



Village of Westmont

31 West Quincy Street, Westmont, Illinois 60559

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

PUBLIC NOTICE

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, April 17, 2025 - 4:30 PM

Westmont Village Hall - 31 W. Quincy Street, Westmont, Illinois 60559

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Approval of Minutes
 - A. Approval of the January 23, 2025 regular meeting minutes
6. Unfinished Business
7. New Business
 - A. New Home Construction - Discussion
8. Reports
 - A. Committee Chair
 - B. Department Director
 - C. Division(s) Reports
 1. Planning and Zoning
 - a. Zoning Ordinance Update
 - b. Comprehensive Plan Update
 2. Permitting
 - a. STATUS: Online Permitting
 3. Code Enforcement

9. Miscellaneous

10. 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>



Village of Westmont VILLAGE BOARD

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Community Development Committee Meeting Thursday, January 23, 2024 at 4:30 PM Minutes - Draft

1. **Trustee Barry Called to Order: At 4:30 P.M.**
2. **Community Development Committee Meeting Roll Call :**

PRESENT :	Mayor Gunter				
		P			
TRUSTEES:	Scales (Chair)		A	Barry	
					P
	Barker		P	Guzzo	
					P
	Liddle		P	Nero	
					P

Staff Present : Director of Community Development Joseph Hennerfeind, Deputy Director of Community Development Jason Vitell, Senior Planner Scott Williams, Planner Adam Walsh, Village Manager Steve May, Assistant Village Manager Spencer Parker, Human Resources Director Renee Brainerd, Public Works Director Amy Ries, Chief Public Safety Officer/Chief of Police Jim Gunther, Deputy Fire Chief Tom Frank, Finance Director Allen Altic, Director of Governmental Services Patti Mielcarski, and Communications Director Larry McIntyre

3. **Pledge of Allegiance**
4. **Public Comment** - None
5. **Approval of Minutes:** Trustee Barker made a motion to approve the minutes from the November 14, 2024 Special Meeting and Trustee Liddle seconded the motion. Motion passed on a voice vote.
6. **UNFINISHED BUSINESS** - None
7. **NEW BUSINESS**

Trustee Barry noted the zoning ordinance update would be moved to the end of the meeting.

- A. **Downtown Incentive Program 2025** - Community Development Director Joseph Hennerfeind introduced the 2025 Downtown Incentive Program noting that there was \$250,000 available for grants, including \$113,000 carryover from last year. Hennerfeind proposed three different levels of grants including Tier 1 grants up to \$20,000 with an

open funding cycle, Tier 2 grants up to \$50,000, and Tier 3 grants up to \$100,000 both having an application window that closes March 28th. The committee had discussion on whether to continue the 75% match for the water line projects on the East side of Cass Avenue. Mayor Gunter was in favor of keeping the target waterline incentive, Trustee Barker also agreed that life safety should continue to be a priority and suggested the village take ownership of the waterlines and any future repairs. Public Works Director Amy Ries commented that there are EPA rules that prohibit shared waterlines. She added it was preferable that the businesses own their own waterline, and did not want to maintain infrastructure that they don't have to. Ries also did not recommend parallel water mains due to double maintenance costs.

Trustee Guzzo asked if there were any grant inquiries about back alley improvements, Hennerfeind replied there hadn't been, but the Tier 3 program is the only Tier that funds improvement on the back side of the buildings.

Trustee Barry asked if staff considered opening the grant availability to outside the downtown. Hennerfeind responded that was not the impetus of the program, but it can be looked at. Barry suggested expanding the funds to not just the downtown to help support all businesses, specifically with life safety requirements. It was noted that CBD TIF is the current boundary, and the TIF money is also where the funding comes from. It would be up to the board to consider expanding the limits.

Trustee Barker asked staff to make sure the incentive program was comparable to neighbors.

B. Zoning Ordinance Updates - moved to after code reports

8. REPORTS

A. Committee Chair - None

B. Department Director

- 1. 2024 Year End Report** - Hennerfeind discussed the Community Development Departments year end report noting that online permitting is continuing to expand, issued building permits increased by 200, code enforcement handled over 700 cases, three new planning and zoning commissioners were appointed, and there were discussions of a new development review group/committee.

C. Division(s) Reports

1. **Permitting** - Deputy Director and Building Commissioner Jason Vitell discussed online permitting status noting that the goal is to have all flat fee permits online by the end of the first quarter. Staff has been working on revising the department landing page on the website, as well as updating permit guides. Vitell also has been working with staff to look for ways to reduce required signatures and uploads.
2. **Code Enforcement** - See Year End Report included in agenda packet
3. **Planning and Zoning** - See Year End Report included in agenda packet

7. NEW BUSINESS

B. Zoning Ordinance Updates

1. **Draft Ordinance** - Senior Planner Scott Williams discussed the new zoning ordinance updates and next steps. Key changes included the reorganization and simplification of language, new site plan approval procedures, new Planned Unit Development (PUD) process, restructuring of use classification system, and new regulations for accessory structures, lighting, and parking. Other additions included a new public/institutional district (P) and downtown districts (B1A,B1, R7).

Trustee Barry expressed frustration with certain properties that have either eliminated their landscaping or have lacked in the maintenance and wanted the new zoning landscape updates to include landscape enforcement abilities. Williams responded through routine inspections, and as long as there is an approved landscape/site plan, the landscaping can be enforced.

Mayor Gunter asked staff what big changes could negatively impact the residents the most, Director Hennerfeind responded that many of the changes will actually benefit the residents, including the loosening of restrictions on accessory structures, however the lot coverage allowance of 35 percent remains. Hennerfeind added that there may be some concern for the properties that are proposed to be rezoned along Burlington and Quincy, and that it'll take some navigation to make sure staff gets that information out there to make sure everyone's informed.

