 20% reimbursement.

The cost of the eligible activity is \$12,275.00, and the corresponding grant award would be \$2,455.00. The chart below outlines the activity amount and total grant award to be considered by the Board.

GRANT MATCH REQUEST	FUNDABLE ACTIVITIES		Eligible Match %	\$ Amount (from Cost Estimates)	TOTAL \$ Requested
	Facade Improvements	☒	20%	\$12,275	\$2,455
	Exterior Lighting	☐	+5%	N/A	incentive
	Brick/Stone	☐	+10%	N/A	incentive
	Architectural Detail	☐	+15%	N/A	incentive
	TOTAL REQUESTED MATCH % (sum of all)		20%	\$12,275	\$2,455
	Total Project Cost			\$12,275	
	Total Calculated Grant				\$2,455
	\$20K Cap Adjusted				N/A
	Incentive Bonus				N/A
	Grant Award				\$2,455



216 North Cass Avenue (street view - Source: Google)

For reference, a scorecard assesses the project for adherence to the Tier 1 goals. If this were a competitive process for funding, this score would help the Board determine the appropriate projects for approval. This would only occur if requests exceed the available budget.

PROJECT SCORE			
BUSINESS TYPE			
New Restaurant / Retail	5	☐	CHECK ONE
Restaurant / Retail Retention	4	☐	
Vanilla Box Vacant Space	3	☐	
Office	2	☐	
Service	2	☒	
<i>Fills historically vacant space (vacant more than 1 year)</i>	1 BONUS	☒	
BUSINESS TYPE SUBTOTAL	3		
CORE ACTIVITIES			
Facade Improvements	5	☒	MARK ALL APPLICABLE
<i>Exterior Lighting*</i>	0.5	☐	
<i>Brick / Stone*</i>	1	☐	
<i>Architectural Detailing*</i>	1.5	☐	
Fire Life Safety	5	☐	
<i>Includes water line installation to east side of Cass*</i>	3	☐	
<i>Shared External Common Wall</i>	1	☐	
<i>Mixed-Use Building</i>	1	☐	
ADA	3	☐	
CORE ACTIVITIES SUBTOTAL	5		
<i>add subtotals</i>			
PROJECT SCORE TOTAL	8		
*Incentive activities must be verified to meet minimum standards.			



Village of Westmont
FY25(A) Downtown Incentive Program
Application

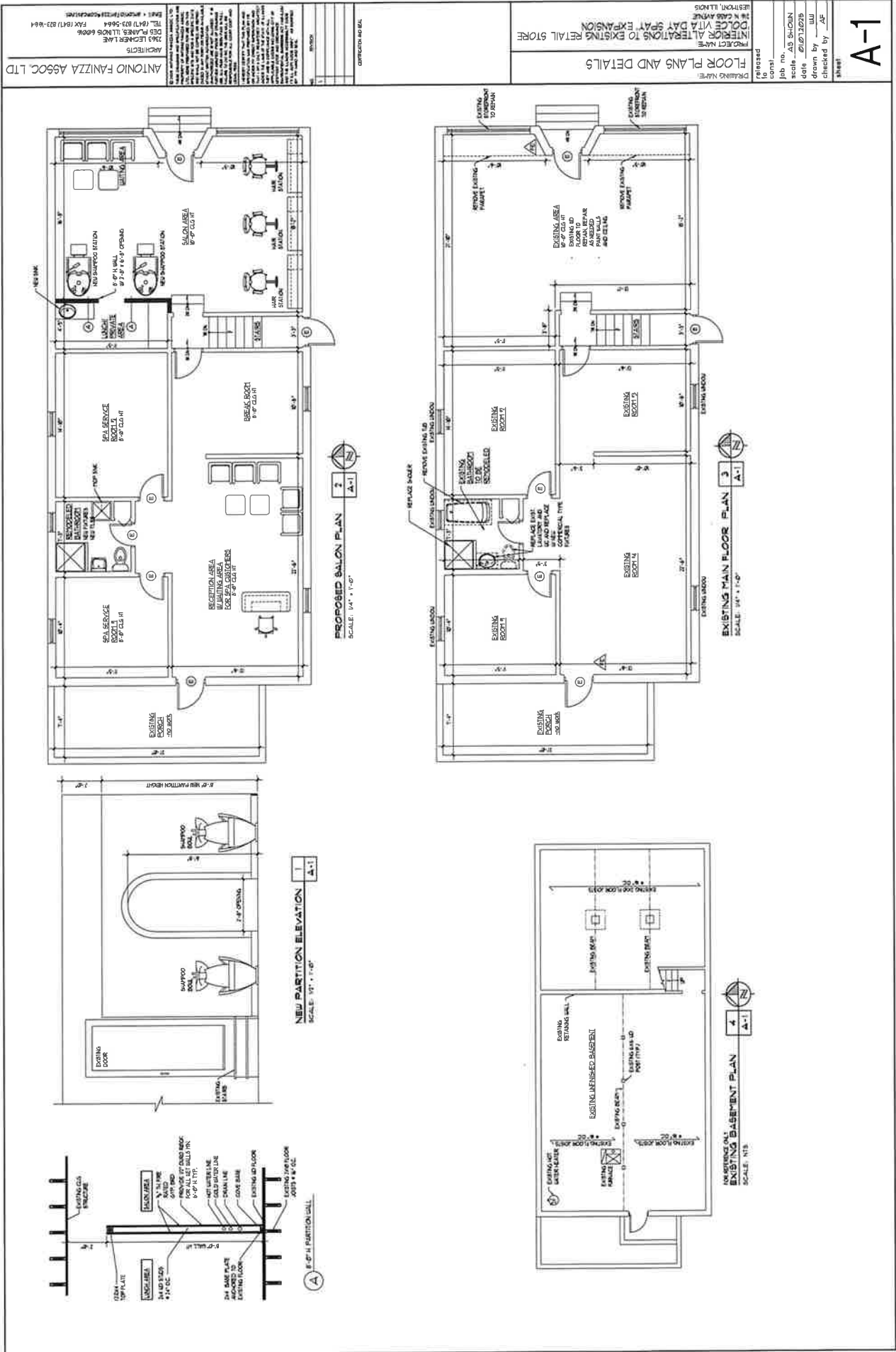
1	APPLICANT INFORMATION			
	FULL NAME	Last: GOMULA		First: SZYMON
	BUSINESS CORP / LLC / DBA	CORP / LLC / DBA: CASS AVENUE PROPERTIES LLC		
	ADDRESS	Number, Street and Unit: 216 N CASS AVE		
		City: WESTMONT	State: IL	Zip Code: 60527
	PHONE	Main: 773-577-3450	Ext:	Cell:
	EMAIL	SZYMONG@HOTMAIL.COM		
	PROPERTY OWNER INFORMATION (when not Applicant)			
	FULL NAME	Last:		First:
	BUSINESS CORP / LLC / DBA	CORP / LLC / DBA:		
ADDRESS	Number, Street and Unit:			
	City:	State:	Zip Code:	
PHONE	Main:	Ext:	Cell:	
EMAIL				
PROPERTY INFORMATION				
PROPERTY ADDRESS	216 N CASS AVE			
PIN(s)	09-09-211-031			
ZONING DISTRICT*	B1	B2	M1	
*The B1 District is a targeted priority for grant funding; however, existing commercial and mixed-use properties within the Central Business District TIF are eligible to apply.				

2	GRANT MATCH REQUEST (%)		FUNDABLE ACTIVITIES	Eligible Match %		
	BOX1	Facade Improvements	☒	20%	base percentage match	
		Exterior Lighting	☐	+5%	add Bonus Incentive*	
		Brick/Stone	☐	+10%	add Bonus Incentive*	
		Architectural Detail	☐	+15%	add Bonus Incentive*	
		TOTAL REQUESTED MATCH % (sum of all)		20%	BOX1 total match with incentives (max 50%)	
	BOX2	Signage	☐	10%	base percentage match	
		Backlit Wall	☐	+10%	add Bonus Incentive*	
		Projecting	☐	+10%	add Bonus Incentive*	
		TOTAL REQUESTED MATCH % (sum of all)			BOX2 total match with incentives (max 30%)	
		BOX3	ADA Accessibility (exterior)	☐	25%	base percentage match
	TOTAL REQUESTED MATCH %			25%	no available incentives (max 25%)	
	BOX4		Fire Life Safety (Any)	☐	25%	base percentage match
			East Side of Cass	☐	+25%	add Bonus Incentive* (Properties located on east side of Cass Avenue)
			TOTAL REQUESTED MATCH % (sum of all)			BOX4 total match with incentives (max 50%)
BOX5	Water Line	☐	75%	base percentage match (Properties located on east side of Cass Avenue)		
	TOTAL REQUESTED MATCH % (sum of all)		75%	no available incentives (max 75%)		
*Incentive activities must be verified to meet minimum standards.						

