



## AGENDA

### PLANNING AND ZONING COMMITTEE

Planning and Zoning Committee: August 12, 2025 at 7:15 PM  
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

**A. Call to Order**

**B. Approval of Minutes**

1. June 10, 2025

**C. Public Comment**

**D. Considerations**

1. Property Improvement Grant Program Request: 4384 Hampton Avenue, Fire Suppression and Alarm Upgrades
2. Western Springs Park District and Western Springs Business Association – Requests for Special Event Liquor License and Temporary Use Permit for Harvest Fest 2025 – Revised Application
3. Western Springs Historical Society – Request for a Temporary Use Permit for the Paint the Town Plein Air 2025 Special Event

**E. New Business**

**F. Other Business**

**G. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

Planning and Zoning Committee  
Village Board Room  
June 10<sup>th</sup>, 2025, 7:00 p.m.

**Present:** Al Fink, Trustee (Chairman)  
Amy Avakian, Trustee  
Heidi Rudolph, Village President  
Ellen Baer, Village Manager  
Heather Valone, Director of Community Development

**Call to Order:** Chairman Fink called the meeting to order at 7:33 p.m. Chairman Fink and Trustee Avakian were both in attendance.

**Approval of Minutes:** Chairman Fink made a motion to approve the meeting minutes for April 24, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted, and the minutes were approved with both Trustees voting aye.

**Public Comment:** Chairman Fink asked if there were any members of the public in attendance that wanted to speak or provide comments. Director Valone advised that there were two parties in attendance to make public comments on two separate items on the agenda. She asked if the Chairman would like these members of the public to speak during discussion of these agenda items, or if they should speak during the public comments period. Chairman Fink said that they may speak during discussion of the items.

**5600 Wolf Road - Heritage Crossing: Agreement with V3 Companies, Ltd. for Public Improvements Inspection and Permit Plan Review Services:** Director Valone handed out items as specified in the agenda packet and gave a brief overview of the project. Earlier this year, the Village approved a redevelopment agreement and additional zoning relief for 5600 Wolf Road, also known as the Heritage Crossing property. McNaughton Development, LLC (the "Developer" and "Applicant") has proceeded into the permitting phase of the project.

The Developer has been issued a demolition permit and is currently performing demolition on the property, while additional site development work is being proposed (Site Development Permit application has been submitted for review). Work under the Site Development Permit consists of grading, installation of stormwater management facilities, installation of roads and sidewalks, and additional site preparation work to get the site ready for individual building construction.

The Village Code requires certain construction observations ("inspections") to be made during the site development process. Director Valone advised that because there are quite a few observations required for this specific project, and because of the high-paced schedule of the Developer, the Village is looking to contract with V3 Consulting to complete these construction observations and inspections on behalf of the Village during the site development phase. They would also be contracted to complete the individual lot reviews for the townhome buildings. V3 has performed observations/inspections/plan review on behalf of the Village for other projects, including Timber Trails subdivision.

Trustee Avakian asked what kind of reports/deliverables V3 provides. Director Valone, using Timber Trails as an example, said that V3 provides the Village with a weekly report of their reviews (construction silt fences, clean streets, inspections, plan review, etc.). Trustee Avakian also asked if V3 is available to communicate on a daily basis if there are issues, to which Director Valone responded that while a V3 representative is typically used as a daily point of contact, the Village's Engineering Services are also available if no one from V3 is on site.

Director Valone confirmed that the Developer is responsible for all third-party related costs, as indicated in the redevelopment agreement.

Chairman Fink made a motion to recommend this agenda item to the President and Board of Trustees for their meeting on June 16, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted and the motion was approved with both Trustees voting aye.

**Timber Trails Subdivision Supplemental Letter Agreement for Sale and Development of Eleven Finished Lots, Seller / Developer: Timber Trails Development Company, LLC, 1625 N Burling, LLC or Brian Taylor, Buyer / Developer: McNaughton Development, LLC:** Director Valone provided a summary of the history related to the request. Timber Trails Development Company, LLC (TTDC, the "Seller") has submitted a letter to sell 11 lots within the Timber Trails subdivision to McNaughton Development, LLC (the "Buyer" and "Applicant"). TTDC is permitted to sell these unfinished lots if the buyer and the builder agree to abide by the annexation agreement for the planned development.

The Applicant, Paul McNaughton Jr., and a representative for Timber Trails HOA, Rob Zoromski, were present at the meeting and invited by Director Valone to ask any questions. Mr. McNaughton did not have questions.

Mr. Zoromski asked what the remedies regarding increasing security are, to bring the annexation agreement into compliance and up to Village Code.

Director Valone explained that under the agreement the Developer is required to provide security in the form of a letter of credit, bond, or escrow for any outstanding public improvements.

Mr. Zoromski also asked if the architectural plans from the original approval in 2021 were still being followed, and if square footage was mentioned anywhere in the approval.

Director Valone confirmed that these plans were still current, and that square footage information (following regulations of the original approval) is submitted during approval of the individual lots.

Mr. McNaughton was invited by Director Valone to respond to the question to confirm the proposed square footage for the new homes.

Mr. McNaughton stated that ranches (the most popular) are 2,400 square feet (1,200-1,600 square feet added with finished basement), and that two-story homes range from 3,200 to 4,000 square feet.

Mr. Zoromski then asked if an NPDES permit for erosion is required as part of the building plan review process.

Director Valone stated that the NPDES permit is an outside agency permit and she would need to confirm with the Village Engineer.

Trustee Fink asked Mr. Zoromski to follow up with these additional questions related to the permitting process with Village Staff at a later date/time.

Director Valone stated that the annexation agreement does allow for the sale of these lots if the Developer steps into the responsibilities of the agreement, conditional use permit, and planned development regulations. Director Valone stated that she recommends approval of the Supplemental Letter Agreement and that it goes to the Board for formal consideration.

Chairman Fink made a motion to recommend this agenda item to the President and Board of Trustees for their meeting on June 16, 2025. Trustee Avakian seconded the motion to approve. A voice vote was conducted and the motion was approved with both Trustees voting aye.

