



**Village of Westmont
Planning & Zoning Commission
February 09, 2022 - Approved Minutes**

The Village of Westmont Planning and Zoning Commission held its regular meeting on Wednesday, **February 09, 2022 at 7:00 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**

In Attendance: Chair Doug Carmichael, Commissioners Wallace Van Buren, Craig Thomas, Thomas Sharp, Chris Lavoie, Village Attorney John Zemenak, and Deputy Director of Community Development - Planning Joseph Hennerfeind

Attended Remotely : Commissioner Alison Clemens

Absent : Commissioner Matt Scales

- 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 January 12, 2022 regular meeting.**

MOTION to approve the regular meeting minutes on January 12, 2022.

Motion by: Clemens

Second by: Thomas

The motion passed on a voice vote. All in favor.

- 8. Open Forum - No one spoke during Open Forum.**
- 9. Review of Public Hearing Procedures**
- 10. Open Hearing**

New Business

PZC 003-2022 Request from Westmont Park District, regarding the property located at 125 East Richmond Street in Westmont, IL 60559 for the following:

- (A) Special Use Permit request for an existing Park and associated facilities in the R-3 Single Family Detached Residential District.
- (B) Zoning Code Variance request to allow a new multi-purpose building to encroach into the side yard adjoining Linden Avenue in the R-3 Single Family Detached Residential District.



Presentation: Westmont Park District Director Bob Fleck stated he is seeking approval to replace the oldest building in the park district located at Veterans Memorial Park. Fleck commented that the building currently serves as an outdoor restroom during the warmer months, as well as a home base for their day camp program. Fleck stated that the building which was built in the 1950's, is in poor condition which prevents them from using the space to its full capacity. The Park District is looking to replace the existing building to better serve its programs and Westmont residents. Fleck added that the building is currently located on the lot line, but they would be requesting a variance for a 5ft setback for the new building.

Fleck went into further detail with the site plan and elevations, adding that the 5ft setback would allow them to extend the parallel parking off street in front of the building which would provide a safer and proper entrance to the building.

Superintendent of Recreation Dustin Kleefisch discussed building details and potential additional uses such as wedding rental venue or birthday rental venue.

Superintendent Revenue Facilities Joel Hymen discussed their timeline. Hymen projected that if village approvals are met, they would work with their architect and look further into funding of a bond. The next step would be to hire a contractor and solicit a public bid. Demolition would be aimed for August 2022, and the target date for occupancy would be May 2023.

Staff Comment: Deputy Director of Community Development Joseph Hennerfeind noted that Veterans Memorial Park is the oldest park in Westmont and actually predates the special use requirement for parks. By requesting a special use now, they will be legally conforming for the entire park which encompasses the administrative offices, community center, and Greg House.

Hennerfeind spoke in more detail about the setback variance request, and that the building is located in a residential district, and the setback requirements for residential districts are designed for houses. Hennerfeind noted that pushing the building back more than 5ft would not be beneficial since it would then be in a low depression area, and it would also modify the park programming as well adversely impact tree conservation.

Hennerfeind briefed the commission that a site and landscape plan approval would not be required because the park is located in a residential district. He also noted that stormwater detention and preliminary engineering would not be required because it's under the threshold of 2,500 square feet.

Public Comment: Theresa Steger who resides across the street from the park and works for Holy Trinity, had concerns regarding pick up and drop off of students during the time of construction and how that would be managed.

Fleck replied that they will be working very closely with the Village and Holy Trinity to coordinate the logistics and making sure there will always be one lane of traffic during that pick up and drop off time. Fleck also stated that they will maintain as much of it on their site as they can. Fleck noted there may be one day where they will need to upgrade the water service for fire suppression, and that the water main is on the west side of the street so there may be street closure for half a day or so.

Fleck discussed some of the addressing concerns since there are multiple addresses for the site, but the building in question does not have its own specific address. Hennerfeind commented that it will likely be assigned an address



once constructed.

Commissioner Comments:

Lavoie : Commissioner Lavoie was supportive of the request and thought the building was very attractive architecturally. Lavoie asked where the dumpster would be located, Fleck replied that the dumpster that is currently there is not needed, at least not in that capacity. Fleck stated that they would use a 96 gallon toter and recycle bins, and would have staff haul the garbage to their larger dumpster located at the maintenance site. Lavoie also asked Mr. Fleck to expand on site lighting and safety. Fleck replied that they would provide security lighting that would stay on the property. Lavoie asked if they were going to need a sign variance, Hennerfeind replied that it was not necessary at this stage, and that the Village would encourage that any signage comply with the Villages code requirements. Lavoie asked if there would be any need for bus parking. Kleefisch replied that they would keep their two 15 passenger mini buses parked on Dallas and that pick up and drop off are usually at the Community Center. Lavoie asked if the hours of operation would change, Fleck replied that they would not.