3	SUBMITTAL REQUIREMENTS	Required submittals with the application:		
		☒	Current photos of any portion of the structure which will receive improvements	
		☒	A schematic drawing with enough detail to depict the proposed improvements, and can include:	
			☐	Site Plans when exterior site work is performed
			☐	Building Plans and Elevations for exterior building improvements
			☐	Schematic Plans for infrastructure when necessary
		☒	☐	Signage Plans and Elevations
			Signed vendor contract(s) with detailed costs for each proposed improvement:	
			☐	Exclude or discount any ineligible portions of improvements
			☐	All estimated costs must be formatted to the corresponding eligible activity and shall include an itemization of both labor and materials
			☐	Permits must be obtained when applicable; permit fees may not be included in project estimates
		☒	☐	All contractors must be registered with the Village's Community Development Department before a building permit is issued
			☐	All construction estimates will be evaluated for accuracy in accordance with Chapter 18, Sec. 18-487(1)(b)
			If a Tenant:	
		☒	☐	Consent from the building owner for proposed improvements
☒	☐	Proof of an executed lease agreement with at least a 3 year duration remaining		
☐	Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification			
☒	A narrative as outlined below:			
	☐	Description of proposed work including information about the proposed building materials and methodology for proposed changes		
	☐	Description of the business and the related industry		
	☐	Features and advantages of the project and how improvements sought will improve the business and/or the Downtown		
	☐	Credentials and experience of business owners and/or a business plan		
☐	Any unusual or expected difficulties or hardships in making the proposed improvements			

4 \$ REQUEST	ELIGIBLE ACTIVITY	\$ Amount (from Cost Estimates)	multiply	% percentage match	TOTAL \$ Requested*
	Facade Improvements		X	BOX1	
	Signage		X	BOX2	
	ADA Accessibility		X	0.25	
	Fire Life Safety		X	BOX4	
	Water Line		X	0.75	
	= Total MATCH Requested* (subject to maximum grant limits)				

5	SIGNATURES	PRINTED NAME OF APPLICANT	SZYMOW GOMULA	
		SIGNATURE OF APPLICANT	Szymon Guma	
		DATE	12/23/24	
		PRINTED NAME OF PROPERTY OWNER (when not Applicant)		
		SIGNATURE OF PROPERTY OWNER	Szymon Guma	
		DATE	12/23/24	





800 Lee St. Elk Grove Village, IL 60007
Tel. 847-640-8766 * Fax. 630-405-6751* e-mail: arkglass@gmail.com

Submittal #1

Date: 12/19/2024

Project Name: 216 N. Cass Ave.
Westmont, IL 60559

Storefront Type: **Exterior storefront system**, Tubelite T14000 2" x 4-½"

Door Type: Exterior medium stile single door, **3'-0" x 7'-0" x 1-¾"**

Finish: Dark bronze or clear anodized **– PLEASE SPECIFY**

Door frame: 2" x 4-½"

Door Description: Tubelite medium stile doors with 3-½" top rails, 3-½" vertical stiles, and 10" bottom rails

Hardware:

Exterior single door – 3'-0" x 7'-0"

- Three (3) 4-½" x 4" ball bearing five knuckle butt hinges
- First Choice Building Products 3700 Series rim panic exit device
- Keyed cylinder
- Rockwood 1" diameter, 8" center-to-center pull handle
- Weatherstripping
- ½" aluminum threshold – mill finish
- LCN 4040XP parallel CUSH arm heavy duty surface mounted overhead door closer (plastic cover)

Glazing: **1" OA Insulated Glass Units (exterior):**

- ¼" Guardian SunGuard SN 68 Low E glass, tempered
- ½" spacer
- ¼" Guardian clear glass, tempered

Architectural FRAMING SYSTEMS



TUBELITE
DEPENDABLE

PLEASE SPECIFY FINISH
DESIRED - C2 CLEAR
AND DARK BRONZE ARE
TUBELITE's STANDARD
ANODIZED FINISHES. IF
ANY OTHER FINISH IS
REQUIRED, ADDITIONAL
CHARGES WILL APPLY.

ANODIZED FINISHES



STANDARD PAINTED COLORS



*COPPER AND BORDEAUX ANODIZE ARE ONLY AVAILABLE TO BE FINISHED THROUGH THE WAUSAU FINISHING + LINETEC FACILITY.
NOTE: COLORS SHOWN ARE NOT EXACT AND ARE INTENDED FOR PLANNING PURPOSES. FOR ACTUAL COLOR CHIPS, PLEASE REACH OUT TO YOUR LOCAL AFS SALES REPRESENTATIVE.



800 Lee Street. Elk Grove Village, IL 60007
Tel. 847-640-8766 * Fax. 630-405-6751* www.arkglassofchicago.com

PROPOSAL

Company Name:**Attention:** Szymon**Address:****City, state, zip:****Phone:** 773-577-3450**Fax:****E-mail:** szymong@hotmail.com**Date:** September 25, 2024**Revised on:****Quote number:** 24-312**Project Name:** Dolce Vita Day Spa & Adjacent Building**Address:** 220 N Cass Ave**City, state, zip:** Westmont, IL 60559**Quoted by:** Sebastian Markowski

Estimate based on: Site visit

WE HEREBY SUBMIT THIS PROPOSAL TO FURNISH AND INSTALL:

DOLCE VITA: Commercial storefront, standard (clear or dark bronze) anodized aluminum 2" x 4-1/2" (Tubelite T14000 series) center glazed with 1" OA IG Units, 1/4" clear low-E glass over 1/4" clear glass, tempered:

- a. One (1) opening: Approximately 221 3/4" x 101 1/2" with one (1) pair of narrow stile auto showroom doors 8'-4" x 7'-2" (active leaf 3'-0" x 7'-0", inactive leaf 5'-0" x 7'-0") – active leaf to receive pair and a half butt hinges, MS deadbolt lock, keyed cylinder, standard tubular pull handle and push bar, 1/2" aluminum threshold, and an LCN 4040XP parallel CUSH arm heavy duty surface mounted overhead door closer
 - a. Inactive leaf to receive pair and a half butt hinges, top and bottom flush bolts, and a 1/2" aluminum threshold
- b. One (1) opening: Approximately 229 1/2" x 101 1/2" with a single 3'-0" x 7'-0" narrow stile storefront door with a rim panic exit device by First Choice, keyed cylinder, pair and a half butt hinges, 10" bottom rail, standard tubular pull handle, weatherstripping, 1/2" aluminum threshold, and an LCN 4040XP parallel CUSH arm heavy duty surface mounted overhead door closer
- c. One (1) opening: Approximately 221 3/4" x 101" with a single 3'-0" x 7'-0" narrow stile storefront door with a rim panic exit device by First Choice, keyed cylinder, pair and a half butt hinges, 10" bottom rail, standard tubular pull handle, weatherstripping, 1/2" aluminum threshold, and an LCN 4040XP parallel CUSH arm heavy duty surface mounted overhead door closer
- d. Removal and disposal of existing three (3) openings is included

DOLCE VITA TOTAL: \$43,500.00



800 Lee Street. Elk Grove Village, IL 60007
Tel. 847-640-8766 * Fax. 630-405-6751* www.arkglassofchicago.com

ADJACENT BUILDING (216): Commercial storefront, standard (clear or dark bronze) anodized aluminum 2" x 4-1/2" (Tubelite T14000 series) center glazed with 1" OA IG Units, 1/4" clear low-E glass over 1/4" clear glass, tempered:

- e. Two (2) openings: 110" x 63" fixed
- f. Two (2) openings: 25" x 63" fixed
- g. One (1) opening: 3'-4" x 7'-2" with a single 3'-0" x 7'-0" narrow stile storefront door with a rim panic exit device by First Choice, keyed cylinder, pair and a half butt hinges, 10" bottom rail, standard tubular pull handle, weatherstripping, 1/2" aluminum threshold, and an LCN 4040XP parallel CUSH arm heavy duty surface mounted overhead door closer
- h. Removal and disposal of existing five (5) openings is included

ADJACENT BUILDING (216) TOTAL: \$12,275.00

NOTES:

- Subject to field verification
- No aluminum doors, framing, and/or glass are fire rated or bullet resistant unless specifically noted above

EXCLUSIONS:

- Any material and labor not specified above
- Removal/disposal or relocation of any existing storefront, glass, and/or doors and their hardware
- Brake metal (if any)
- Knee wall removal for auto showroom door
- Any interior framing/drywall repair

TOTAL PRICE: \$55,775.00

** The above price includes cost of material, sales tax and non-union labor.*

** Quoted material does not include recycle content. If LEED certified material is required for this project Ark Glass of Chicago, Inc. must be notified prior to acceptance of this proposal. Additional charges will apply.*