**New Business:** Director Valone confirmed that there was no new business to discuss.

**Other Business:** Director Valone confirmed that there was no other business to discuss, however did confirm that the date for the next meeting is July 8, 2025 with the time to be determined.

**Adjournment:** Chairman Fink made a motion to adjourn the meeting. Trustee Avakian seconded the motion. A voice vote was conducted with both Trustees voting aye. Meeting is adjourned at 8:04 p.m.



## AGENDA ITEM SUMMARY

### PLANNING AND ZONING COMMITTEE

Planning and Zoning Committee: August 12, 2025

#### AGENDA ITEM D.1.

**To:** Planning and Zoning Committee

**From:** Zachary Perkins, Community Development Intern, Heather Valone, Director of Community Development

**CC:** Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Jill Izzo, Village Clerk, Michael Jurusik, Village Attorney, Anne Skrodzki, Village Attorney, Kelsey Fawell, Senior Planner

**RE:** Property Improvement Grant Program Request: 4384 Hampton Avenue, Fire Suppression and Alarm Upgrades

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#### **Recommendation**

The Economic Development Commission reviewed this item at their meeting on July 23, 2025, and recommended the approval of the application for a property improvement grant for fire alarm suppression and fire alarm upgrades at 4384 Hampton Avenue.

#### **Summary**

The Theatre of Western Springs (the “Applicant”) is the property owner and commercial tenant of 4384 Hampton Ave. (the “Subject Property”). The Theatre of Western Springs has been operating in the Village since 1929 and has occupied the Subject Property since 1961. The Applicant is requesting funds to upgrade the Subject Property's fire suppression and alarm systems to improve safety and comply with the Village’s Building Codes. Attachment 1 contains the application materials.

#### **Standards**

In determining whether the proposed application should be recommended for approval or denial, the Economic Development Commission should be guided by the following standards required under the adopted Property Improvement Grant Program (the “Program”):

1. The consistency of the proposed improvement(s) with the purpose of the Program. The Program was created to assist the Village in retaining existing businesses and attracting high quality redevelopment that is compatible with the goals defined in the 2011 Downtown Redevelopment Plan, Comprehensive Land Use Plan, Downtown Revitalization and Refinement Project, and the 2022 Downtown Streetscape Planning, and other planning documents related to the downtown area.

The Applicant has been in operation for more than nine decades in the Village. The Applicant is seeking to install upgraded fire suppression systems. The repairs would include new and relocated sprinklers, replacement of existing pressure gauges, and inspection of valves and pipework. The proposed repairs would assist in retaining a longstanding commercial use in the

downtown by improving fire safety infrastructure to comply with the Village's Building Codes. The 2011 Downtown Redevelopment Plan encourages the preservation of existing buildings, including repairs that improve the general safety of downtown structures. As such, the proposed application would be compatible with the goals of the 2011 Downtown Redevelopment Plan.

2. The property and applicant are in good standing with the Village to be considered for the Program, including holding a current business license (if applicable), a current liquor license (if applicable), has no outstanding water or other Village fees, and the Property has no outstanding code violations or unrelated open permits, and has a valid certificate of occupancy. Additionally, the proposed improvement(s) comply with the Title 9 Building Code Title 10 Development Control Ordinance (DCO) of the Village Code.

The Subject Property and Applicant are in good standing. The proposed fire suppression and alarm upgrades will not alter the exterior appearance of the building. The Applicant will be required to obtain a permit from the Village for the requested roof modifications and comply with the Village's Building Code.

3. The property is a non-residential property located within either the Downtown North or South TIF District.

The Subject Property is commercial unit with a retail use and is located within the boundaries of the Downtown North TIF District.

4. The type of project is eligible under the Illinois Tax Increment Allocation Redevelopment Act, as amended, 65 ILCS 5/11- 74.4 (the "TIF ACT") and the adopted grant program.

The proposed repairs are categorized under fire suppression and alarm. This category includes sprinklers, alarm systems, and similar work. These fire safety improvements are eligible under the TIF Act as well.

5. The requested grant amount complies with the maximum permitted for the type of project and use classification per the Program.

Under the program, the Applicant can request a maximum of 50% of the total cost or \$7,000 whichever is less. The proposed project is estimated to be \$15,220. The applicant is requesting \$7,000.00, which is the maximum that can be requested for this type of work for a non-sales tax generating use.

### **Department of Fire and Emergency Medical Services Review**

A review of the proposed work was conducted by the Western Springs Department of Fire and Emergency Medical Services (EMS), who met with the Applicant and prepared a memorandum (Attachment 2) discussing their findings. The Department provided several recommendations

and confirmed that the proposed improvements are compliant with Village's Building Codes.

## **Conclusion**

The submitted application is consistent with the purpose of the Program. The requested fire suppression and alarm upgrades are eligible under the Program. The Economic Development Commission reviewed the application at their meeting on July 23, 2025, and recommended approval of the application. Attachment 3 contains the Economic Development Commission's recommendation. If the Planning and Zoning Committee is amenable to the approval of the application, a motion can be made to recommend approval and refer the request to the Village Board for discussion and consideration. Attachment 4 contains a draft ordinance for discussion.

## **Attachments**

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1. Application submittal package
2. Memorandum - Department of Fire and EMS Review of 4384 Hampton dated June 3, 2025
3. EDC Recommendation No. 25-01- Recommendation Relative To An Application For Certain Property Improvement Grant Program Incentives By The Theatre of Western Springs For Certain Eligible Improvements To The 4384 Hampton Avenue, Western Springs, Illinois Property *(Attachments are omitted, but available on the Village website or upon request)*
4. Draft Ordinance- An Ordinance No. 25-01 Authorizing the Approval of a Grant Award Under the Property Improvement Grant Program to Applicant The Theatre of Western Springs, Owner of The Theatre of Western Springs, for Reimbursement of a Portion of the Renovation Costs Incurred at the 4384 Hampton Avenue Property, and for the Appropriation and Expenditure of a Portion of Downtown North Tax Increment Financing (TIF) District Funds to Pay for the Grant Award.

## **Financial Impact**

The Applicant is requesting a grant award of \$7,000 from the TIF district funds.

## **Recommended Motion**

I move to recommend to the Village Board the approval of 4384 Hampton Avenue's application for a property improvement grant for fire alarm suppression and fire alarm upgrades.