Trustee Barker had concerns regarding potential dwelling units constructed or added to accessory structures and wanted to know if there was a way the Village could be notified when this occurs. Trustee Barker wanted to know if there was a way to protect from crowded parking or nuisances. Hennerfeind replied that permits would still be required for any alterations or added plumbing, electric, or new structures. Trustee Barry added it would be difficult to regulate dwelling units and commented "it's really where you are willing to sleep". Hennerfeind also added that the Village would not be able to dictate who the tenants are, but all property maintenance and parking regulations would still exist and be enforced. Trustee Nero added that it would likely be complaint driven if there were issues that arose, and if there are deficiencies and there is something that should be addressed, those items can be adjusted at that time.

The committee seemed favorable to the proposed new site and landscape plan administrative approval process.

The board granted staff's request to proceed with the updates. Staff plans on scheduling a public hearing for March or April.

9. MISCELLANEOUS - None

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



Village of Westmont COMMUNITY DEVELOPMENT

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TO: Community Development Committee
FROM: Joseph Hennerfeind, AICP, Community Development Director
DATE: April 17, 2025
RE: **DISCUSSION: New Home Construction**

Following the end of the year report provided at the January 25, 2025 meeting of the CDC, staff considered some of the results provided. A particularly revealing number was the count of new single family residences in 2024. Only five homes entered into the permitting processes in a 12 month period.

NEW SINGLE FAMILY RESIDENCES - 2024

	ISSUED	ADDRESS	EST. CONSTRUCTION VALUE	PERMIT FEES
1	4/16/2024	5820 Western Ave.	\$825,000	\$30,057.90
2	5/9/2024	335 E. Richmond St.	\$439,961	\$19,932.03
3	5/10/2024	234 E. 58th Pl.	\$650,000	\$38,836.47
4	10/8/2024	19 S. Wilmette Ave.	\$653,315	\$25,969.87
5	12/19/2024	301 N. Grant St.	\$350,000	\$35,990.50
		YTD TOTAL	\$2,918,276	\$150,786.77

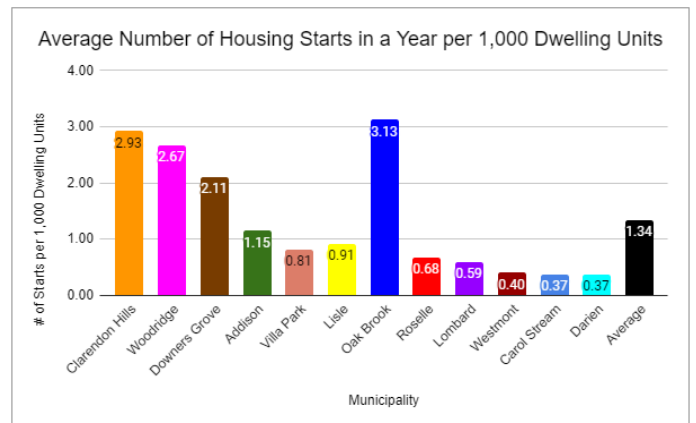
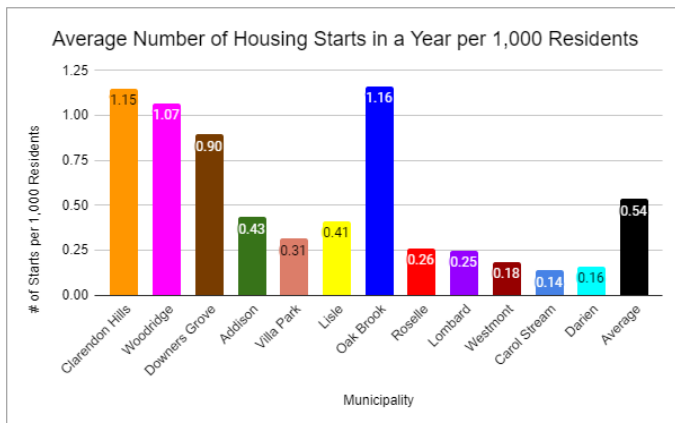
Independent of what may be occurring in the construction trades with the costs of housing, materials and labor, this number appears low. Some unique factors in Westmont include the general age of the housing stock particularly from 55th Street up to Naperville Road, as many of these properties were constructed as the Village incorporated, and many have not had the regular maintenance for longevity. Many of these properties would be considered prime for redevelopment.

Staff has begun investigation into some of the statistics of new home starts in neighboring communities to determine some comparables. Comparables can be difficult as population, land area, number of available properties, and age of housing stock all play a factor in how many new housing starts a community may see. Initial research indicates that no matter the measure, Westmont lags in construction.

On April 16, 2025, after the draft of this memo and a day before the CDC, staff from Finance, Economic and Community Development will be meeting with some local contractors that work in and around Westmont to gain a developer perspective on the topic. These findings will be brought to the CDC for discussion.

New single-family home development can be influenced by many different factors, including:

- Location desirability
- Access to public transportation
- Community Image
- Downtowns and other commercial districts
- School Districts
- Park Districts
- Cost of Land
- Construction Processes
 - Permit processes, timelines and fees
 - Zoning requirements
 - Stormwater requirements
 - Ease of subdivision
 - Impact fees
- Many other factors!



Discussion Goals

Staff intends on taking the empirical research, interview results, and internal data to determine the impediments to new home starts. After quantifying the information, staff will provide the compiled information and propose recommendations on how to improve the number of new single-family detached homes.



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Community Development Department 2025 1st-Quarter Report

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Section One

Community Development Department

2025 1st Quarter Overview

First Quarter Highlights

Building and Code Enforcement

- Online permitting efforts continue as staff refines processes.
- Code enforcement has been focusing on commercial and manufacturing properties on the south side of the Village.