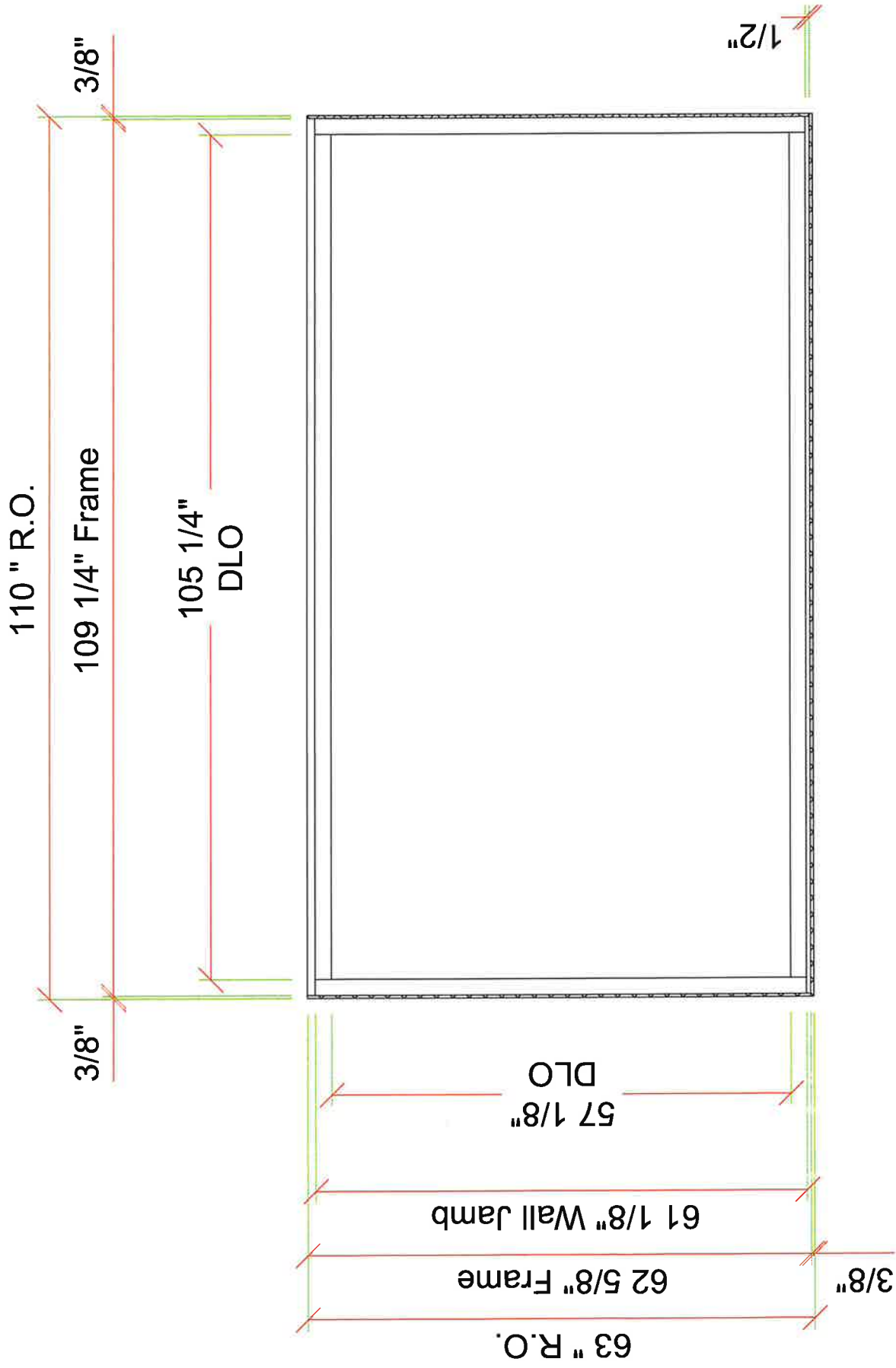
PAYMENT: 50% deposit is required with acceptance of this proposal, 25% at startup of installation and 25% balance due upon completion of the job.

ACCEPTANCE: The above specifications, conditions and prices are acceptable. Ark Glass of Chicago, Inc. or its nominee is authorized to proceed with work as specified above. This proposal may be withdrawn by Ark Glass of Chicago, Inc. without notice.

BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THAT HE OR SHE HAS READ THE TERMS AND CONDITIONS SET FORTH BELOW, UNDERSTANDS EACH OF THESE TERMS AND CONDITIONS AND, AS AN AUTHORIZED REPRESENTATIVE OF BUYER, INTENDS TO BIND BUYER TO EACH AND EVERY SUCH TERM AND CONDITION.