## **Strategic Plan Alignment**

Economic Development.

## **File Attachments**

1. Application Submittal Package
2. Memorandum
3. EDC Recommendation No. 25-01

4. Draft Ordinance

Submission ID Number: 2025-0066

Grant Property Address: 4384 Hampton Ave. Western Springs, IL. 60558

Type of Work: ["Fire suppression and alarm. Includes the cost to upgrade utilities to facilitate the installation of these systems."]

Applicant Name: The Theatre of Western Springs

Grant Amount Request: \$7000

Applicant Email: development@theatrewesternsprings.com

Applicant Phone Number: (708) 246-4043 \*229

Applicant Mailing Address: 4384 Hampton Ave. Western Springs, IL. 60558

Economic Interest of Applicant: Property owner

Property Owner Name:

Property Owner Email:

Property Owner Phone Number:

Property Owner Mailing Address:



713 W. Annoreno Drive Addison, IL 60101  
Telephone: 630-837-3225 Facsimile: 630-837-3227

May 7, 2025

Mr. Tim Gahr.  
Theatre at Western Springs,  
4384 Hampton,  
Western Springs, IL 60558  
Phone: 312-735-0645  
Email: building@theatrewesternsprings.com

**Re: Deficiencies Report 24-100 Dated 2/19/25**

Dear Tim,  
We are pleased to quote you our prices to furnish all necessary materials, fabrication, trucking, and field labor to provide the following services

**Price # 1 5-Year Internal Inspection:**

- Replace 1-pressure gauge.
- Take apart a section of pipework, internally inspect it to ensure it is free of debris and corrosion.
- Take apart the fire department check valve inspect it, clean as necessary to ensure it is free of debris and working properly.
- Hydrostatically test the pipework between the fire department connection and the check valve.

**Price: Two Thousand and Seventy Dollars ----- \$2,070.00 INTS \_\_\_\_\_**

**Price # 2 Relocate Inspector's Test Connection:**

- Relocate inspector's test connection to grounds room, adjacent to an outside drain.

**Price: One Thousand Three Hundred and Eighty Dollars ----- \$1,380.00 INTS \_\_\_\_\_**

**Price # 3 UL Testing:**

- Remove and replace 4-brass upright sprinklers that are over fifty years old, and send the removed sprinklers to UL laboratories for testing.

**Price: Two Thousand Four Hundred and Eighty Five Dollars ----- \$2,485.00 INTS \_\_\_\_\_**

**Price # 4 Woman's Washroom:**

- Remove 1-brass upright sprinkler in the woman's washroom where sprinklers are spaced too close together and do not conform to NFPA codes.

**Price: Nine Hundred and Seventy Five Dollars ----- \$975.00 INTS \_\_\_\_\_**

**Price # 5 Workshop / Tool Store:**

- Add necessary sprinklers to conform to NFPA codes.

**Price: Three Thousand Four Hundred and Ninety Dollars ----- \$3,490.00 INTS \_\_\_\_\_**

**Price # 6 Rear Mechanical Room:**

- Re-pipe sprinklers to conform to NFPA codes.

**Price: Nine Hundred and Seventy Dollars ----- \$970.00 INTS \_\_\_\_\_**

**Price # 7 Office:**

- Add / Relocate sprinklers to conform to NFPA codes.

**Price: Two Thousand Six Hundred and Sixty Dollars ----- \$2,660.00 INTS \_\_\_\_\_**

**"CERTIFIED MINORITY BUSINESS ENTERPRISE"**

**Price # 8 Lobby:**

-Replace upright sprinkler with correct pendent sprinkler.

**Price: *Nine Hundred and Ninety-Five Dollars* ----- \$995.00 INTS \_\_\_\_\_**

**Price # 9 1<sup>st</sup> OS&Y Valve:**

-Secure OS&Y valve per NFPA Codes.

**Price: *One Thousand and Seventy-Five Dollars* ----- \$1,075.00 INTS \_\_\_\_\_**

**Price # 10 Upstairs Woman's Washroom:**

-Replace painted sprinkler head.

**Price: *Nine Hundred and Ninety-Five Dollars* ----- \$995.00 INTS \_\_\_\_\_**

**Price # 11 Prices 1-10 Together :**

-All items listed above carried out under one contract:

**Price: *Fifteen Thousand Two Hundred and Twenty Dollars* ----- \$15,220.00 ITS \_\_\_\_\_**

Price includes scissors lift rental, and union labor.

**Items not Included:**

- Any additional work not stated above
- Repairs to existing systems if leaks occur during or after we have completed our work.
- Repairs to the system if any issues are found with the internal inspection / test.
- Replacing the remainder of sprinklers if samples are rejected by UL laboratories.
- Removal of material for us to gain access to the fire department check valve,
- Lowering storage in the shop so there is a clearance throughout of 18" beneath the sprinkler deflectors per NFPA Code.

**Pricing Information:**

Prices are good for 30 days.

To expedite please initial the items required, sign this document, and email it back to us.

Payment is due within 30 days from the invoice date. After 30 days, the buyer agrees to pay 2% interest/month, any costs, and attorneys' fees incurred by RAM Fire Protection Incorporated concerning this invoice or payment.

**Please Note:** RAM Fire Protection Inc will not be responsible for the integrity of the existing system.

**Our price is based on the premise that we will have access to all areas when requested during normal working hours.**

Very truly yours,



Brian Rippengale  
RAM Fire Protection, Inc.  
Cell 630-688-3464  
Email: [brian@ramfp.com](mailto:brian@ramfp.com)

Accepted : \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

↑ LARGE PIECES OF LAMIN + 1/4 PLY ONLY ↑

↑ LARGE PIECES OF 3/4" PLY ONLY ↑

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RYAM  
SELECT



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RYAM LUMBER CO.