Downtown Incentive Program (DIP)

- DIP program applications for Tiers 1, 2 and 3 are being accepted:
 - Tier 1 applications will be forwarded as received once passing internal reviews. None have been received since the program began on January 1.
 - Tiers 2 and 3 applications had an initial deadline of March 28 for submittal. One application has been received and is under review.
- The program was presented to the Downtown Westmont Business Committee on February 13.
- Staff has fielded some other inquiries, and expects a Tier 3 application to be received.
- Currently, there is still the \$250,000 budgeted and available.

Planning and Zoning Commission

- Recent turnover in the Commission has allowed us to welcome one new and one returning resident as we approach the new zoning ordinance adoption.

Zoning Ordinance Update

- Starting in 2023, staff is approaching the final piece of the zoning ordinance updates. Now moving into the public hearing phase with the Planning and Zoning Commission, this is the opportunity for the public to view, scrutinize, test and voice their own recommendations.
- Listed below are a few of the highlights regarding changes to the zoning ordinance:
 - Reorganizing the ordinance to make it easier to navigate for business owners, residents, and staff
 - Allowing accessory dwelling units (ADUs) in residential districts for select housing types
 - Categorizing allowed uses into “buckets” instead of listing each use individually. The uses will be listed clearly and consistently in one table
 - Creation of new downtown zoning districts to promote walkable, mixed-use developments
 - Creation of a Public/Institutional district that is more accommodating for governmental, religious, and similar uses than other existing districts
 - Multiple new zoning approval processes will be implemented, including administrative approvals for site & landscaping plans and amendments
 - Business specific improvements in signage, parking requirements, and streamlined approval processes
- A special Planning & Zoning Commission meeting will be held on Wednesday, April 23 at 6:00 p.m. at the Village Hall.

Section Two

Planning & Zoning Division

2025 (Q1) Activity Report

- **Special Project Updates**
 - The Zoning Ordinance Update Public Hearing will take place at the April 23, 2025 Planning and Zoning Commission Special Meeting.
 - Preparation for the Comprehensive Plan Update has begun, as staff is currently crafting the Request for Proposals (RFP).

- **Approved Planning & Zoning Cases**
 - 216 N Cass Ave - Dolce Vita Day Spa (SUP)
 - 27 E Chicago Ave - Amagalan Martial Academy (SUP)
 - 36 N Cass Ave - PostNet (SUP)
 - 233 W 63rd St - Westmont Yad (Restated PD Agreement)
 - 4108 N Grant St - Single Family (Rezoning)

- **Upcoming Planning & Zoning Cases**
 - Zoning Ordinance Update - Text Amendment
 - 55th St & Wilmette - Town Homes (PD)
 - 701 Oakmont Ln - Subdivision (1 lot into 2)
 - 98 E Naperville Rd - Primrose Daycare (Site Plan)
 - 401 Plaza Dr - Magnet-Shultz Parking Lot Expansion (Site Plan)
 - 801 N Cass Ave - Emergency Generator (Variance)
 - 42 S Cass Ave - Nail Salon (SUP)

- **Approved B-1 Development Permits**
 - 216 N Cass Ave - Beauty Parlors
 - 36 N Cass Ave - Printing Shop

- **Other/Misc Updates**
 - Planning & Zoning Commissioner, Conor Donoghue was appointed and will be sworn in at the April 23, 2025 Planning and Zoning Commission Special Meeting.
 - Planning & Zoning Commissioner, Thomas Sharp will be appointed on April 17, 2025 and will be sworn in at the April 23, 2025 Planning and Zoning Commission Special Meeting.

Section Three

Permitting Division - 2025 (Q1)

Building Division Highlights

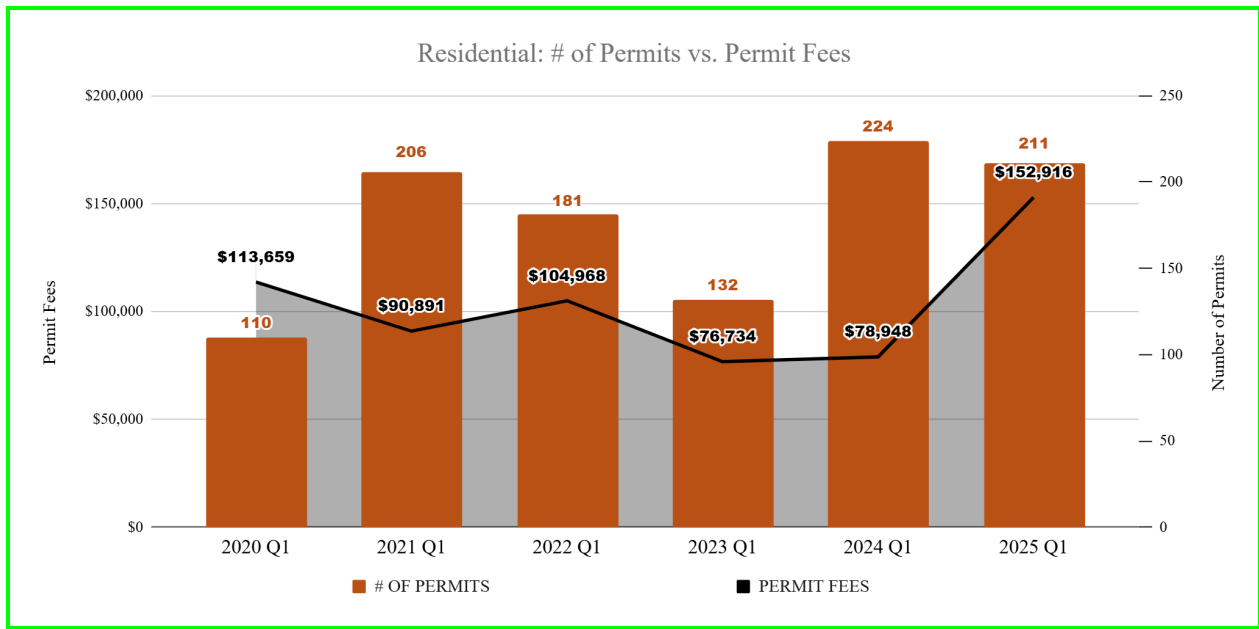
- Please see expanded monthly, annual, and comparative annual building, permitting, and fee related statistics or data.
- Status of Online Permit Submissions:
 - Westmont Online Permitting slide show
 - As indicated in previous reports, a bulk of the required permitting is currently available online. This includes all flat fee and express style permits from re-roofs, window replacement, hot water heaters and HVAC appliance replacement to flatwork and fences. Staff is working on condensing permit guides and workflows to create a better experience for applicants, residents, and stakeholders.
 - Based upon historical permit application numbers, our focus is to make online permitting available for permit types and work classes that facilitate Accessory Structures and Buildings, Interior Remodel, Signage, Water Service Upgrades, and Solar.
 - In the interim, we are accepting the above items via email and staff is entering the data.