Buyer's Authorized Representative: _____ **Date:** _____

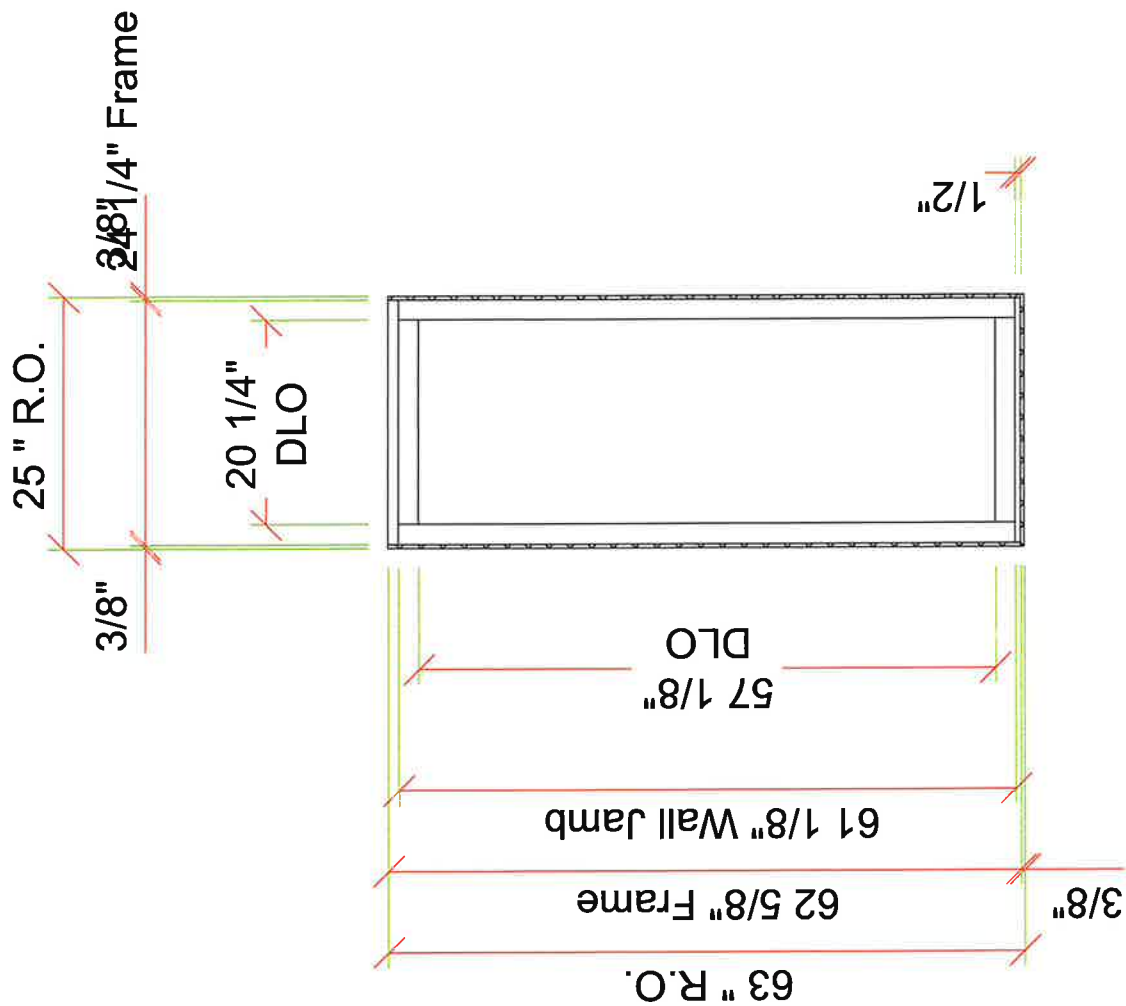
TERMS AND CONDITIONS



216 N. Cass Ave. Westmont - 1 - 001 - Large Fixed (2 Thus)

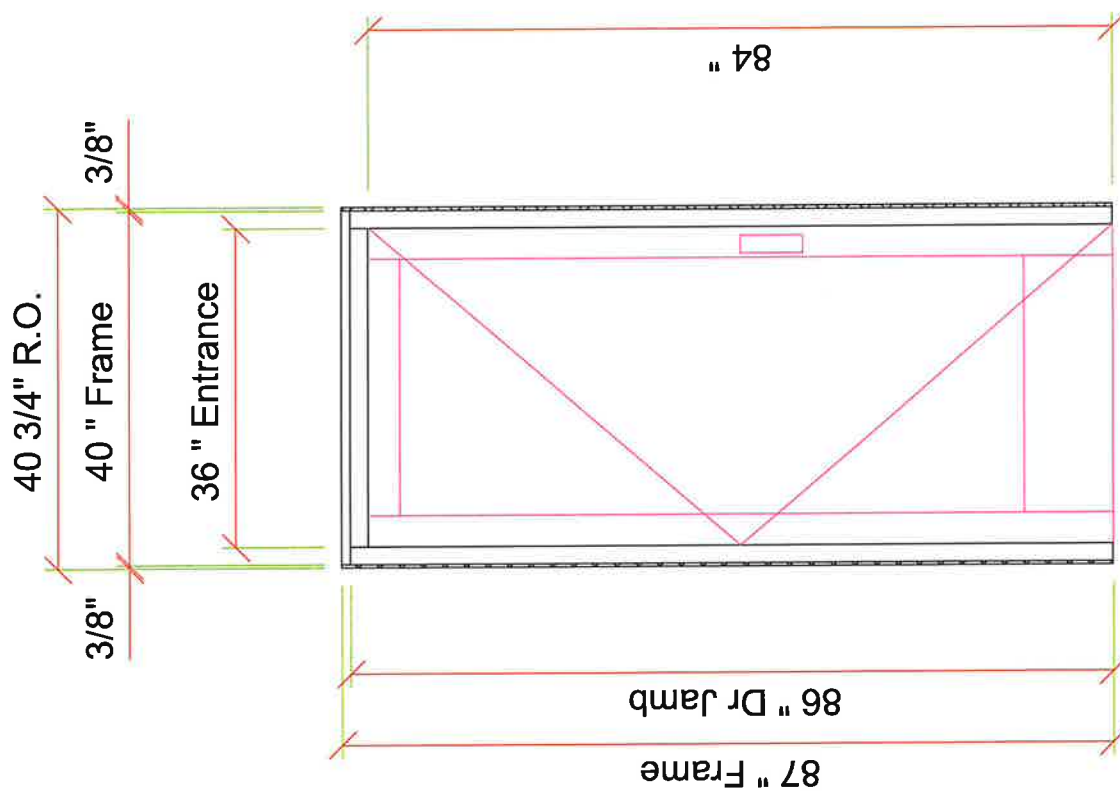
Frame: (C1/DB/1P) T14000 : Storefront : 2 x 4-1/2 : Flush Glaze : Screw Spline : T14259

sub sill



216 N. Cass Ave. Westmont - 2 - 002 - Small Fixed
(2 Thus)

Frame: (C1/DB/1P) T14000 : Storefront : 2 x 4-1/2 :
Flush Glaze : Screw Spline : T14259 subsill



216 N. Cass Ave. Westmont - 3 - 003 - Door (1 Thus)
 Frame: (C1/DB/1P) T14000 : Storefront : 2 x 4-1/2 :
 Flush Glaze : Screw Spline : T14259 subsill





Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

cd@westmont.il.gov | 630-981-6250

westmont.illinois.gov | 630-981-6200

TO: Village Board of Trustees
FROM: Joseph Hennerfeind, AICP, Community Development Director
DATE: January 23, 2025
RE: 17 North Cass Avenue: West Suburban Insurance Agency: Cass Avenue Management Group LLC Application for Tier 2 Downtown Incentive Program (DIP) Funding

The owner of 17 North Cass Avenue has requested DIP grant funding to install a sprinkler system in both the commercial and residential portions of this mixed-use building. The project includes a new water line to be installed under Cass Avenue. The request is exclusive to updating the property to be compliant with the sprinkler requirements, and no other improvements are proposed at this time. The commercial space has been occupied as an insurance office for many years, and all construction will occur while maintaining an open business.

In accordance with the required grant approval procedures, the Westmont Economic Development Partnership reviewed the request and assessed that the sprinkler system was able to be funded as a Fire and Life Safety improvement, and therefore eligible for a 50% reimbursement. Additionally, the water line is eligible as a 75% reimbursement.

The cost of the eligible activities total \$74,253.00, and the corresponding grant award would be \$50,258.00, or 68% of the project. The chart below outlines the activity amount and total grant award to be considered by the Board.

GRANT MATCH REQUEST	FUNDABLE ACTIVITIES		Eligible Match %	\$ Amount (from Cost Estimates)	TOTAL \$ Requested
	Fire Life Safety (Any)	☒	35%		
	East Side of Cass	☒	+15%	adds \$1000 incentive to total	
	TOTAL REQUESTED MATCH % (sum of all)		50%	\$25,728	\$12,864
	Water Line	☒	75%		
	TOTAL REQUESTED MATCH % (sum of all)		75%	\$48,525	\$36,394
	Total Project Cost			\$74,253	
	Total Calculated Grant				\$49,258
	\$50K Cap Adjusted				N/A
	Incentive Bonus				\$1,000
	Grant Award				\$50,258



17 North Cass Avenue (street view - Source: Google)

For reference, a scorecard assesses the project for adherence to the Tier 2 goals. If this were a competitive process for funding, this score would help the Board determine the appropriate projects for funding. This would only occur if requests exceed the available budget.

PROJECT SCORE			
BUSINESS TYPE			
New Restaurant / Retail	5	☐	CHECK ONE
Restaurant / Retail Retention	4	☐	
Vanilla Box Vacant Space	3	☐	
Office	2	☐	
Service	2	☒	
<i>Fills historically vacant space (vacant more than 1 year)</i>	1 BONUS	☐	
BUSINESS TYPE SUBTOTAL	2		
CORE ACTIVITIES			
Facade Improvements	5	☐	MARK ALL APPLICABLE
<i>add Exterior Lighting*</i>	0.5	☐	
<i>add Brick / Stone*</i>	1	☐	
<i>add Architectural Detailing*</i>	1.5	☐	
ADA (exterior)	3	☐	
Fire Life Safety	5	☒	
<i>Includes water line installation to east side of Cass*</i>	3	☒	
<i>Shared External Common Wall</i>	1	☒	
<i>Mixed-Use Building</i>	1	☒	
ADA (interior)	2	☐	
Code Compliance Updates	2	☐	
Parking Lot Improvements	2	☐	
<i>add Landscape Areas*</i>	1	☐	
<i>add Lighting*</i>	0.5	☐	
<i>add Screening*</i>	0.5	☐	
Stormwater BMPs	2	☐	
CORE ACTIVITIES SUBTOTAL	10		
<i>add subtotals</i>			
PROJECT SCORE TOTAL	12		
*Incentive activities must be verified to meet minimum standards.			



Village of Westmont
FY25(A) Downtown Incentive Program
Application

RECEIVED SEP - 4 2024 TIER 2 (page 1 of 2)

APPLICANT INFORMATION			
FULL NAME	Last		First
BUSINESS CORP / LLC / DBA	CORP / LLC / DBA Cass Avenue Management Group, LLC		
ADDRESS	Number, Street and Unit 5909 Grand Avenue		
PHONE	City Downers Grove	State IL	Zip Code 60516
EMAIL	Martino@risc.comcast.net		
PROPERTY OWNER INFORMATION (owner not applicant)			
FULL NAME	Last		First
BUSINESS CORP / LLC / DBA	CORP / LLC / DBA		
ADDRESS	Number, Street and Unit		
PHONE	City	State	Zip Code
EMAIL			
PROPERTY ADDRESS	17 N. Cass Avenue Westmont, IL 60559		
PHONE	09-10-112-012		
ZONING DISTRICT*	B1	B2	M1 Other

*The B1 District is a targeted priority for grant funding; however, existing commercial and mixed-use properties within the Central Business District TIF are eligible to apply.

FUNDABLE ACTIVITIES		Eligible Match %	
Facade Improvements	☐	20%	base percentage match
Exterior Lighting	☐	+5%	add Bonus Incentive*
Brick/Stone	☐	+10%	add Bonus Incentive*
Architectural Detail	☐	+15%	add Bonus Incentive*
TOTAL REQUESTED MATCH % (sum of all)			BOX1 total match with incentives (max 50%)
Signage	☐	10%	base percentage match
Backlit Wall	☐	+10%	add Bonus Incentive*
Projecting	☐	+10%	add Bonus Incentive*
TOTAL REQUESTED MATCH % (sum of all)			BOX2 total match with incentives (max 20%)
ADA Accessibility (exterior)	☐	25%	base percentage match
Fire Life Safety (Any)	☐	35%	base percentage match
East Side of Cass	☐	+15%	add Bonus Incentive* (Properties located on east side of Cass Avenue)
TOTAL REQUESTED MATCH % (sum of all)			BOX3 total match with incentives (max 50%)
Water Line	☒	75%	base percentage match (Properties located on east side of Cass Avenue)
ADA Accessibility (interior)	☐	20%	base percentage match
Code Compliance Update	☐	10%	base percentage match
Parking Lot	☐	20%	base percentage match
Landscape Areas	☐	+10%	add Bonus Incentive*
Lighting	☐	+10%	add Bonus Incentive*
Screening	☐	+10%	add Bonus Incentive*
TOTAL REQUESTED MATCH % (sum of all)			BOX5 total match with incentives (max 50%)
Stormwater BMPs	☐	50%	base percentage match

*Incentive activities must be verified to meet minimum standards.

