



Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

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Village of Westmont Planning & Zoning Commission **January 8, 2025 - Approved Minutes**

The Village of Westmont Planning and Zoning Commission held its regular meeting on Wednesday, **January 8, 2025 at 6:00 p.m.**, at the Westmont Village Hall located at 31 W. Quincy Street, Westmont, Illinois 60559.

Chair Doug Carmichael led in the following:

1. **Call to Order**
2. **Roll Call**

Present: 5 - Chair Doug Carmichael, Secretary Jill Peterson, Commissioners Chris Lavoie, Michael Lynn, Craig, Thomas
Absent: 1 - Commissioner Boyar Zekiri
Vacancy: 1

Staff: Scott Williams (Senior Planner), Adam Walsh (Planner), John Zemenak (Village Attorney)

3. **Pledge of Allegiance**
4. **Swearing-in of testifying attendees**
5. **Reminder to silence all electronic devices**
6. **Reminder to sign-in for any public testimony**
7. **Approval of the Minutes of the **December 11, 2024** regular meeting.**

MOTION by **Thomas** to approve the regular meeting minutes on **December 11, 2024**.

Seconded by **Lavoie**.

VOTING:

Ayes: 5 - Carmichael, Peterson, Lavoie, Lynn, Thomas
Nays: 0
Absent: 1 - Zekiri
Vacant: 1

Motion Passed

8. **Review of Public Hearing Procedures**
9. **Old Business**
None.
10. **New Business**

a. PUBLIC HEARING PZC 033-2024

A request from Cass Avenue Properties, LLC, d/b/a Dolce Vita Day Spa (Petitioner and Owner),



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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.

Presentation:

Szymon Gomula and Jessica Smith, the petitioners, presented the case. Gomula, the owner of Dolce Vita Day Spa, explained the history of the business, the services they offer, and the reason for their planned expansion. He noted that in the subject property, he plans to expand their massage services in the back of the space and rent the front room to Salon Four. Gomula also noted future plans to enhance the storefront and improve the rear of the property. Smith, the owner of Salon Four, provided an overview of her experience, the history and business model of Salon Four, and her plan for the front room in the subject property.

Staff Comment:

Scott Williams, Senior Planner, presented the staff report. Williams explained that the property was at one time a split-level mixed-use building, but was most recently used as a storage space. He highlighted the services of the petitioner's businesses, the number of employees, and hours of operation. Williams explained that since Dolce Vita Day Spa plans on leasing some of their space to Salon Four, they were able to jointly apply for one special use permit instead of two. He also explained that the future plans Gomula noted during his presentation are not a part of the request before the Commission, but have been submitted to staff for review as a part of the Downtown Incentive Program (DIP).

Chair Carmichael asked staff if the bars on the windows were to be removed, if the petitioner would need to come back in for an approval. Williams answered that a minor change like that would not likely require a site and landscaping plan approval.

Public Comment:

None.

Commissioner Comments:

Lynn: Commissioner Lynn asked the petitioners to confirm that they were separate businesses sharing the subject property. Gomula and Smith replied yes.

Lavoie: Commissioner Lavoie expressed support for the request.

Thomas: Commissioner Thomas voiced support for the project, noting that it keeps businesses in the Downtown.

Peterson: Secretary Peterson asked if the petitioners plan to put signage on the building for both businesses. Smith responded that she is thinking about a small projecting sign or window signage. Gomula answered that he does not have a plan at the moment, but may install one down the line.

Peterson asked for clarification on the potential facade improvements. Williams and Gomula answered



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that a DIP application has been submitted and is in review with Community Development Director Joseph Hennerfeind.

Peterson asked where the employees for Dolce Vita Day Spa park. Gomula explained that there is a gravel parking lot behind their current facility at 220 North Cass Avenue, an asphalt parking lot directly north of their building, and a two-car garage exists on the subject property. He estimated that they have a capacity to fit around 16 cars. Peterson asked where the customers typically park. Gomula explained that the parking behind the building is usually used by employees and that customers use the on-street spaces or public parking lots.

Carmichael: Chair Carmichael asked if a change in use would trigger the need for fire sprinklers. Williams clarified that sprinklers are outside of the scope of the Commission, but will be addressed at the time of permitting by the Fire Department.

Carmichael asked what Salon Four's timeline is to open in the subject property. Smith answered that they are renting space temporarily in Ogden Avenue. Formula added that they hope to move in by April 1st.