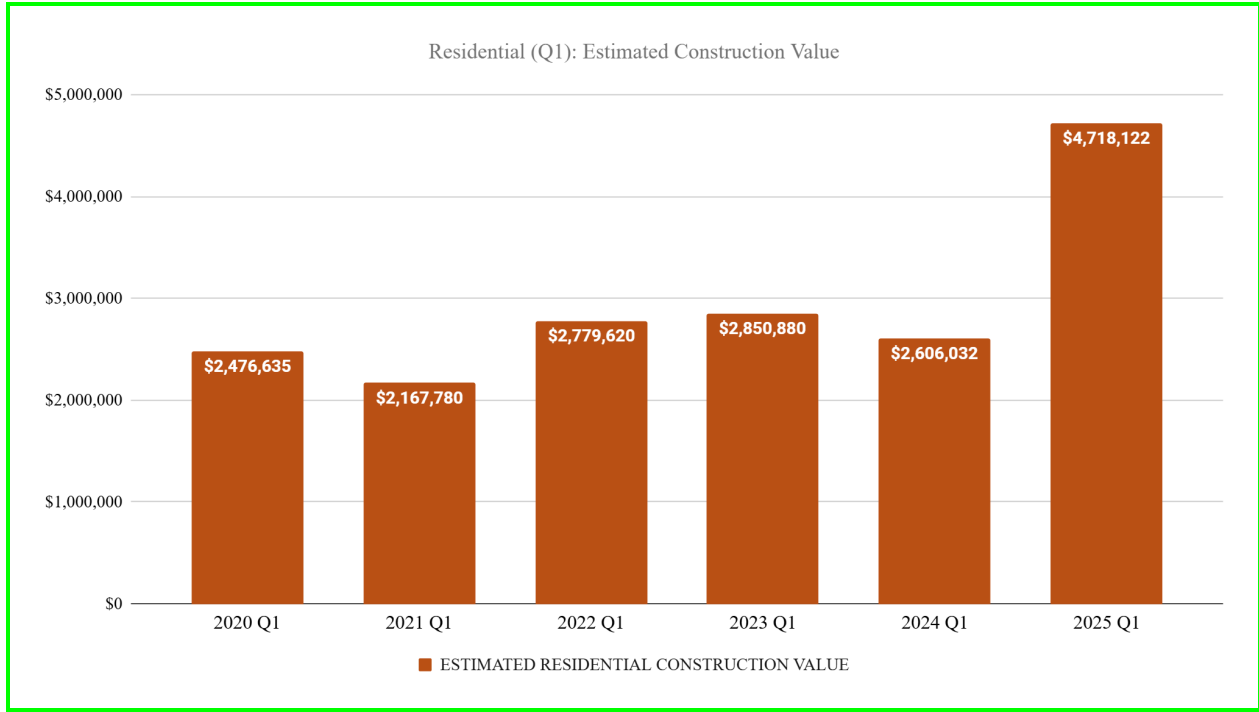
Recent Large Projects Update

- 123 S. Cass Ave. - Holy Trinity Parish Center
 - Revisions to approved plans are expected while the applicant team attempts to meet their deadline for occupancy - likely in or around Q3.
- 639 Blackhawk Dr. - Advocate Outpatient Center
 - Substantial completion of structural framework; building is starting to be dried-in and prefabricated surgical suites will begin to be installed.
- 101 W. Ogden Ave. -Starbuds
 - Starbuds is operational and open to the public. The adjacent cafe is not entirely finished.
- 520 N. Cass Ave. - BAMtheatre
 - In the final phase of construction of the project for interior build out. Once completed, a temporary certificate of occupancy will be issued due to a back-ordered piece of HVAC equipment (that will have temporary equipment installed in the interim).

RESIDENTIAL PERMITTING OVERVIEW

RESIDENTIAL	# OF PERMITS RESIDENTIAL (ALL TYPES)	RESIDENTIAL PERMIT FEES	ESTIMATED RESIDENTIAL CONSTRUCTION VALUE
January (Q1)	50	\$56,227.60	\$2,144,562
February (Q1)	42	\$15,400.26	\$578,906
March (Q1)	62	\$81,288.45	\$1,994,655
TOTALS:	154	\$152,916	\$4,718,122





NEW SINGLE FAMILY RESIDENCES - 2025 (January-March)

	ISSUED	ADDRESS	EST. CONSTRUCTION VALUE	PERMIT FEES
1	1/10/2025	404 N. Park Street	\$1,418,000	\$43,425
2	3/17/2025	212 65th St. (Willowbrook)	\$629,093	\$28,662.36
3	3/17/2025	529 64th St. (Willowbrook)	\$610,000	\$38,177.74
		YTD TOTAL	\$2,657,093	\$110,265.10

*Permit Fees include reviews, inspections, building and engineering cash bonds (which are refundable), as well as public works fees (tree removal/planting and water services)