☒	Current photos of any portion of the structure which will receive improvements										
☒	A schematic drawing with enough detail to depict the proposed improvements, and can include: <table border="1"> <tr> <td>☒</td> <td>Site Plans when exterior site work is performed</td> </tr> <tr> <td>☐</td> <td>Building Plans and Elevations for exterior building improvements</td> </tr> <tr> <td>☒</td> <td>Schematic Plans for infrastructure when necessary</td> </tr> <tr> <td>☐</td> <td>Signage Plans and Elevations</td> </tr> </table>	☒	Site Plans when exterior site work is performed	☐	Building Plans and Elevations for exterior building improvements	☒	Schematic Plans for infrastructure when necessary	☐	Signage Plans and Elevations		
☒	Site Plans when exterior site work is performed										
☐	Building Plans and Elevations for exterior building improvements										
☒	Schematic Plans for infrastructure when necessary										
☐	Signage Plans and Elevations										
☐	Signed vendor contract(s) with detailed costs for each proposed improvement: <table border="1"> <tr> <td>☐</td> <td>Exclude or discount any ineligible portions of improvements</td> </tr> <tr> <td>☐</td> <td>All estimated costs must be formatted to the corresponding eligible activity and shall include an itemization of both labor and materials</td> </tr> <tr> <td>☐</td> <td>Permits must be obtained when applicable; permit fees may not be included in project estimates</td> </tr> <tr> <td>☐</td> <td>All contractors must be registered with the Village's Community Development Department before a building permit is issued</td> </tr> <tr> <td>☐</td> <td>All construction estimates will be evaluated for accuracy in accordance with Chapter 18, Sec. 18-487(1)(b)</td> </tr> </table>	☐	Exclude or discount any ineligible portions of improvements	☐	All estimated costs must be formatted to the corresponding eligible activity and shall include an itemization of both labor and materials	☐	Permits must be obtained when applicable; permit fees may not be included in project estimates	☐	All contractors must be registered with the Village's Community Development Department before a building permit is issued	☐	All construction estimates will be evaluated for accuracy in accordance with Chapter 18, Sec. 18-487(1)(b)
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☐	All contractors must be registered with the Village's Community Development Department before a building permit is issued										
☐	All construction estimates will be evaluated for accuracy in accordance with Chapter 18, Sec. 18-487(1)(b)										
☐	If a Tenant: <table border="1"> <tr> <td>☐</td> <td>Consent from the building owner for proposed improvements</td> </tr> <tr> <td>☐</td> <td>Proof of an executed lease agreement with at least a 3 year duration remaining</td> </tr> </table>	☐	Consent from the building owner for proposed improvements	☐	Proof of an executed lease agreement with at least a 3 year duration remaining						
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☐	Proof of an executed lease agreement with at least a 3 year duration remaining										
☒	Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification										
☒	A narrative as outlined below: <table border="1"> <tr> <td>☒</td> <td>Description of proposed work including information about the proposed building materials and methodology for proposed changes</td> </tr> <tr> <td>☒</td> <td>Description of the business and the related industry</td> </tr> <tr> <td>☒</td> <td>Features and advantages of the project and how improvements sought will improve the business and/or the Downtown</td> </tr> <tr> <td>☒</td> <td>Credentials and experience of business owners and/or a business plan</td> </tr> <tr> <td>☒</td> <td>Any unusual or expected difficulties or hardships in making the proposed improvements</td> </tr> </table>	☒	Description of proposed work including information about the proposed building materials and methodology for proposed changes	☒	Description of the business and the related industry	☒	Features and advantages of the project and how improvements sought will improve the business and/or the Downtown	☒	Credentials and experience of business owners and/or a business plan	☒	Any unusual or expected difficulties or hardships in making the proposed improvements
☒	Description of proposed work including information about the proposed building materials and methodology for proposed changes										
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☒	Features and advantages of the project and how improvements sought will improve the business and/or the Downtown										
☒	Credentials and experience of business owners and/or a business plan										
☒	Any unusual or expected difficulties or hardships in making the proposed improvements										

ELIGIBLE ACTIVITY	\$ Amount (from Cost Estimates)	multiply	% percentage match	TOTAL \$ Requested
Facade Improvements		X	BOX 1	
Signage		X	BOX 2	
ADA (exterior)		X	0.25	
Fire Life Safety	25728	X	BOX 4 50	12864
Water Line	48525	X	0.75	36394
ADA (interior)		X	0.2	
Code Compliance Update		X	0.1	
Parking Lot		X	BOX 5	
Stormwater		X	0.5	
= Total MATCH Requested* (subject to maximum grant limit)				50258

PRINTED NAME OF APPLICANT	Ronald Martin, Manager - Cass Avenue management Group	
SIGNATURE OF APPLICANT	<i>Ronald Martin</i>	
DATE	09-02-2024	
PRINTED NAME OF PROPERTY OWNER (when not Applicant)		
SIGNATURE OF PROPERTY OWNER		
DATE		

Trusty Plumbing Inc.

205 Washington Ave.,

LaGrange, IL 60525 US

+1 6305182092

office@trusty-plumbing.com

*street***ADDRESS**

Bryan Dwyer

ESTIMATE # 4232**DATE 09/24/2024****EXPIRATION DATE 10/24/2024****PROJECT ADDRESS**

17 N Cass Ave Westmont, IL

PROJECT NAME

17 N Cass Ave Westmont, IL

ACTIVITY	QTY	RATE	AMOUNT
Water Service	1	0.00	0.00
Mobilization			
Furnish and install 60 linear feet of 4" DIP pipe			
Remove and restore brick pavers in the sidewalk.			
Saw-cut, remove and replace one piece of concrete sidewalk			
Saw-cut asphalt patch in the street 35' x 3' feet for a new tap			
Saw-cut asphalt patch in the street 4' x 4' feet for a disconnect of the existing service			
Excavate a trench from the water main to the front side of the building			
Core a hole through the foundations or go under the footing			
Tap the main and install roughly 60 feet of DIP pipe (up to 2 feet inside the building)			
Install water pipe casing where crossing sewer line			
Install service valve w/ valve box in the street			
Install flanged tee inside the building (one side will blind flange, other will have 2" tap for domestic water service)			
Backfill the street, sidewalk			
Remove leftover spoils from the site.			
Pour a 10" layer of concrete in the street			
Restore the asphalt layer in the street openings			
Pressure test the pipe			
Chlorinate the pipe			
Flush the pipe with the fire department			
Notes***	1	0.00	0.00
Removal of contaminated spoils not included.			
Limestone breaking and removal not included.			
Landscaping restoration not included.			
Tree protection not included.			
Permits, bonds, and fees not included.			
Valve vault not included.			
Traffic control included.			
Total	1	45,000.00	45,000.00

*Permit fees NOT included in the price unless otherwise noted.
*Fixtures, such as sinks, toilets, faucets, etc., are NOT included in the price unless otherwise noted.
*Any body-sprays, steam or rain showers, electronic or concealed rain shower valves, freestanding tubs and etc., will be extra.

TOTAL

\$45,000.00

All material is to be as specified, and the above work to be performed in accordance with the drawings and specs submitted for above work and completed in a substantial workman like manner. Any alteration of deviation from above specifications involving extra costs will become an extra charge over and above this estimate. All additional work to be charged at minimum hourly rate of \$90.00 per man hour.

Payment to be as follows:

Deposit: 10%

After Rough: 80%

Upon Completion:10%

Upon signing this estimate becomes a binding contract between the Customer and Trusty Plumbing Inc. The undersigned agrees to pay all costs of collection and attorney's fees incurred by Trusty Plumbing Inc.

Accepted By

Accepted Date

Stephens Plumbing & Heating, Inc.

connection

747 Ogden Avenue
Downers Grove IL 60515
630-968-0783 Fax 630-968-8023
stephenspandh.com

Date: December 17, 2024

Proposal Submitted To:
Cass Ave Management
17 N Cass Ave
Westmont, IL 60559

Job Location:
Cass Ave Management
17 N Cass Ave
Westmont, IL 60559

Phone: (630) 852-9446

Email: byars44@gmail.com

We hereby submit specifications and estimates for the following:

Connect to new water service being installed by others. We will start from a 1" ball valve to be installed by others prior to our arrival. Install customer provided water meter and double check valve also provided by customer. Run 1" copper line up over drop ceiling and tie back into existing ¾ copper cold water line by water heater. No other re-piping or upgrades are included.