# Memo

<b>Date:</b>	06/03/2025
<b>To:</b>	Heather Valone
<b>From:</b>	Stephanie Grimm
<b>Re:</b>	4383 Hampton

I have reviewed the deficiencies report prepared by Ram Fire Protection regarding the fire sprinkler system for The Theatre of Western Springs, 4384 Hampton and have the following comments:

- The 5-year Internal Inspection shall be performed to internally inspect the piping to ensure it is free of debris and corrosion and to make sure the valves are all free of debris and working properly.
- The sprinkler heads that are over fifty years old shall be replaced.
- Any painted sprinkler heads shall be replaced.
- There are areas that the sprinkler system is out of code due to old piping and improper coverage. A sprinkler designer shall draw up plans with the calculations for proper coverage and submit them through Ram Fire Protection to FSCI for review and inspections.
- The Inspector's test connection mentioned may not need to be relocated due to the storage in the theatre in that area being moved permanently.

Last week I did meet with Jon, Harry and Kendall from the theatre to discuss these discrepancies. We went through each one and I explained it to them. They did have a better understanding of what needed to be done and why. They indicated they were ready to move forward with the repairs. The quote provided by Ram Fire Protection includes the work that would be compliant with the Village's code, IFC 2018 and NFPA 13 2016.

Please contact me with any questions.



**WESTERN SPRINGS ECONOMIC DEVELOPMENT COMMISSION**  
**RECOMMENDATION NO. 25-01**

**Recommendation Relative To An Application For Certain Property Improvement Grant Program Incentives By The Theatre of Western Springs For Certain Eligible Improvements To The 4384 Hampton Avenue, Western Springs, Illinois Property.**

**WHEREAS**, pursuant to Ordinance No. 24-3161, adopted January 22, 2024, and Resolution No. 24-2771 adopted January 22, 2024, the President and Board of Trustees of the Village of Western Springs (“Village Board” or “Village”) approved a Property Improvement Grant Program (“Program”), which is designed to encourage the retention of existing businesses and the attraction of new businesses by providing grants to reimburse non-residential property owners for the completion of high quality property and building renovations and property redevelopment, consistent with the goals and recommendations of the Village’s Downtown Redevelopment Plan and Comprehensive Land Use Plan. The Program is funded with tax increment financing (“TIF”) funds and other available public funds, as permitted under the provisions of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4 (“TIF Act”) and the Illinois Economic Development Statute, 65 ILCS 5/8-1-2.5. The goal of the Program is to assist with the financing of certain eligible redevelopment projects that are deemed necessary or desirable for the promotion of economic development within the Village in order to prevent blight, to encourage private development, to enhance the local tax base and increase additional tax revenues realized by the Village, to foster increased economic activity within the Village, and to increase employment opportunities within the Village; and

**WHEREAS**, the non-residential properties that are eligible to participate in the Program are located within the Village’s Downtown North TIF District and Downtown South TIF District, collectively known as the “TIF Districts”. Under the Program, the Village will award grants to qualifying property owners and tenants for the reimbursement of Village-approved TIF-eligible redevelopment projects costs or TIF economic incentives. There are capped dollar amounts for the grant awards under the PIP, which are based on land use and project type; and

**WHEREAS**, under the Program, there are seven (7) categories of redevelopment projects, which are available only for non-residential properties within the Village’s TIF Districts and are subject to an applicant-paid matching fund requirement that may be considered for a Program grant that include:

- Exterior Facades. Includes work such as windows, doors, tuckpointing, roofs, and similar work;
- Signage. The Downtown Redevelopment Plan recommends awning and wall signage. Window and other signage types will not be eligible for the Program;
- Sidewalk Cafés. Bollards, jersey barriers, decorative pergolas, and other components to facilitate outdoor dining;

- Exterior Hardscapes. Private walkways, ramps, and other similar structures would be included in this category;
- Improvements to comply with the Illinois Americans with Disability Act (ADA). Projects to improve access to the unit or building to ensure that they are compliant with the State ADA requirements would fall into this category. This would also include projects that would modify the interior of the building to comply with the ADA requirements;
- Fire suppression and alarms. Includes the cost to upgrade utilities to facilitate the installation of these systems;
- Green Improvements. Includes LEED or other sustainability upgrades to increase the efficiency of the building's envelope; and

**WHEREAS**, the Program provides that the Village's Director of Community Development is authorized to take final action on the grant awards for funding of eligible redevelopment projects totaling \$5,000.00 of funding or less. For redevelopment projects where the grant award will be more than \$5,000.00, the request is presented to the Western Springs Economic Development Commission (EDC) for review and recommendation, and then submitted to the Village Board for final action; and

**WHEREAS**, on May 12, 2025, The Theatre of Western Springs ("Applicant"), the property owner and tenant of the real property located at 4384 Hampton Avenue (the "Property"), filed a complete application for a grant award under the Program seeking reimbursement in the amount of \$7,000.00 ("Application"). A copy of the Application is attached hereto as **Group Exhibit "A"** and made a part hereof; and

**WHEREAS**, at an open public meeting held on July 23, 2025, the EDC met to review and consider the Application submitted by the Applicant (the "EDC Public Meeting"). During the EDC Public Meeting, the Applicant made a presentation regarding its Application, the Village's Community Development Director provided a report and recommendation relative to the Application ("Village Staff Recommendation"), a copy of which is attached as **Group Exhibit "A"** and made a part hereof, an opportunity was provided for public input, and then the members of the EDC asked questions of the Applicant and of all other individuals who spoke during the EDC Public Meeting; and

**WHEREAS**, based on the foregoing information, considerations and activities, the EDC makes the following findings and recommendation to the Village Board relative to the Application.

**NOW, THEREFORE, THE WESTERN SPRINGS ECONOMIC DEVELOPMENT COMMISSION FINDS AND RECOMMENDS AS FOLLOWS:**

**SECTION 1: Incorporation.** The above recitals are incorporated by reference into Section 1 of this Ordinance as material terms and provisions.

**SECTION 2: EDC Findings.** Based on the information contained in the Application, and the Village Staff Recommendation and the other information and testimony received at the EDC Public Meeting, the Western Springs Economic Development Commission finds:

- A. The Application is complete and complies with the submittal requirements of the Program;
- B. The Application is consistent with the purposes of the Program;
- C. The Property and Applicant is in good standing with the Village to be considered for a grant has no outstanding water or other Village fees, and the Property has no outstanding code violations or unrelated open permits, and has a valid certificate of occupancy. Additionally, the proposed improvement(s) comply with the Title 9 (Building Code) and Title 10 (Development Control Ordinance) (“DCO”) of the Village Code;
- D. The Property is a non-residential property located within the Downtown North TIF District;
- E. The type of project is eligible under the TIF Act and the Program. The Applicant’s request for reimbursement of a portion of the actual, documented costs of the completed roof modifications, which is classified as exterior façade work, is eligible under the TIF Act and the Program; and
- F. The requested grant amount complies with the maximum permitted for the type of project and use classification per the Program. The Applicant is eligible to receive a grant award in an amount of \$7,000.00.