8 TOTAL Issued/Active permits for residential new construction

4 TOTAL permits in plan review stage and/or pending permit issuance for new construction

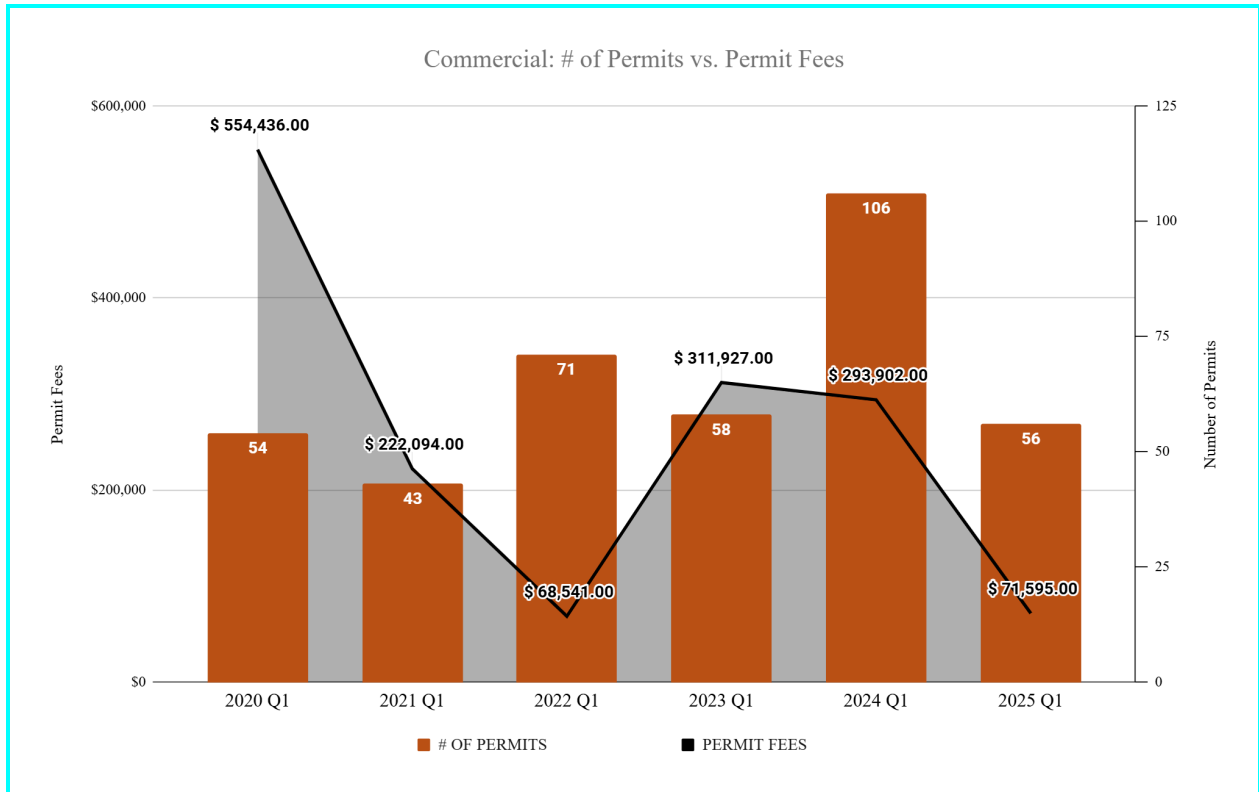
COMMERCIAL PERMITTING OVERVIEW

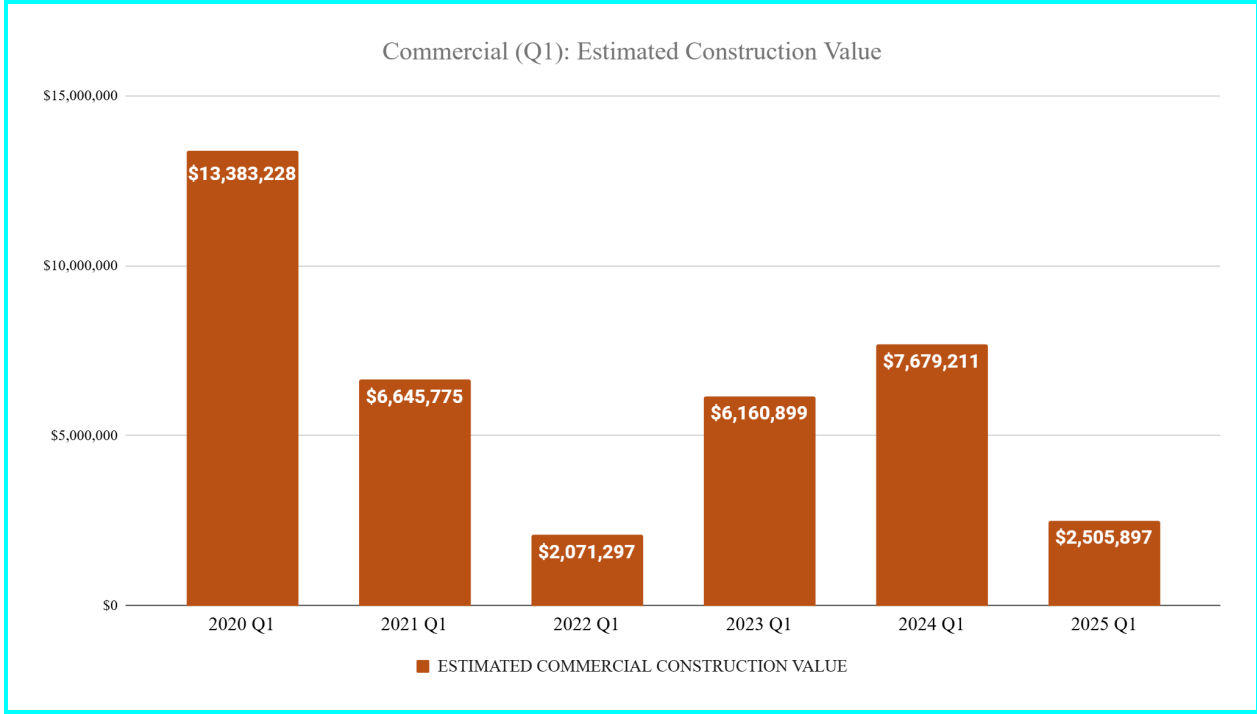
COMMERCIAL	# OF PERMITS RESIDENTIAL (ALL TYPES)	RESIDENTIAL PERMIT FEES	ESTIMATED RESIDENTIAL CONSTRUCTION VALUE
January (Q1)	12	\$27,036.20	\$662,888
February (Q1)	20	\$21,521.56	\$394,088
March (Q1)	24	\$23,037.71	\$1,448,921
TOTALS:	56	\$71,595	\$2,505,897