We propose hereby to furnish material and labor in accordance with above specifications, for the sum of

THREE THOUSAND FIVE HUNDRED TWENTY-FIVE DOLLARS

\$3,525.00

1/3 Payment of total to be made prior to start of job; balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving additional costs will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized
Signature


Steve August

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 10 DAYS DUE TO SUPPLY CHAIN ISSUES.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above. (Note: You may cancel this transaction, without any penalty or obligation within (3) business days from the date below.)

Date of acceptance: _____

Signature _____

Signature _____

**Metropolitan
Fire Protection, Inc.**

175 Gordon Street
Elk Grove Village
Illinois, 60007
www.metrofp.com
P 847.758.9820
F 847.758.9822



November 13, 2024

Mr. Rick Martin
West Suburban Insurance Agency
17 North Cass Ave
Westmont, Illinois 60559

Re: 17 N. Cass
Westmont, Illinois

Dear Rick,

We are pleased to submit the following quotation to complete fire protection work at the above referenced project.

Scope of Work: We will design & build a complete wet pipe sprinkler system in accordance with NFPA-13 and NFPA-13 R (residential, 2nd Floor).

Total Price = \$25,728.00.

Price includes:

- Pipe type, fittings and hangers in accordance with NFPA-13.
- New double detector check and OS&Y valves.
- One (1) fire department connection, main drain and inspectors test connection.
- Flow and tamper switches (wiring by others).
- Inside and outside alarm bells (wiring by others)
- Sprinkler head types as required per code.
- Hydrostatic testing upon completion.
- Shop drawings.
- Union labor.
- Sales tax.

Price excludes:

- Underground piping and flushing.
- Fire extinguishers or cabinets.
- Electrical alarm work or wiring of any type
- Dry pipe and/or antifreeze systems.
- Painting of pipe, overtime or shift work.
- Permits or plan review fees by the City or other 3rd party plan reviewers.

If you have any questions or require any additional information, please contact me.

Sincerely,
Metropolitan Fire Protection, Inc.
Brian Ferguson

January 15, 2025

Mrs. Amy Ries, P.E.
Village of Westmont
155 E. Burlington Avenue
Westmont, Illinois 60559

Re: Professional Engineering Services Proposal
Residential Alley 7S Reconstruction Project

Dear Mrs. Ries:

Thomas Engineering Group, LLC (TEG) respectfully submits the following Proposal to the Village of Westmont for the Residential Alley 7S Reconstruction Project. TEG is excited about the opportunity to continue working with Village staff on this project. TEG has already assisted the Village with previous CBD and residential alley sections making TEG an excellent fit for this continued assignment. We will continue to investigate and evaluate best design and management practices to ensure that the Village's infrastructure investments are sustainable and cost effective.

PROJECT UNDERSTANDING

The Village of Westmont's Public Works Department is seeking professional engineering services for design services to review and survey current conditions, make recommendations, and provide a detailed design plan and profile, associated details and specifications, and a cost estimate for improvements to the alley section located between Quincy Street, Washington Street, 55th Street, and Hudson Street. The Village desires to utilize HMA pavement with flush PCC edge curbs. The Village desires to install storm sewer as appropriate.

It is our understanding that the alley is located in rights-of-way that are 16 ft. wide, with the north-south alley being approximately 2,400 ft. in length and the east-west alley being approximately 360 ft. in length. The design drawing(s) will be incorporated into a plan set for a project scheduled for construction in spring 2026.



The scope of engineering services includes the preparation of construction plans and specifications. Specific elements of the Project are listed below to convey a clear understanding of the target Project and required services.

1. A full topographic survey of the residential alleys, bound by Quincy Street, Hudson Street, 55th Street, and Washington Street. Additional topographic survey is anticipated on Hudson Street and Dallas Street for new storm sewer connections and outlets. Hours for topographic survey and Right-of-way plotting are included in the detailed estimate of Design Fees provided herein.
2. Subconsultant costs for drilling and backfilling nine (9) pavement cores/soil borings along the alley are included in the detailed estimate of Design Fees provided herein. These will assist in the design and cost estimate of reconstructing the alley.
3. Where there are existing utility structures located within pavement (sanitary), existing structures will need to be adjusted to revised grades, removed, or abandoned along with associated infrastructure piping. Hours are included in the detailed estimate of Design Fees provided herein for manhole inspections and engineering of any necessary storm sewer.
4. TEG anticipates that the primary challenges of the project will include carefully planning coordination of construction activities with residents, garage access, and routine trash collection.
5. Another important challenge of this alley reconstruction program includes preserving the adjacent structures and preventing damage to private property.
6. Consideration has also been given to coordination with the adjacent residents, Downers Grove Sanitary District, Nicor, ComEd, and other utility owners that may be impacted by the proposed improvements.

PROJECT APPROACH

TEG will initially engage Village staff to determine the specific concerns of the Project. TEG will compile this information and subsequently use our expertise to make recommendations that will best serve the Village. The TEG Team will perform the topographic field survey and begin developing alley improvement plans, specifications, and estimates in accordance with applicable standards and criteria based on the funding type. The following scope applies to an improvement funded entirely with local funds and is an overview of the typical scope of services that are anticipated for professional design engineering services for the Residential Alley 7S Reconstruction Project.

1. Data Collection/Project Initiation
2. Data Analyses
3. Development of Concept Plans and Estimates (30%)
4. Preliminary Plans, Specifications, and Estimates (PS&E) Submittal (60%) and Village Review
5. Pre-Final PS&E Submittal (90%) and Village Review
6. Project Advertisement/Bid Assistance



PHASE I – PRELIMINARY ENGINEERING

The goal of the preliminary engineering is to gain an understanding of the Village's preferred alternative and to evaluate the most cost-effective and context-appropriate improvements that meet the Village's desires and budgetary needs. Our process will use the following steps of Data Collection, Project Initiation, and Data Analysis.

STEP ONE – Data Collection/Project Initiation. Before beginning the project design process, TEG will attend a preliminary meeting with the Village to discuss the purpose and need of the Project, decisions made during the Phase I process, the Project context, and to refine the scope as necessary to develop a shared understanding of the Project.

Data will be obtained from various Village Departments for development of the base drawings for the Project. The TEG Team will evaluate the conditions of relevant features and collect the necessary data required for determining the scope of construction for the existing conditions. TEG will use available surveys, aerials, as-builts, etc. and conduct any additional surveys necessary to prepare the required level of base mapping. The topographic survey will be performed throughout the alley ROW during this STEP. Other types of data that may have to be gathered include:

- a. As-builts/Record Drawings (if available)
- b. ROW plats
- c. Previous Studies
- d. Property Specific Data
- e. Utility Information
- f. Water and sewer main atlases

Upon TEG's completion of base mapping, we will assist the Village with early utility coordination beginning at this stage by sending a notice and base mapping plans to all utilities located within the limits of the affected ROW.

STEP TWO – Data Analyses. The TEG Team will evaluate construction details with Village staff using the data collected in STEP ONE to identify several cost-effective strategies for the preferred alternative. Stormwater conveyance issues will also be identified in this STEP and shared with Village staff to identify the preferred scope of improvements.

PHASE II – DEVELOPMENT OF CONSTRUCTION DOCUMENTS

Construction documents will be developed following decisions made in the preliminary STEPS listed above. Review comments obtained from utility notices will be included in the plans for affected facilities. Estimates of cost and time will be prepared and maintained to track construction costs and schedules.

STEP THREE – Development of Concept Plans and Estimates (30%). TEG will advance the Project's design to a 30% completion level and base drawings will be prepared in the CAD format of the Village's preference. Sheet scales will be determined during their creation. The Project will be designed in English units. Following finalization of preliminary plans, a plan-in-hand review will be performed to verify their accuracy.



A standard set of construction plans and contract documents will be prepared for this Project and are anticipated to include the following items.

- a. **Cover Sheet:** Includes location map, index of drawings, index of IDOT highway standards, contact information, seal and signature blocks.
- b. **General Notes, Summary of Quantities, Schedules:** Includes all general notes applicable to this Project, list of all calculated quantities of construction materials with specialty item designations, IDOT pay code numbers, IDOT pay item descriptions, units, and total quantities.
- c. **Alignment, Ties, and Benchmarks:** Includes proposed alley alignment and side street alignments and necessary survey information to construct the improvements.
- d. **Typical Sections:** Includes existing and proposed typical sections with IDOT pay items and any other necessary details.
- e. **Plan & Profile Sheets:** Includes all details necessary for construction such as removals, restoration, geometry, and drainage.
- f. **Cross Sections:** Existing and proposed, plotted at 25 foot intervals and at driveways, including all details necessary for construction of proposed improvements within the existing ROW.
- g. **IDOT and Westmont Details:** Includes details applicable to the Project.
- h. **Special Provisions:** Includes the necessary IDOT and Village standard language for construction.