**SECTION 3: EDC Recommendation.** Subject to the conditions set forth below, the Western Springs Economic Development Commission recommends to the President and Board of Trustees as follows:

- A. **Approval** of the Application and payment of a grant award **in an amount of \$7,000.00** OR in a dollar amount to be determined by the Village Board.
- B. Approval of the Application is subject to the following conditions: **NONE.**

A motion was made to **approve** the Recommendation listed above, the motion was seconded, and then the motion was approved by a seven (7) to zero (0) vote of the Commissioners (motion by: Member Mitchell; seconded by: Member Kelly).

**PASSED** by the Western Springs Economic Development Commission at a meeting held on the 23rd day of July, 2025.

**VOTE:**

**AYES:** Ariens, Cozzi, Copeland, Holewczynski, Kelly, Myers,  
Mitchell

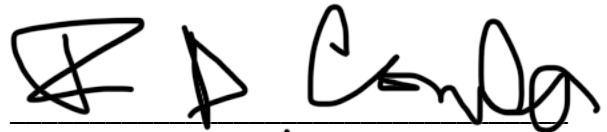
**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**OTHER:** None

The above vote has been certified by me this 23rd day of July, 2025.

  
Chair

**Group Exhibit "A"**

**Village Staff Memorandum dated June 3, 2025 and  
prepared by Heather Valone, Director of Community Development with  
Attachments including a copy of the Application dated May 12, 2025 and filed by the  
Applicant with the Western Springs Community Development Department on May 12, 2025**

(attached)

**RESOLUTION NO. 25-**  
**VOTE:**  
**AYES:**  
**NAYS:**  
**ABSENT:**  
**ABSTAIN:**  
**DATE: August 18, 2025.**  
**OTHER: None.**

**AN ORDINANCE AUTHORIZING THE APPROVAL OF A GRANT AWARD UNDER THE PROPERTY IMPROVEMENT GRANT PROGRAM TO APPLICANT THE THEATRE OF WESTERN SPRINGS FOR REIMBURSEMENT OF A PORTION OF THE RENOVATION COSTS INCURRED AT THE 4384 HAMPTON AVENUE PROPERTY, AND FOR THE APPROPRIATION AND EXPENDITURE OF A PORTION OF DOWNTOWN NORTH TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS TO PAY FOR THE GRANT AWARD.**

**WHEREAS**, pursuant to Ordinance No. 24-3161, adopted January 22, 2024, and Resolution No. 24-2771 adopted January 22, 2024, the President and Board of Trustees of the Village of Western Springs (“Village Board” or “Village”) approved a Property Improvement Grant Program (“Program”), which is designed to encourage the retention of existing businesses and the attraction of new businesses by providing grants to reimburse non-residential property owners for the completion of high quality property and building renovations and property redevelopment, consistent with the goals and recommendations of the Village’s Downtown Redevelopment Plan and Comprehensive Land Use Plan. The Program is funded with tax increment financing (“TIF”) funds and other available public funds, as permitted under the provisions of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4 (“TIF Act”) and the Illinois Economic Development Statute, 65 ILCS 5/8-1-2.5; and

**WHEREAS**, the non-residential properties that are eligible to participate in the Program are located within the Village’s Downtown South TIF District and Downtown North TIF District, collectively known as the “TIF Districts”. Under the Program, the Village will award grants to qualifying property owners and tenants for the reimbursement of Village-approved TIF-eligible redevelopment projects costs or TIF economic incentives. There are capped dollar amounts for the grant awards under the PIP, which are based on land use and project type; and

**WHEREAS**, under the Program, there are seven (7) categories of redevelopment projects, which are available only for non-residential properties within the Village’s TIF Districts and are subject to an applicant-paid matching fund requirement that may be considered for a Program grant that include:

- Exterior Facades. Includes work such as windows, doors, tuckpointing, roofs, and similar work;
- Signage. The Downtown Redevelopment Plan recommends awning and wall signage. Window and other signage types will not be eligible for the Program;
- Sidewalk Cafés. Bollards, jersey barriers, decorative pergolas, and other components to facilitate outdoor dining;
- Exterior Hardscapes. Private walkways, ramps, and other similar structures would be included in this category;
- Improvements to comply with the Illinois Americans with Disability Act (ADA). Projects to improve access to the unit or building to ensure that they are compliant with the State ADA requirements would fall into this category. This would also include projects that would modify the interior of the building to comply with the ADA requirements;
- Fire suppression and alarms. Includes the cost to upgrade utilities to facilitate the installation of these systems;
- Green Improvements. Includes LEED or other sustainability upgrades to increase the efficiency of the building’s envelope; and

**WHEREAS**, the Program provides that the Village’s Director of Community Development is authorized to take final action on the grant awards for funding of eligible redevelopment projects totaling \$5,000.00 of funding or less. For redevelopment projects where the grant award will be more than \$5,000.00, the request is presented to the Western Springs Economic Development Commission (“EDC”) for review and recommendation, and then submitted to the Village Board for final action; and

**WHEREAS**, on May 12, 2025, The Theatre of Western Springs (“Applicant”), the owner of The Theatre of Western Springs and the owner and tenant of the property located at 4384 Hampton Avenue (the “Property”), filed a complete application for a grant award (“Grant Award”) under the Program seeking reimbursement in the amount of \$7,000.00 for anticipated fire suppression and fire alarm costs to be incurred at the Property (“Application”). A copy of the Application is attached hereto as **Group Exhibit “A”** and made a part hereof. In order to be eligible to receive the Grant Award, the Applicant shall be required to submit to the Village supporting documentation confirming that the work described in attached **Group Exhibit “A”** was completed at the Property; and

