



Village of Westmont

VILLAGE BOARD

31 West Quincy Street, Westmont, Illinois 60559

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Village Board Meeting May 29, 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. **PUBLIC HEARING**

7. **ITEMS TO BE REMOVED FROM CONSENT AGENDA**

8. **CONSENT AGENDA (OMNIBUS VOTE)**

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held May 15, 2025.

Background of Subject Matter

Required Parliamentary Procedure

Type Motion

b. Finance Ordinance(s)

c. Purchase Order(s)

- i. **Zoll Medical \$63,834.42**

Lease for six (6) cardiac monitors

Type Consent Item

Budgeted Yes

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

e. Proclamation - National Gun Violence Awareness Day

- i. **Board to consider a proclamation declaring June 7, 2025 as National Gun Violence Awareness Day in the Village of Westmont.**

Type Proclamation

Budgeted

f. April 2025 Monthly Board Treasurer's Report

9. UNFINISHED BUSINESS

10. NEW BUSINESS

a. Special Use Permit and Variance Requests - Salt Creek Ballet at 98 East Naperville Road

Board to consider an ordinance approving requests from Salt Creek Ballet Company (Petitioner), and P & C Holdings, LLC (Owner), at 98 East Naperville Road, Westmont, Illinois, 60559 for the following:

1. Special Use Permit to operate a performing arts studio in the B-2 General Business District.
2. Zoning Ordinance Variance to the special condition that requires 100 foot distance separation between a performing arts studio and a residence district.

Background of Subject Matter

Salt Creek Ballet is proposing relocating within the same building, moving from the first floor to the second. Salt Creek Ballet is considered a non-conforming use due to not having an approved Special Use Permit on file with the Village as the not-for-profit was likely operating prior to this requirement being enacted. The performing arts studio must obtain a special use permit and variance to achieve legal conforming use status.

Additional Background

Salt Creek Ballet, a not-for-profit performing arts studio, has provided instructional classes for over 25 years at its current location. It operates with a staff of nine, including two full-time and seven part-time employees with flexible schedules. The ballet school serves 243 students, with a maximum of 60 present at any given time. Following a change in property ownership and the planned opening of a daycare center (Primrose) on the first floor, Salt Creek Ballet proposes relocating to the second floor of the same building,

creating a functional studio space tailored to their needs. The studio operates on a structured schedule: the front office is open Monday through Thursday from 9:00 am to 9:00 pm, and Saturday from 8:00 am to 6:00 pm, remaining closed on Fridays, Sundays, holidays, and for two months in the summer. Dance classes run Monday through Thursday from 4:00 pm to 8:30 pm, and Saturday from 8:30 am to 1:30 pm, following the same closure schedule as the office. Classes generally take place off time from daycare use. Additionally, parking needs are being met per the minimum Zoning Ordinance requirements for off-street parking.

Recommendation

At its meeting on May 14, 2025, the Planning and Zoning Commission recommended approval for the Special Use Permit and Variance request (7-0).

Type Ordinance

Budgeted

b. **Variance and Site Plan Request - Primrose Schools at 98 East Naperville Road**

Board to consider an ordinance approving requests from KidVest, LLC, d/b/a Primrose School of Westmont (Petitioner), and P &C Holdings, LLC (Owner), at 98 East Naperville Road, Westmont, Illinois, 60559 for the following:

1. Zoning Ordinance Variance to allow for playground and equipment to encroach into the required supplemental setback line to Naperville Road and within a required front yard setback in the B-2 General Business District.
2. Site and Landscape Plan approval.
3. Parking Stall Waiver Request

Background of Subject Matter

The petitioner has requested a variance to allow for playground and equipment to encroach into the required supplemental setback line to Naperville Road and within a required front yard setback in the B-2 General Business District. They have also requested approval of a site and landscaping plan to operate a daycare center and provide a secondary space for Salt Creek Ballet. The site and landscape plan substantially comply with the Village's requirements, other than the requested variance and parking stall waiver request. The parking stall waiver request would reduce the required stall length and depth from 10 feet by 20 feet to 9 feet by 18 feet to allow for additional parking spaces on site.

Additional Background

A site and landscape plan have been provided, which indicates substantial improvements to the parking lot, fencing, play areas, dumpster enclosure, signage, and perimeter landscaping. Additional improvements are also being proposed for the interior of the building to update and comply with current

regulations. The applicant is also expected to request additional funding from the DIP (Downtown Incentive Program) for the various site improvements as proposed at the Tier 3 level.

Recommendation

At its meeting on May 14, 2025, the Planning and Zoning Commission recommended approval of the Variance and Site Plan request (7-0). This recommendation includes a condition mandating the installation of wheel stops at the easternmost parking spaces adjacent to the building. If approved, the ordinance shall state this condition.