STEP FOUR – Preliminary Plans, Specifications, and Estimates (PS&E) Submittal (60%) and Village Review. With comments received from the field checks described in STEP THREE, TEG will advance the Project's design to a 60% completion level.

STEP FIVE – Pre-Final PS&E Submittal (90%) and Village Review. Once all preliminary review comments have been received, TEG will prepare plans, specifications, and estimates for the Pre-Final Submittal. During the 30% and 60% submittals, the various permits will be submitted in accordance with resource agency requirements and design schedule.

STEP SIX – Project Advertisement/Bid Assistance. Once all final review comments have been cleared and approved, TEG will engage the Village prior to advertisement. This proposed task will include the preparation of contract documents including plans and bid packages. TEG will duplicate and transmit all bid documents as necessary.

The TEG Team will attend required meetings including the pre-bid conference and bid opening as required by the Village.

DESIGN SCHEDULE

TEG has an excellent record of designing Projects within budget and scope as well as ensuring that Projects are delivered/completed on time. The proposed design schedule is as follows:

- | | |
|---|---------------|
| • Data Collection / Project Initiation | February 2025 |
| • Data Analysis | March 2025 |
| • Development of Concept Plans and Estimate (30%) | May 2025 |
| • Preliminary PS&E Submittal (60%) and Village Review | July 2025 |
| • Pre-Final PS&E Submittal (90%) and Village Review | October 2025 |
| • Project Advertisement | November 2025 |



DESIGN FEES

We have utilized a direct labor multiple (DLM) contract type and a factor of 3.0 to calculate our cost estimate of consultant services (CECS) based on the actual Hourly Rate of Pay for the individuals assigned to the Project.

Our geotechnical subconsultant will provide geotechnical soil testing. The geotechnical scope of services includes determining the existing subgrade rating in addition to investigating the soil environmental conditions.

The total hours and costs associated with the project are summarized below:

Scope Item	Job Hours	Total Cost
Base Scope (Excluding Geotechnical Analysis)	652 Hours	\$101,445.00
Geotechnical Soil Analysis	N/A	\$10,400.00
TOTAL		\$111,845.00

Additional details of our estimates can be found in the Schedule of Estimate of Hours and Schedule of Services and Fees in Exhibits "A" and "B". Please reference the following pages for greater detail of our estimate. While we believe that this estimate accurately reflects our best effort at understanding the scope of work as described in our proposal, we understand that the Village of Westmont may interpret the scope differently and may seek to add, subtract, or modify the scope or level of effort contained herein. TEG is excited to serve the Village of Westmont again and can negotiate the scope and effort to meet the expectations of the Village.

Please note that the hours and fee included above for this project are the total for the full Residential Alley 7S Reconstruction Phase I and II engineering design scope. If funding for the project is provided from one or more sources, the total amount necessary is the above regardless of the funding source and can be provided from multiple sources if needed.

If you have any questions or require additional information, please e-mail at vincem@thomaseengineering.com or call me at (630) 441-3761.

Sincerely,

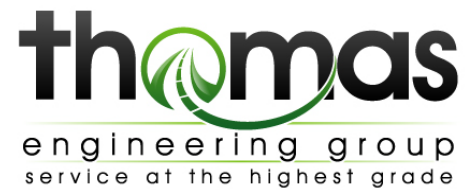
thomas engineering group, llc



Vincent J. Micek, P.E., CFM
Project Manager



EXHIBIT "A"
Estimate of Hours
Base Scope



Project: Village of Westmont - Residential Alley 7S Recon
 Prepared By: Thomas Engineering Group, LLC
 Date: 01/15/25

SHEET WORK

Plan Sheet Task	Plan Sheet Description (- Clarification)	Scale (If Applicable)	Number of Sheets	Hours Per Sheet	Total Hours
1	Cover Sheet, Index of Sheets		1	2	2
2	General Notes, Summary of Quantities, Schedules		6	2	12
3	Alignment, Ties, and Benchmarks		2	4	8
4	Typical Sections - Includes existing and proposed typical sections - Sections extend from existing ROW to ROW		1	4	4
5	Plan-Profile Sheets - Includes Removal Items - Includes Proposed Geometry - Includes Drainage and Utilities - Includes Erosion Control Plan/Landscaping - Includes Restoration Plans	1 in = 10 ft	25	8	200
6	Cross Section Sheets (2 per sheet, 25' spacing and driveways) - Includes existing and proposed elements	25' Intervals	60	1.5	90
7	IDOT and Village Details		4	0.5	2
Plan Sheet Subtotal			99		318

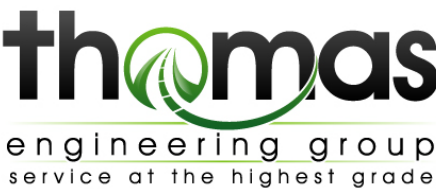
NON-SHEET WORK

Non-Sheet Task	Non-Sheet Description	Submittals, Duration, Etc.	Total Hours
1	Data Collection/Eval of Ex. Conditions/Survey	1	120
2	Special Provisions/Opinion of Probable Cost	1	40
3	Drainage and Utilities	1	40
4	Utility/Residential Coordination & DuPage County Permit	1	60
5	Bid Opening, Bid Assistance, Pre-Con Meeting	1	8
6	QA/QC (4% of Total)	Entire Project	26
7	Administration and Management (6% of Total)	Entire Project	40
Non-Sheet Subtotal			334
Total			652

The TEG Team will attend required meetings including the pre-bid conference and bid opening as required by the Village. TEG will also attend the pre-construction meeting and provide complete bid assistance following with Request for Information (RFI) assistance during the construction of the Project.

EXHIBIT “B”
Schedule of Services and Fees
Base Scope

TO: Amy Ries, P.E.
Village of Westmont
Public Works Department



Thomas Engineering Group, LLC		Residential Alley 7S Design Services								
		SHEET WORK							TOTAL	
		TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7		
TITLE	RATE	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	JOB HOURS	DIRECT LABOR
PROJECT MANAGER	\$ 70.00	1				32	18		51	\$ 3,570.00
PROJECT ENGINEER	\$ 45.00		8	2	2	84	32	1	129	\$ 5,805.00
CHIEF SURVEYOR	\$ 75.00								0	\$ -
SURVEY/CADD TECHNICIAN	\$ 40.00	1	4	6	2	84	40	1	138	\$ 5,520.00
QA/QC	\$ 70.00								0	\$ -
TASK SUBTOTAL		2	12	8	4	200	90	2	318	
SUBTOTAL (SHEET WORK) \$										14,895.00

Thomas Engineering Group, LLC		Residential Alley 7S Design Services								
		NON-SHEET WORK							TOTAL	
		TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7		
TITLE	RATE	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	JOB HOURS	DIRECT LABOR
PROJECT MANAGER	\$ 70.00	4	20	20	20	4		40	108	\$ 7,560.00
PROJECT ENGINEER	\$ 45.00	28	20	20	40	4			112	\$ 5,040.00
CHIEF SURVEYOR	\$ 75.00	28							28	\$ 2,100.00
SURVEY/CADD TECHNICIAN	\$ 40.00	60							60	\$ 2,400.00
QA/QC	\$ 70.00						26		26	\$ 1,820.00
TASK SUBTOTAL		120	40	40	60	8	26	40	334	
SUBTOTAL (SHEET WORK) \$										18,920.00
TOTAL DIRECT LABOR \$										33,815.00

MULTIPLIER		
3	\$	101,445.00
DIRECT COSTS (SUBCONSULTANT - GEOTECHNICAL)	\$	10,400.00
TOTAL	\$	111,845.00

BASE SCOPE PROPOSAL	\$ 111,845.00
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EXHIBIT A – VILLAGE OF WESTMONT

Definitions.

For purposes of this document the following terms will be used and defined as below:

“Addison” shall refer to the Village of Addison

“ACDC” shall refer to the Addison Consolidated Dispatch Center

“Westmont” shall refer to the Village of Westmont, Westmont Police Department, and/or the Westmont Fire Department depending on the intent of the language within said paragraph.

A. Financial Considerations

1. Village of Westmont Annual Dispatch Service Fees

For the period of May 1, 2025 through April 30, 2026, Westmont shall pay an Annual Dispatch Service Fee to Addison in the amount of \$826,079. For the period of May 1, 2026 through April 30, 2027, Westmont shall pay an Annual Service Fee to Addison in the amount of \$894,681. For the period of May 1, 2027 through April 30, 2028, Westmont shall pay an Annual Service Fee to Addison in the amount of \$970,889 with payment scheduled according to the provisions of Paragraph 12 of the attached Intergovernmental Agreement.