**WHEREAS**, at an open public meeting held on July 23, 2025, the EDC met to review and consider the Application submitted by the Applicant (the “EDC Public Meeting”). During the EDC Public Meeting, the Applicant made a presentation regarding its Application, the Village’s Community Development Director provided a report and recommendation relative to the Application (“Village Staff Recommendation”), a copy of which is attached hereto as **Group Exhibit “A”** and made a part hereof, an opportunity was provided for public input, and then the members of the EDC asked questions of the Applicant and of all other individuals who spoke during the EDC Public Meeting; and

**WHEREAS**, based on the foregoing information, considerations and activities, on July 23, 2025, the EDC voted to approve Recommendation No. 25-01: Recommendation Relative To An Application For Certain Property Improvement Grant Program Incentives By The Theatre of Western Springs For Certain Eligible Improvements To The 4384 Hampton Avenue, Western Springs, Illinois Property, which recommended that the Village Board approve the Application and provide the Grant Award in an amount of \$7,000.00 OR in such a dollar amount to be determined by the Village Board. A copy of the EDC Recommendation No. 25-01 is attached hereto as **Group Exhibit “A”** and made a part hereof; and

**WHEREAS**, at a public meeting held on \_\_\_\_\_ 2025, the Village Planning and Zoning Committee (“Committee”) reviewed and discussed the application and received input from the Village staff and provided an opportunity for public input on the matter. At its \_\_\_\_\_ 2025 meeting, the Committee recommended approval of the Application; and

**WHEREAS**, at the Regular Village Board Meeting conducted on **August 18, 2025**, the President and Board of Trustees of the Village reviewed and discussed the EDC Recommendation No. 25-01 and the Committee’s recommendation and received input from the Village staff and provided an opportunity for public input on the matter. At the **August 18, 2025**, Combined Workshop and Regular Village Board Meeting, the President and Board of Trustees of the Village of Western Springs accepted the EDC’s Recommendation No. 25-01 and the Committee’s recommendation to approve payment of the Grant Award in the amount of \$7,000.00 to the Applicant; and

**WHEREAS**, the President and Board of Trustees of the Village are authorized to appropriate and approve the payment of TIF Funds from the Downtown North TIF District to pay the Grant Award to the Applicant pursuant to the applicable provisions of the TIF Act, the Program, the Illinois Municipal Code (65 ILCS 5), Article VII (Local Government), Section 7 (Counties And Municipalities Other Than Home Rule Units) of the Constitution of the State of Illinois of 1970 and the Intergovernmental Cooperation Act (5

ILCS 220). The President and Board of Trustees of the Village find that it is protective of the health, welfare and safety of and in the best interests of the Village, its residents, property owners, local businesses and the public to approve this Ordinance.

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WESTERN SPRINGS, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1. Incorporation.** Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Ordinance.

**SECTION 2. Approval of Expenditure of TIF Funds to Pay the Grant Award.** The President and Board of Trustees of the Village of Western Springs appropriate and approve the expenditure of TIF Funds from the Downtown North TIF District in the amount of \$7,000.00 under the Program for payment of the Grant Award to the Applicant. The Grant Award shall be paid to the Applicant within sixty (60) calendar days of the submittal by the Applicant of the supporting documentation for reimbursement.

**SECTION 3. Execution and Delivery of Documents; Approval of Necessary Actions.** The President and Board of Trustees of the Village of Western Springs authorize and direct the President and Village Clerk, or their designees, to execute and deliver all other instruments and documents that are necessary to fulfill the Village's obligations under this Ordinance. The Village Clerk, or their designee, shall transmit a certified copy of this Ordinance to the Applicant for its record retention purposes. The President and Board of Trustees of the Village of Western Springs further authorize and direct the Village Manager, the Village Engineer and the Village Attorney, or their designees, to take all necessary actions to comply with the Village of Western Springs' obligations under this Ordinance.

**SECTION 4. Effective Date.** This Ordinance shall be in full force and effect from and after its adoption, approval and publication in the manner provided by law.

**PASSED** by a roll call vote of the Board of Trustees of the Village of Western Springs, Cook County, Illinois, at a Regular Meeting thereof, held on **August 18, 2025**, and approved by me as Village President on the same day.

\_\_\_\_\_  
Heidi Rudolph, Village President

**ATTEST:**

\_\_\_\_\_  
Edward Tymick, Village Clerk

Date: August \_\_\_\_, 2025.

This Ordinance was published by me in pamphlet form on \_\_ day of August, 2025.

\_\_\_\_\_  
Edward Tymick, Village Clerk

**Group Exhibit "A"**

**Property Improvement Grant Program ("Program") Application  
dated May 12, 2025 and filed by the Applicant  
with the Western Springs Community Development Department  
on May 12, 2025**

and

**Village Staff Recommendation dated July \_\_\_\_\_, 2025  
and prepared by the Village's Community Development Director relative to the Application**

and

**Recommendation No. 25-01: Recommendation Relative To An Application For Certain Property  
Improvement Grant Program Incentives By The Theatre of Western Springs For Certain Eligible  
Improvements To The 4384 Hampton Avenue, Western Springs, Illinois Property**

(attached)

Draft

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF C O O K     )

**CLERK'S CERTIFICATE**

I, Edward Tymick, Village Clerk of the Village of Western Springs, Cook County, Illinois, certify that the attached document is a true and correct copy of the Ordinance now on file in my office, entitled:

**ORDINANCE NO. 25-\_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE APPROVAL OF A GRANT AWARD UNDER THE PROPERTY IMPROVEMENT GRANT PROGRAM TO APPLICANT THE THEATRE OF WESTERN SPRINGS FOR REIMBURSEMENT OF A PORTION OF THE RENOVATION COSTS INCURRED AT THE 4384 HAMPTON AVENUE PROPERTY, AND FOR THE APPROPRIATION AND EXPENDITURE OF A PORTION OF DOWNTOWN NORTH TAX INCREMENT FINANCING (TIF) DISTRICT FUNDS TO PAY FOR THE GRANT AWARD**

which was passed by a roll call vote of the Board of Trustees of the Village of Western Springs at a Regular Meeting held on the 18th day of August, 2025, at which Meeting a quorum was present, and approved by the Village President of the Village of Western Springs on the 18th day of August, 2025.