New Commercial Building Permits Issued in Quarter 1 of 2025 - None

3 Total Issued/Active permitS for Commercial New Construction

- **6320 S. Cass Avenue (Urgent Care)**
- **123 S. Cass Avenue (Holy Trinity)**
- **639 Blackhawk Drive (Advocate)**



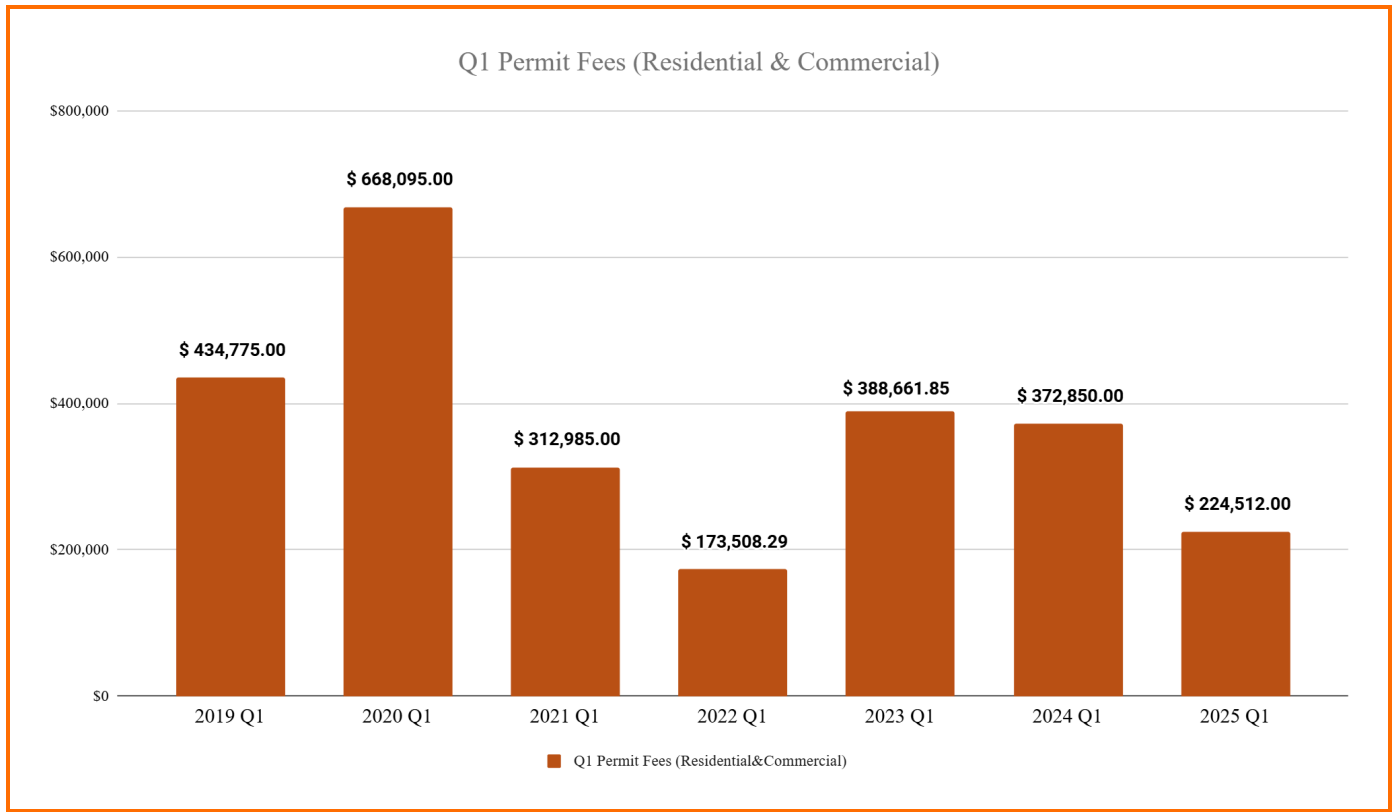


COMMERCIAL INTERIOR ALTERATIONS 2025 Q1 HIGHLIGHTS

DATE	ADDRESS	ESTIMATED CONSTR. VALUE
1/16/2025	33 W. Naperville Rd.	\$242,989.00
1/27/2025	822 E. Ogden Ave. - Animal Grooming Shop	\$218,030.00
3/28/2025	113 N. Cass Ave. - Bldg shell improvements	\$155,297.22

COMPARISON OF YEARLY PERMIT FEES (Commercial and Residential Combined)

	2025	2024	2023	2022	2021	2020
January	\$83,263.80	\$266,485.71	\$30,021.91	\$47,037.57	\$24,830.94	\$219,771.32
February	\$36,921.82	\$51,528.92	\$131,207.24	\$25,998.10	\$89,094.65	\$78,582.73
March	\$104,326.16	\$54,835.61	\$227,432.70	\$100,472.62	\$199,059.89	\$369,741.19
Quarterly TOTALS	\$224,511.78	\$372,850	\$388,661.85	\$173,508.29	\$312,985	\$668,095