MOTION 1

Motion by **Thomas** to recommend to the Village Board of Trustees to approve a request from Cass Avenue Properties, LLC, d/b/a Dolce Vita Day Spa (Petitioner and Owner), and Salon Smith, d/b/a Salon Four (Petitioner), for the property located at 216 North Cass Avenue, Westmont, Illinois, 60559 for a ***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.***

Second by **Lavoie**.

VOTING 1

Ayes: 4 - Carmichael, Lavoie, Lynn, Thomas
Nays: 1 - Peterson
Absent: 1 - Zekiri
Vacant: 1

Motion Passed

11. Open Forum

Nobody spoke during the Open Forum.

12. Miscellaneous Items

- a. 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.



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

b. General Updates

1. Staff Reports Update and Discussion

Williams explained that staff is looking to update the format and content of staff reports to be more direct and still educate and inform the reader. He explained the format of the current staff reports, followed by an overview of staff reports from the Village of Lisle, City of Elmhurst, and City of Naperville. Williams began the discussion by asking the Commission if there are any sections in the staff reports that they do not find useful.

Carmichael said that he prefers having paper applications and finds them to be useful while preparing for and participating in the meeting. He added that he does not find the legal notice and application to be needed in the packet. Williams explained that it is best practice to include the legal notice and application as an attachment to keep as a public record of the documents, but staff can see how attachments can include only relevant documents.

Peterson agreed with Carmichael that the attachments could be reduced, but finds that the reports are full of useful information.

Walsh noted that staff has been working on reformatting the PZC application from one larger document to multiple smaller ones for each request, which will be shorter than the current one.

John Zemenak, Village Attorney, asked if documents like the legal notice and application could be posted online, but not be included in the packets. Williams replied that with the new Agenda Center, staff has greater discretion over how documents are uploaded to the Village's website.

Lavoie explained that sometimes the staff report can spark a discussion that is unrelated to the scope of the Commission, and asked if the reports can remove information that is unrelated to the request. Lavoie expressed support for greater consistency in images and the request before the Commission.

Williams asked if the visuals like the aerials, Google Street View, and zoning map are useful. Peterson and Lynn said they find them to be beneficial. Lavoie explained that in the Village of Downers Grove, the site plans show the surrounding buildings, which help give a better understanding of how the proposal fits into the neighborhood.

Lynn asked if the Village requires hard copies for applications. Williams replied that yes, hard copies are currently required, but with new applications, electronic submissions will be accommodated.

Zemenak brought up the topic of staff recommendations or concerns, which he found helpful, but Village staff has been instructed to not include recommendations. Lavoie expressed support for including staff recommendations.



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Walsh asked the Commission about their opinion towards the Comprehensive Plan section of the staff report. He noted that the examples provided briefly relate the request to the Plan, if at all, while the village's staff reports can write up to a few paragraphs on it. Williams added that staff often includes direct quotes from the Comprehensive Plan in their reports. Peterson answered that she looks at the Plan anyways, but appreciates when it is included in the report. Thomas found what staff provides is enough information, but not too much that it gets confusing.

Lavoie gave an example of a site and landscaping plan that was not built to the elevations in the request. He brought it up to ask staff to include accurate information. Williams responded that staff could include only the documents that will be approved instead of all documents that are submitted as a part of the application. Lynn questioned how requiring more specific architectural details during the site and landscaping plan would make the Commission more of a Homeowners' Association board. Zemenak explained that HOAs and the Village can record covenants that have architectural standards, but the Village often does not.

Williams explained to the Commission that the Village would like to go paperless with the meeting packets, noting that the Village Board has been paperless for a few years. He asked if the Commissioners are able to do their review digitally from their home or if a device would need to be provided to each of them. Peterson asked how Freedom of Information Act (FOIA) requests can relate to her personal computer. Zemenak explained that a FOIA request would only provide documents that relate to official business, not personal emails.

Lynn asked what the devices would be if the Village was to supply them. Williams stated that it could be a small laptop or tablet, but it depends on budgeting, the needs of the Commission, and the like. Carmichael asked what devices the Village Board uses. Williams believed that they have Village-issued devices. Thomas asked what the timeline is. Williams responded that there is not one, as staff is at the beginning of the process of thinking about what is needed to go paperless.

2. Next PZC on February 12, 2025

13. Adjourn

Motion by **Lavoie** to adjourn the meeting.

Seconded by **Thomas**.

The motion carried on a unanimous voice vote.

Meeting adjourned at 7:06 p.m.