I further certify that the roll call vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Western Springs was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Western Springs, and that the result of said vote was as follows, to-wit:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

I do further certify that the original Ordinance, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Village of Western Springs this \_\_\_\_ day of August 2025.

\_\_\_\_\_  
Edward Tymick, Village Clerk

**SEAL**



## **AGENDA ITEM SUMMARY**

### **PLANNING AND ZONING COMMITTEE**

Planning and Zoning Committee: August 12, 2025

#### **AGENDA ITEM D.2.**

**To:** Planning and Zoning Committee

**From:** Heather Valone, Director of Community Development

**CC:** Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Jill Izzo, Village Clerk, Michael Jurusik, Village Attorney, Anne Skrodzki, Village Attorney, Kelsey Fawell, Senior Planner

**RE:** Western Springs Park District and Western Springs Business Association – Requests for Special Event Liquor License and Temporary Use Permit for Harvest Fest 2025 – Revised Application

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#### **Recommendation**

None.

#### **Summary**

On June 16, 2025, the Village Board of Trustees approved Ordinance No. 25-3270 for a Class “I” Liquor License and Temporary Use Permit (TUP) for the 2025 Harvest Fest special event hosted by the Western Springs Park District (Park District) and the Western Springs Business Association (WSBA). The Park District and WSBA have revised their temporary application to include a three-kilometer fun run as part of the larger event. The run is operated by School District 101 and will feature participants from Field Park, Forest Hills, Laidlaw Elementary Schools, and McClure Junior High School. The applicants anticipate 500 participants. The course map is included in Attachment 1 and includes only areas within Spring Rock Park. The course does not include any road or parking lot crossings. The run will take place on Saturday from 3:00 p.m. to 5:00 p.m.

The revised application does not change the special event liquor license request. It expands the activity offerings during Harvest Fest on the second day of the event. The race will share the location, food, music, and temporary facilities of the Harvest Fest event.

#### **Attachments**

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1. Revised Application Submittals

#### **Financial Impact**

None.

#### **Recommended Motion**

None.

**Strategic Plan Alignment**

None.

**File Attachments**

1. Revised Application Submittals



July 14, 2025

The Honorable Heidi Rudolph  
President, Village of Western Springs  
740 Hillgrove Avenue  
Western Springs, IL 60558

Dear President Rudolph,

As a follow-up to our previously approved Harvest Fest 2025 proposal, I'm pleased to provide an update regarding an activity taking place as part of the celebration: the 1st Annual D101 Harvest Fest 3K Run, scheduled for Saturday, September 6, 2025 at Spring Rock Park.

The race will begin at 3:00 PM and conclude around 5:00 PM, featuring participants from Field Park, Forest Hills, Laidlaw Elementary Schools, and McClure Junior High School. We anticipate approximately 500 runners. This officially timed event will be contained entirely within Spring Rock Park, utilizing the existing gravel loop and adjacent grassy areas—ensuring no road or parking lot crossings. As such, no street closures or parking restrictions will be necessary.

The attached map outlines the course, which will be clearly marked and supported by volunteers throughout. The only required police resource is a bike officer to serve as a racecourse marshal.

Before and after the run, participants will gather in the park to enjoy music, food, activities, and an awards ceremony, aligning seamlessly with the greater Harvest Fest celebration.

We are especially grateful to District 101 and its schools for their enthusiastic partnership in launching this new community tradition. Their support and spirit of collaboration help make Harvest Fest an inclusive and exciting event for all ages.

Thank you for your continued support in making Harvest Fest a success.

Warm regards,

Barb Kartzmark  
Manager, Community Relationships and Events  
Western Springs Park District

**Cc:**

Ellen Baer – Village Manager  
Heather Valone – Director, Community Development  
Jeff Dulla – President, Western Springs Business Association  
Walt Knake – Executive Director, Western Springs Park District  
Molly Kepler – School District 101 Representative

# HARVEST FEST 2025



- 1 Vendor Tables
- 2 Batting Clinics
- 3 Vendor Tables
- 4 Tennis Clinics
- 5 Basketball Clinics
- 6 Welcome Tent
- 7 Prime Time Racing
- 8 Speed Pitch
- 9 Inflatables
- 10 Balloon Artist Face Painter
- 11 WS Rec Games
- 12 Reptile & Bugs Show
- 13 I.D. Check Wristbands Beer/Wine
- 14 Band Parking
- 15 Band Stage
- 16 Band Convience Tent
- 17 Fire Works
- 18 Food Trucks
- 19 Picnic Table Area
- 20 Activities
- 21 VIP Sponsor Tent
- 22 Guest Tent
- 23 Protest Area



3K RUN IN RED



## AGENDA ITEM SUMMARY

### PLANNING AND ZONING COMMITTEE

Planning and Zoning Committee: August 12, 2025

#### AGENDA ITEM D.3.

**To:** Planning and Zoning Committee

**From:** Heather Valone, Director of Community Development

**CC:** Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager, Kelsey Fawell, Senior Planner, Jill Izzo, Village Clerk, Michael Jurusik, Village Attorney, Anne Skrodzki, Village Attorney

**RE:** Western Springs Historical Society – Request for a Temporary Use Permit for the Paint the Town Plein Air 2025 Special Event

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#### Recommendation

Consider a recommendation to approve the Temporary Use Permit (TUP) for the 2025 Paint the Town Plein Air event.

#### Summary

The Western Springs Historical Society (WSHS) has submitted a request for a temporary use permit (TUP) at the Tower Green (916 Hillgrove Ave.) for a fundraising event. The event will be conducted on Sunday, September 14, 2025, from 10:00 a.m. to 3:00 p.m. The event is consistent with those approved in 2021, 2022, and 2023, featuring painting on the Tower Green with live music.

A request letter dated July 22, 2025, has been submitted by Mary Rintz, a member of WSHS, discussing the event and the pertinent details related to the request, which are as follows:

- The event will be conducted on Sunday, September 14, 2025, from 10:00 a.m. to 3:00 p.m.
- The painting activity and music are similar to previous event requests in 2021–2023.
- All activities will be held on the Tower Green and will not impede or block any sidewalks or streets. The site plan for the event is included in Attachment 1.
- Food service and temporary bathroom facilities will not be provided.

