

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 14, 2025 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: Village Clerk Gretchen Boerwinkle, Director of Parks and Recreation Dustin Kleefisch, Deputy Chief Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Chief Kaspar to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

- a. WAIVE READING OF THE MINUTES (APPROVE)
- b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, January 27, 2025 (APPROVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

- a. PROPOSED ORDINANCE ESTABLISHING A TEMPORARY USE PERMIT (TUP) PROCESS TO REGULATE OUTDOOR RESTAURANT DINING AND SEATING

Administrator Halloran noted that with an increased interest in outdoor dining and the inquiries of local businesses, staff proposes adopting a Temporary Use Permit (TUP) ordinance to regulate and formalize outdoor dining options in the Village to maintain safety, consistency, and compliance with public health in our zoning laws.

The scope of the ordinance includes:

- Requires a Temporary Use Permit (TUP) for all outdoor dining operations utilizing temporary structures
- Initial permit applications must be approved by the Village Board; identical renewals may be approved administratively
- Annual permit valid from April 1 to November 1 with a \$1,000 fee
- The ordinance includes detailed requirements for site plans, safety barriers, lighting, hours of operation, sanitation, and sound control
- Barriers required (3 ft minimum height)
- Hours: 7:00 a.m. to 11:00 p.m. (unless otherwise approved).
- No open flame, cooking, or food storage outdoors
- No smoking and must comply with sanitation standards.
- No permanent improvements unless pre-approved
- All furniture must be durable, cleanable, and secure against wind.
- Alcohol: 11:00 a.m. to 11:00 p.m. with fencing, supervision, license.
- All permit holders must provide indemnification agreements and proof of insurance naming the Village as an additional insured
- Village may revoke with 30 days' notice or suspend as needed.
- Requires landlord/property owner approval (private property).

The Village has allowed outdoor dining in the past on a temporary basis, primarily during the COVID19 shutdown. This ordinance simply formalizes the process and procedures required.

If the Board provides positive feedback, the ordinance is on the agenda for approval at the regular meeting tonight. This will allow any businesses interested in the TUP to come before the Board at the April 28<sup>th</sup> meeting for approval of their plan.

Trustee Berglund expressed concern over the issue of limited parking. She noted that some areas already have limited parking and that this ordinance would make that issue worse. She cited Clarendon Hills recent changes in their downtown area, blocking public parking for outdoor dining which has made parking for shoppers difficult. She indicated she

did not want to make shopping difficult for Willowbrook residents and visitors. Administrator Halloran noted that in the Unified Development Ordinance (UDO) there are specific standards for minimum number of parking spaces and that as part of the approval process, the parking requirements would be noted.

Trustee Berglund also wanted to know who had expressed interest in outdoor dining. Mayor Trilla responded that it had been recently requested by (Dell Rhea's) Chicken Basket, and last year by Madisons (Pub & Grill). He also noted that Chicken Basket has about seventy spaces over the required minimum number of parking spaces.

Trustee Davi noted that he considered this a wonderful idea to bring people out and enjoying themselves. His concern is for safety and standards for barricades. Administrator Halloran indicated that barricade standards and requirements would be based on the individual applicants and determined by Village analysis as well as a review by Tri-State staff. Director Krol reiterated that impact barricades were definitely one of the areas that would strictly reviewed and enforced.

Trustee Neal's concern was for out-of-season storage of the dining equipment used. Attorney Durkin noted that the ordinance was written to allow for on-site storage although not out-of-doors, or it can be stored off-site.

The Board provided a positive consensus to move forward with passing the Temporary Use Permit ordinance for outdoor dining.

Before adjournment, Chief invited the Board members to view the completed TWA Flight Memorial at the police department.

#### 7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Committee of the Whole meeting at the hour of 5:42 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2024.

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Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.