2. Westmont Fire Alarm Annual Monitoring Service Fee

ACDC shall provide dedicated alarm service personnel during the peak alarm system maintenance hours (e.g. 0700 – 1800). ACDC shall dispatch any activated fire alarms received on Westmont’s alarm board. ACDC will attempt to contact a key holder for trouble alarms and dispatch an engine after an agreed upon amount of time if a key holder cannot be reached. ACDC will monitor, update, add and delete any alarms to Westmont’s alarm board in accordance with any information provided by Westmont or its wireless alarm vendor(s). Westmont shall be solely responsible for maintaining all wireless alarm equipment within its jurisdiction, managing all maintenance agreements for alarm equipment, and for the invoicing of all alarm monitoring fees and false alarm fees.

For the period of May 1, 2025 through April 30, 2026, Westmont shall pay an Annual Alarm

Monitoring Service Fee to Addison in the amount of \$57,442. For the period of May 1, 2026 through April 30, 2027, Westmont shall pay an Annual Alarm Monitoring Service Fee to Addison in the amount of \$57,442. For the period of May 1, 2027 through April 30, 2028, Westmont shall pay an Annual Alarm Monitoring Service Fee to Addison in the amount of \$57,442 with payment scheduled according to the provisions of Paragraph 12 of the attached Intergovernmental Agreement.

2. Westmont Fire Alarm Hardware and Maintenance Fee

Westmont shall be responsible for all costs associated with hardware and maintenance of the fire alarm equipment. Westmont shall pay \$7.50 per alarm per month to Addison for the period of May 1, 2025 through April 30, 2028. All payments shall be made in accordance with the provisions of Paragraph 12 of the attached Intergovernmental Agreement.

B. Fire Dispatching

1. Westmont Fire Customer Services

ACDC shall provide personalized customer services to Westmont including answering in person telephone calls from Westmont Personnel. ACDC shall provide notifications to Westmont Public Works, utility calls, and contact the appropriate Westmont Fire Department staff member of any Westmont Fire Department related emergency by phone, alpha numeric paging or other agreed upon methods. Westmont will answer their non-emergency/administrative phone lines during their business hours and a voicemail or other agreed upon method will be used to receive these calls after hours.

2. Westmont Fire Equipment

Westmont shall be responsible for procuring and maintaining, at its own cost, its mobile and portable radio equipment and receivers for use by its personnel using the system, and any required enhancements shall be at Westmont's cost.

3. VHF System

ACDC shall provide a VHF radio system with licensed frequencies for the exclusive use of the south fire agencies. The system shall provide outbound coverage capable of activating radio pagers within three (3) miles of members' districts. The system shall also be capable of receiving mobile radio traffic from auto aid/mutual aid departments and outdoor portable radio traffic from units operating within the district. Two-tone paging for up to ten (10) paging groups shall be provided.

4. Monitoring Westmont's VHF & Dispatch Talk Groups

ACDC shall monitor Westmont's primary fire dispatch Talk group and VHF frequency twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year.

5. IFERN1

ACDC shall monitor IFERN1 twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year for box alarm and other mutual aid/auto aid requests. ACDC shall have the ability to tone alert surrounding departments and dispatch centers due to respond on IFERN1.

6. Subscriptions

ACDC shall provide Active 911 subscriptions to all fire district personnel and establish a link to the system for each call dispatched via CAD. ACDC shall maintain a subscription to eDispatch and make it available to all fire district personnel.

7. MABAS Division 10 dispatch

ACDC will be the primary MABAS Division 10 dispatch center as mutually agreed upon with Division 10. ACDC shall use I AM RESPONDING software for MABAS Division 10 IMAT dispatching and other uses as determined by the fire districts.

8. Fire Station Alerting

Please refer to the signed IGA between ETSB and Westmont.

9. Communications Devices

ACDC shall relay 911 calls, fire alarm and other information received to Westmont's personnel by means of voice/FSA, Starcom radio, VHF radio, alpha numeric paging, computer-aided dispatch (CAD), Active 911 and mobile data communications and any other mechanisms as agreed upon.

10. Emergency Weather or Emergency Conditions

During severe weather or other Westmont emergencies, ACDC shall relay lower priority incidents (trees down, flooding, road closures, etc.) to Westmont's ECC via a mutually agreed upon system.

11. CAD

ACDC migrated to the new Hexagon CAD and, in doing so, the migration included addresses, premise names, common names, special contacts, mapping, GIS data and other data needed for CAD to function accurately.

12. Contacts and Key Holders

ACDC shall maintain the special contacts (cautions, medical alerts, etc.) in CAD. Westmont shall properly maintain their own key holder list and update as needed. Westmont shall properly maintain their own cautions and update as needed. Westmont shall provide regular updates regarding key holders and cautions to ACDC.

13. Fire Staffing & Personnel

Addison will provide a staffed fire desk (console) for each fire talk group that is set up and dedicated to fire dispatching. Fire desk priorities include fire dispatch, fire unit availability monitoring, auto aid radio frequency monitoring, main fire frequency monitoring, IFERN monitoring, fire CAD monitoring, fire/trouble alarm monitoring, weather warning and other fire related activities. The fire desks shall be staffed by dedicated and trained fire dispatchers. All new fire dispatchers shall perform a minimum of eight (8) hours of ride along tours of duty within one hundred fifty (150) days of hire. All dispatchers shall perform a minimum of four (4) hours of ride along tours of duty every three (3) years. All Westmont fire personnel will participate in a four (4) hour observation session at Addison. All dispatchers are trained and participate in the ACDC Customer Service Program.

14. Policies and Procedures

Fire dispatch procedures and priorities shall be mutually agreed upon by Addison and the fire districts' operations committee. These procedures may be amended from time to time by mutual agreement.

15. Equipment

Addison shall be responsible for providing all equipment necessary to provide the dispatching services. Based upon the new FSA systems, Westmont shall be responsible for maintaining the necessary equipment and network within each fire station. Addison shall be responsible for maintaining all other equipment in a reasonable manner. Addison shall provide appropriate primary back-up equipment in the event of a failure.

16. NFPA 1221 Standards & Accreditation

ACDC will immediately comply with all operational requirements (e.g. call processing time) in the most recent edition of NFPA 1221. ACDC shall make reasonable attempts to comply with all other applicable standards and guidelines (e.g. ILEAS, MABAS, APCO, NFPA and other relevant emergency services communications standards and guidelines). ACDC shall assist Westmont with the communications aspects of their accreditation process.

17. Continuity of Operations Plan

ACDC will develop a written Continuity of Operations Plan (COOP) that defines backup procedures for partial and total loss of the dispatch center. Westmont will make Communications Vehicle 1888 and its ECC available as needed to support the COOP.

C. Police Dispatching

1. Westmont Police Customer Services

Addison shall provide personalized services to Westmont including answering in person all non-emergency calls during hours when Westmont's offices are closed to the public, including Public Works, utility calls, dispatching, and contacting the appropriate Westmont Police Department staff member of any emergency by phone, alpha numeric paging or other agreed upon methods. This precludes emergency (storm, flood) events. Westmont shall provide thirty (30) days' notice of any change in their evening and weekend office hours. Any change of three (3) or more hours from the original office hours below must be mutually agreed upon. Westmont's schedule of office hours is as follows: Westmont answers non-

emergency telephones Monday – Friday 0830 – 1430 hours. Addison will answer non-emergency telephone calls after Westmont’s office hours, on Saturdays and Sundays, and on holidays. All 911 and 7 digit direct calls will be answered by Addison twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year.

2. Westmont Police Equipment

Westmont shall be responsible for procuring and maintaining, at its own cost, its mobile portable radio equipment and repeaters for use by its personnel using the system, and any required enhancements shall be at Westmont’s cost.

Mayor/Designee
Richard Veenstra

DATE:

Mayor/Designee
Ron Gunter

DATE:



**Village of Westmont
POLICE DEPARTMENT**

500 North Cass Avenue, Westmont, Illinois 60559

police@westmont.il.gov | 630-981-6300
westmont.illinois.gov | 630-981-6200

The Westmont Police Department requests that the following unused and/or non functioning items be declared as surplus. Surplus items are to be removed from Village inventory and disposed of with the Board of Trustee's authority by the Village Manager in the manner determined to be the most appropriate.

Cannon Camera	302063053059
Cannon Camera	302063053055
Cannon Camera	302063053050
Cannon Camera	892063005801
Cannon Camera	302063043826
Cannon Camera	302063043829
Cannon Camera	2523650894
Cannon Camera	2323638141
Cannon Camera	2323637454
Cannon Camera	2523653607
Cannon Camera	4828235156
Sony Digital Recorder	503996
Sony Digital Recorder	1425465
Garmin GPS	1R2664794
Garmin GPS	1R2664800
Motorola TracFone	11616005233325
Kyocer Phone	268435456405553583
Panasonic Video Camera	A8HX00803
Sony Video Camera	322844
Repeater (Overhear Equipment)	29502
Receiver (Overhear Equipment)	29446