Carmichael : Commissioner Carmichael asked Mr. Fleck to go into further detail for why they would not meet the 35ft set back. Fleck replied that it would have a significant negative impact on the park, amenities, facilities, picnic grove trees and overall character of the park. Without the variance, the building would sit in the picnic grove and almost in the batting cages.

Fleck also added that there would be tree removal and issues with depressional areas as well if the building were to be located at 35ft.

Thomas : Commissioner Thomas was supportive of the request as presented and appreciated the efforts and steps the Park District was taking.

Sharp : Commissioner Sharp asked for staff to elaborate on why a site and landscape approval was not needed, Hennerfeind replied that there is no requirement for a site and landscape plan approval in residential districts, and that would include schools and churches. Zemenak added that it may be something to address for the institutional type uses in residential districts.

Scales : Absent

Van Buren : Commissioner Van Buren asked why the lot has not been consolidated. Fleck replied that they may consider consolidating at the time that they consolidate a newly acquired lot. Van Buren was supportive of the request.

Clemens : Commissioner Clemens was supportive of the request and did not think it would cause undue hardship for the property.

MOTION A

Motion to recommend to the Village Board of Trustees to approve a Special Use Permit request for an existing Park and associated facilities in the R-3 Single Family Detached Residential District.

Motion by: Thomas



Second by: Sharp

VOTING A

Van Buren: Yes

Carmichael: Yes

Thomas: Yes

Lavoie: Yes

Sharp: Yes

Scales: Absent

Clemens: Yes

Motion Passed

MOTION B

Motion to recommend to the Village Board of Trustees to approve a Zoning Code Variance request to allow a new multi-purpose building to encroach into the side yard adjoining Linden Avenue in the R-3 Single Family Detached Residential District.

Motion by: Van Buren

Second by: Lavoie

VOTING B

Van Buren: Yes

Carmichael: Yes

Thomas: Yes

Lavoie: Yes

Sharp: Yes

Scales: Absent

Clemens: Yes

Motion Passed

11. Miscellaneous Items

A) Commissioner Training - Hennerfeind presented some basic training tips for the Commission.

a) Powers and Duties

i) The Planning and Zoning Commissioner shall have the following powers and duties ;

- o Comprehensive - The Commission has the ability to adopt and amend the comprehensive plan, and has the duty to promote the realization of the official comprehensive plan. Village Attorney John Zomenak added that comprehensive plans are just a guide and are not binding. Zemenak commented that it is common for comprehensive plans to be out of date shortly after adoption.



- Subdivision Plats - Preliminary plats are within the Commissions jurisdiction.
 - Site Plans - It is the Commission's duty to review site plans, landscape plans, materials and elevations. Hennerfeind noted that sometimes preliminary engineering on a project is included because there are times where stormwater requirements can often affect the site plan and plats of subdivision. By staff having reviewed the preliminary engineering plans, it can be determined if the project is realistic and substantially meets the stormwater county and local requirements.
 - Appeals - It is the Commission's duty to hear and decide appeals.
 - Special Uses or Variations - These types of requests have a subset of rules that the Commission shall review and determine if the request is applicable to the rules and conditions.
 - Amendments to the Zoning Ordinance - It is the Commissions duty to consider proposed amendments, and to make recommendations to the Village Board concerning such proposed amendments.
 - Planned Developments - It is the Commissions duty to review Planned Developments or creative use of a lot.
- b) Review Toolbox - Hennerfeind encouraged the Commission to utilize the following tools as an aid and guideline.
- i) Zoning Ordinance - Appendix A
 - Zoning Districts
 - Permitted and Special Uses
 - Bulk Standards (Setbacks)
 - Off-Street Parking
 - Landscape
 - ii) Land Development Ordinance - Appendix B
 - Subdivisions
 - iii) Comprehensive Plan
 - Compatibility of a project to the Plan
 - iv) Commercial Area Design Guidelines
 - Architecture
 - Site Design
 - v) Staff
 - Questions
 - Meeting preparation
 - vi) Site Visits
 - Specific to a case
 - Follow-up
 - vii) Outside Examples
 - The good and the bad
- B) General Updates
- a) Next PZC on March 9, 2022
 - b) Hennerfeind let the Commission know that the next meeting will include the first step for a request to redevelop the Willow Crest golf course. Step one includes a comprehensive plan amendment and a concept plan.



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Community Development Department

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12. Adjourn

Motion by: Sharp

Second by: Clemens

Meeting adjourned at 8:23pm