Although the event was not held in 2024, it remains similar in scope and format to previous years. WSHS has demonstrated over the years that it is capable of managing this event. Village staff received no complaints from the 2021–2023 events.

Attachment

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- 1. Application Submittals

**Financial Impact**

None

**Recommended Motion**

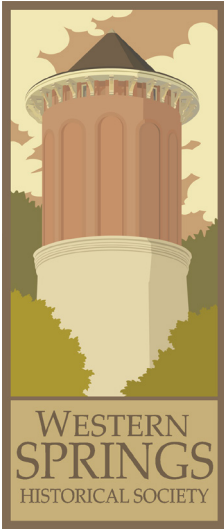
I move to recommend to the Village Board the approval of the Temporary Use Permit (TUP) for the 2025 Paint the Town Plein Air event.

**Strategic Plan Alignment**

Economic Development.

**File Attachments**

- 1. Application Submittals



July 22, 2025

To: Casey Biernacki  
Deputy Village Manager  
Western Springs

RE: WSHS Plein Air Event 2025

The Western Springs Historical Society would like to hold a fundraising event on the Tower Green with details as follows:

**Event:** Bi-Annual “Paint the Town Plein Air Event”

Help support the WSHS with plein air (outdoor) painting on the Tower Green! All level artists welcome at this family-friendly event! Try your hand at painting our iconic Tower or check out local artists as they paint in real time! Purchase an art kit or bring your own supplies.

**Date:** Sunday, September 14, 10am-2pm (or 1pm, TBD)

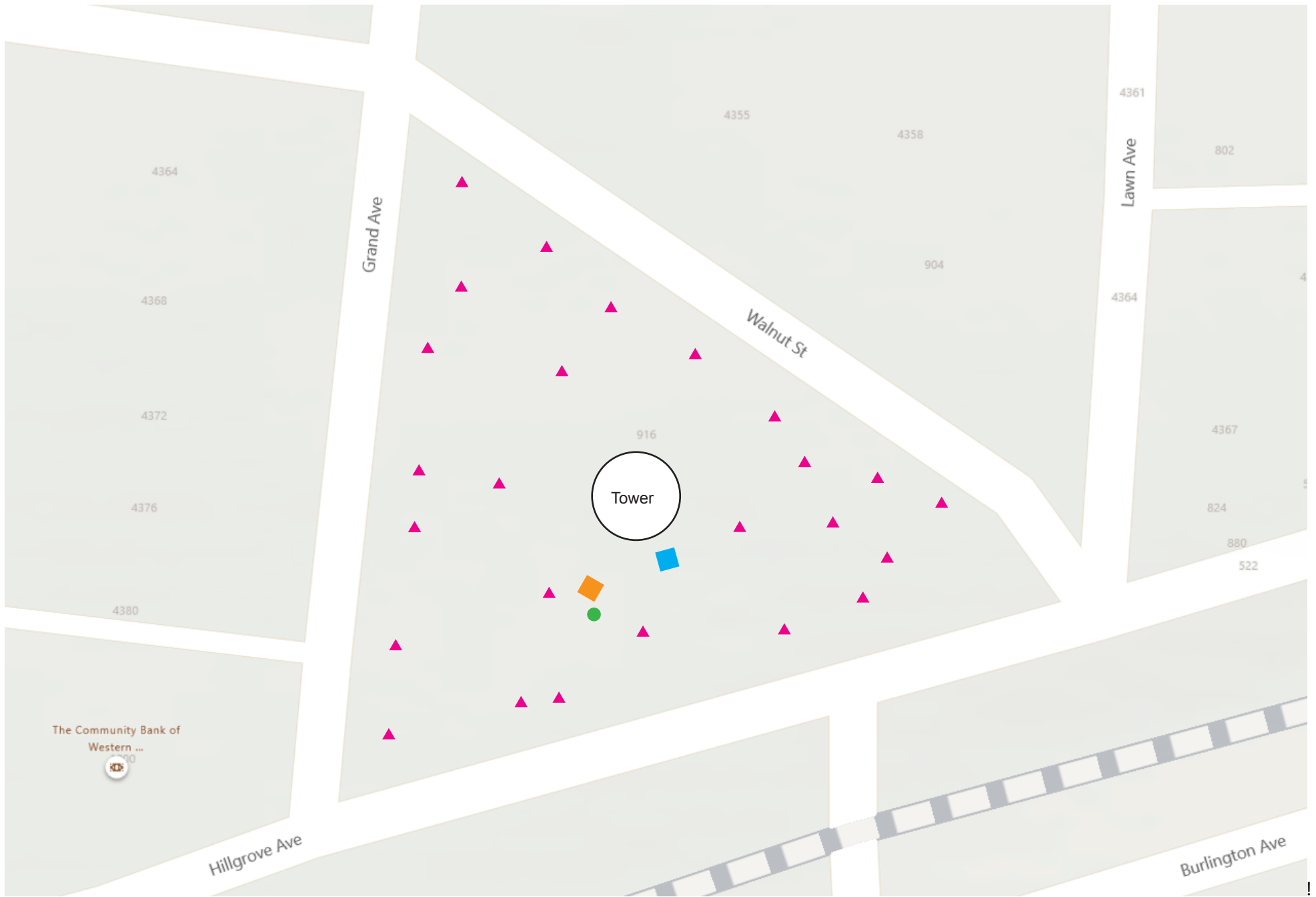
**Entry Fees:** \$15 per artist (with own supplies); \$25 per artist includes 11x14 canvas/paint/brushes/water. All proceeds to benefit the WSHS.

**Set up:** Artists will be able to choose where they want to set up their easels around the Tower/on the Green.

There will be tents placed around the Tower for:

- check-in/fee payment/purchase/pick up art supplies
- sale of WSHS merchandise (possibly, TBD)

Greg Cone (musician/husband of Trustee Chris Cone) will sing/play guitar for a couple hours so we will need electricity.



- ▲ Artists
- Check-in/pay/pickup supplies table/tent
- WSHS Merch table/tent
- Microphone for Greg Cone (musician)