Section Four

Code Enforcement Division

Code Case Statistics

1st Quarter 01/01/25-03/31/25

Q1 2025 Code Stats		
311 reported concerns received/investigated (reactive)	54	Total 164
Staff cases (proactive)	110	
NOV Letters		33
Citations Issued		12

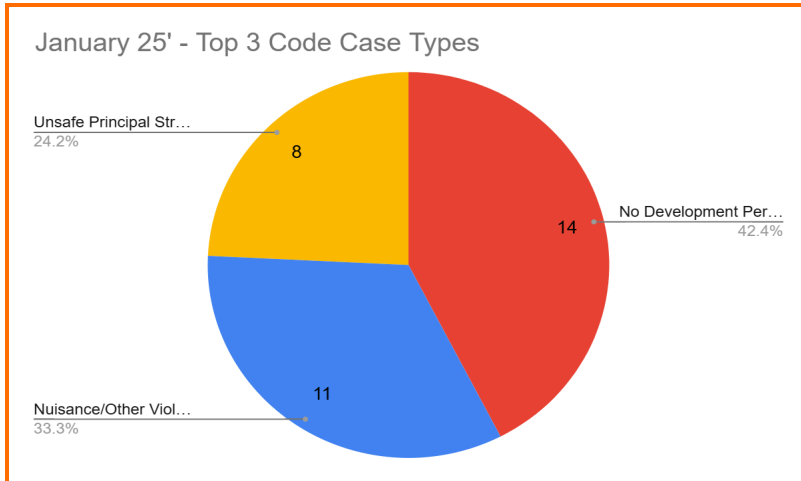
CODE ENFORCEMENT

Division Statistics/Highlights:

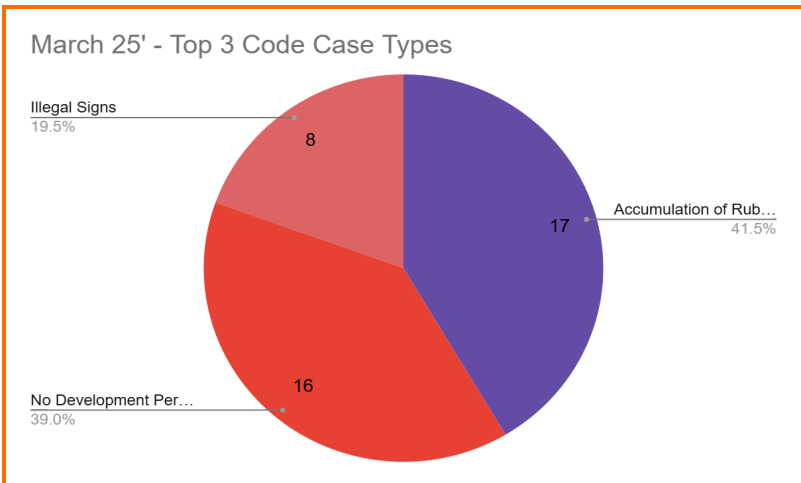
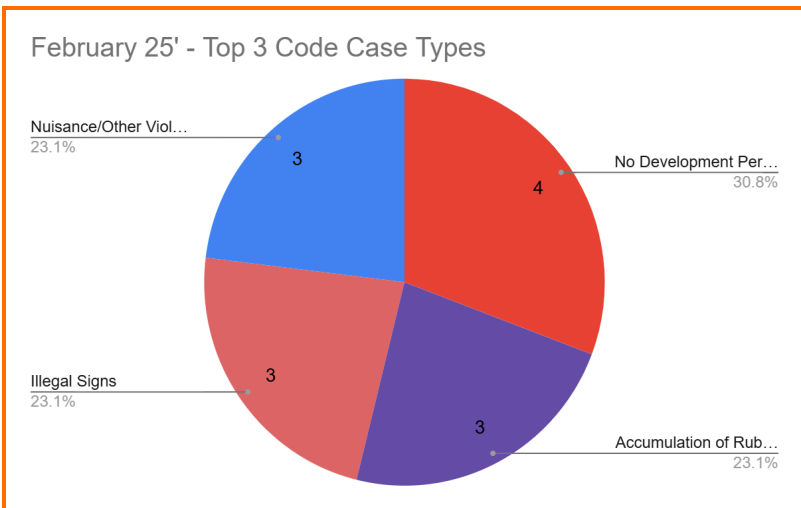
- Code Enforcement is working in a coordinated effort with Westmont’s Protect Our Pollinators Program to facilitate the program goals and support participation.

- Preliminary conversations with several stakeholders in manufacturing, commercial, and business districts have taken place in Q1 to set up compliance in Q2 and beyond for long-term success involving historical or systemic problems as well as large scale exterior property maintenance issues. This includes properties on Vandustrial, 61st Street, and South Cass regarding improper exterior storage of products, materials, or processes along with maintenance or repair of walking, driving, and parking surfaces.

Code Case Type Tracking



- Nuisance/Other Violations
- No Development Permit
- Parking on Non-paved Areas
- Accumulation of Rubbish/Garbage
- Grass/Weed Height
- Illegal Signs
- Unsafe Principal Structure
- Illegal Signage





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TO: Community Development Committee
FROM: Scott Williams, Senior Planner
DATE: April 17, 2025
RE: **Zoning Ordinance Update**

As discussed at the prior Community Development Committee meeting, the Village of Westmont initiated a Zoning Ordinance update in Spring 2023 with the passage of Ordinance #23-049. This ordinance contracted Duncan Associates for consulting services. Community input was gathered in Summer 2023 through a public listening session, and Duncan Associates prepared an Assessment and Project Direction Report.



By Spring 2024, staff completed reviews of four installments of the draft zoning ordinance text. Village staff then held discussions with elected and appointed officials on various topics at Community Development Committee (CDC) and Planning & Zoning Commission (PZC) meetings throughout Spring and Fall 2024. Meeting details were made available on the Village's Agenda Center and on a webpage specific to the update.