Type Ordinance

Budgeted

c. **Downtown Incentive Program Grant (DIP) Request - 98 East Naperville Road**

Board to consider an ordinance awarding a Downtown Incentive Program (DIP) Tier 3 grant to Kidvest LLC, and NVS Properties 44 LLC, for interior and exterior rehabilitation of 98 East Naperville Road.

Background of Subject Matter

The applicant proposes the operation of a new Primrose School of Westmont, and will significantly rehabilitate the space to accommodate a daycare use. In addition, the existing tenant, Salt Creek Ballet, will be accommodated on the second floor of the space.

Additional Background

Application and award request are for a Tier 3 DIP grant, with a total award of \$105,000.00, including five bonus incentives. The project includes all the interior and exterior improvements associated with PZC 005-2025.

Type Ordinance

Budgeted Yes

d. **Award of Bid Proposal- 2025 MFT Resurfacing Project**

Award of Bid Proposal- 2025 MFT Resurfacing Project

Board to consider an ordinance awarding the bid proposal from Schroeder Asphalt Services, Inc. for the Village's 2025 MFT Resurfacing Project (MFT# 25-00115-00-RS) and authorizing a contract consistent with the bid documents.

Background of Subject Matter

The Village accepted bid proposals from nine contractors for the 2025 MFT Resurfacing Project. The bids ranged from \$1,223,281.62- \$1,524,990.77. The low bid was 20.2% lower than the Engineer's cost estimate of \$1,533,438.17.

Additional Background

The approved construction budget for the 2025 MFT Resurfacing Project is \$1,700,000. The low bid is within the budgeted amount. The low bidder has performed work for the Village in the past and the work was satisfactory.

Recommendation

Staff recommends awarding the bid of \$1,223,281.62 to Schroder Asphalt Services, Inc.

Type Ordinance

Budgeted Yes

e. **Engineering Agreement - 2025 MFT Resurfacing Project**

Engineering Agreement - 2025 MFT Resurfacing Project

Board to consider an ordinance authorizing an engineering agreement with Primera Engineers, Ltd for Phase 3 construction engineering services for the 2025 MFT Resurfacing Project.

Background of Subject Matter

Request to approve the sum of \$130,700.00 for Phase 3 construction engineering services for the Village's 2025 MFT Resurfacing Project.

Recommendation

Approve

Type Ordinance

Budgeted Yes

f. **Administrative Code Hearing System**

Board to consider an ordinance approving amendments to Chapter 1, Article II of the Westmont Code of Ordinances regarding Administrative Code Hearing System.

Background of Subject Matter

The Village's Administrative Code Hearing System was established in 2018 to provide for local adjudication hearings of ordinance violations. 65 ILCS 5/1-2.2-1, *et seq.*, provided authority for non-home rule communities to establish such a System. Another statute, 65 ILCS 5/1-2.1-1, *et seq.*, allowed home rule communities to establish a similar, but more flexible System. This statute was amended in 2024 to allow both home rule and non-home rule communities to utilize the more flexible adjudication procedures.

Additional Background

The proposed amendments re-establish the Village's System pursuant to 65 ILCS 5/1-2.1.1, *et seq.* The amendments will allow for easier administration

of the System by staff, with less technical requirements, while still preserving the due process rights of defendants to notice and a hearing.

Recommendation

Approve

Type Ordinance

Budgeted

g. **Amendments to Administrative Tow Hearing Procedures**

Board to consider an ordinance approving amendments to Chapter 78, Article XII, Division 1 of the Westmont Code of Ordinances regarding Administrative Hearings for Vehicle Seizure and Impoundment.

Background of Subject Matter

Chapter 78, Article XII, Division 1 of the Westmont Code creates a system for administrative adjudication hearings regarding vehicle seizure and impoundment. This administrative hearing system is authorized by 625 ILCS 5/11-208.7. The proposed amendments involve ministerial corrections and additions to the existing ordinances and will not alter current practices.

Recommendation

Approve

Type Ordinance

Budgeted

h. **Administrative Adjudication of Parking Violations**

Board to consider an ordinance amending Chapter 78, Article XII of the Westmont Code of Ordinances to create a new Division 3 for the administrative adjudication of parking, standing, and vehicle condition violations.

Background of Subject Matter

65 ILCS 5/11-208.3 authorizes the Village to enforce parking, standing, and vehicle condition violations through administrative adjudication hearings.

Currently, the Village processes non-moving vehicle tickets through the Circuit Court. The Police Department desires to amend the Village Code to create a system for in-house adjudication of parking and related tickets, which would allow the Village to retain all fines paid by violators.

Additional Background

The procedural requirements of State statute for the administrative adjudication of parking tickets are different than the procedural requirements for the administrative adjudication of vehicle impoundments, and are different than the procedural requirements for the administrative

adjudication of other ordinance violations. Thus, a third administration adjudication system must be established.

Recommendation

Aprove

Type Ordinance

Budgeted

11. MISCELLANEOUS

12. 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.

13. 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>