At its last CDC meeting on January 23rd, 2025, the first full draft was presented to the CDC with the request by staff to proceed to a Public Hearing (pending final comments and legal review), which was granted. The Public Hearing, to be held by the PZC on Wednesday, April 23rd, 2025, will take place on the second floor of Village Hall at 6:00 pm. Meeting documents, including the staff report (available online by April 18th), and the draft Text Amendments can be accessed both online and in person at Village Hall. The final adoption process will occur this spring and summer depending on the number of meetings necessary for the PZC to provide a recommendation. The Village Board of Trustees will then take final action on the Zoning Ordinance Update at a future meeting. If approved by the Village Board of Trustees staff would follow-up the comprehensive amendment with rezonings and municipal text amendments.



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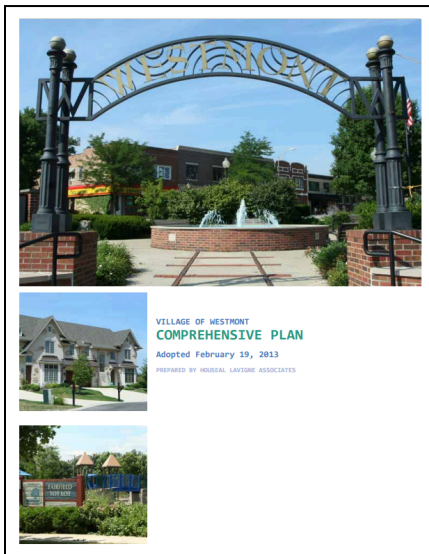
TO: Community Development Committee
FROM: Adam Walsh, Planner
DATE: April 17, 2025
RE: Comprehensive Plan Preview

I. Background on the Comprehensive Plan

The Comprehensive Plan is the community's vision for the Village's future, as it analyzes the existing conditions of the Village, identifies goals and objectives, and contains recommendations on how to achieve them. Plans and recommendations are developed in a joint and open effort with Village staff, residents, businesses, and institutional organizations. They are then implemented by Village staff, elected, and appointed officials to ensure that growth and redevelopment are consistent with the community's vision. The current Comprehensive Plan was adopted by the Village Board in 2013, and served as an update to the 1998 plan.

II. Successes of the Current Comprehensive Plan

The Village has accomplished and is still working towards many of the goals and objectives that were set in the 2013 plan. A few of the highlights are listed below:



- Recommended creating downtown design guidelines. Village staff and the consultant expanded on this and created “Commercial Design Guidelines”, which was adopted on June 11, 2015 (Ordinance 15-105)
- Increasing the scope of Downtown Incentive Program (DIP). Previously, this was more of a facade improvement program with a maximum award of \$8,000. The program now can award up to \$100,000 - depending on the scope of work. The program also was previously just for windows, signage, and architectural elements. Now it has been expanded to cover fire life safety costs, ADA entry, water lines, parking lot improvements, etc.
- Following through with the recommended review and update to the entire zoning ordinance, which is scheduled for a public hearing on April 23rd.



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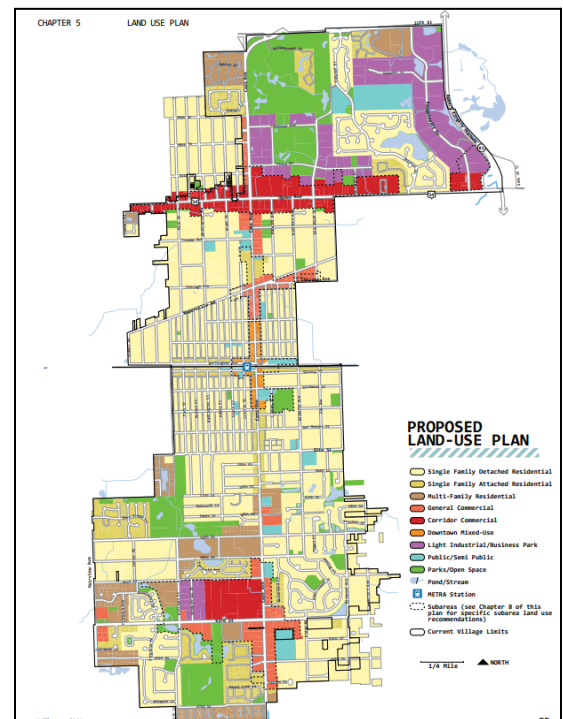
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III. Need for an Updated or New Comprehensive Plan

The current plan has helped guide the Village to many successes. However, the world has changed greatly since 2013. Online shopping, COVID-19, and telecommuting have directly impacted land use by making retail and office spaces harder to fill. As such, some of the recommendations from the current plan may not be compatible with the Village's current climate. Additionally, there are conflicts between the future land use plan and the subarea plans. Given the conflicts and outdated recommendations, staff is preparing for a new comprehensive plan to properly guide the Village into the future. Some of the questions staff would like the plan to answer include:

- What is the future of Class A office buildings in the O/R district?
- Which areas of the Village need a subarea plan the most?
- What is the most appropriate redevelopment scenario for large plots of land in the Village?
- Pending approval of the zoning ordinance update, are there properties abutting the downtown districts where a rezoning to the R-7 Downtown Residential district is appropriate?

This is not an exhaustive list of questions, as more will come up as a result of discussions between staff, elected and appointed officials, and community members.



IV. Conclusion

Once the zoning ordinance update has been approved, Planning & Zoning staff will shift gears to their next major project, the comprehensive plan. The currently adopted plan helped the Village achieve many goals, but economic factors and conflicts within the plan have made implementing its recommendations difficult. A comprehensive plan update has been allocated for in the FY2025B budget.

To better inform the request for proposals (RFP), staff is asking this committee to begin developing questions and goals they have for a new comprehensive plan. At future meetings, staff is planning to have more in-depth discussions with this committee on the new plan.