

# **Village of Lombard**

*Village Hall  
255 East Wilson Ave.  
Lombard, IL 60148  
villageoflombard.org*



## **Meeting Minutes**

**Wednesday, July 6, 2011**

**7:00 PM**

**Village Hall**

## **Economic & Community Development Committee**

*Trustee Peter Breen, Chairperson  
Trustee Keith Giagnorio, Alternate Chairperson  
Dennis McNicholas, Matthew Phillips, Garrick Nielsen,  
Jodee Baker, Matthew Pike, Joe Glazier, Jr.,  
Brenda Gannon and Student Member Jolie-Grace Wareham  
Staff Liaison: William Heniff*

## 1.0 Call to Order and Pledge of Allegiance

*The meeting was called to order by Chairperson Breen at 7:00 p.m.*

*Chairperson Breen led the Pledge of Allegiance.*

## 2.0 Roll Call

**Present:** Peter Breen, Dennis McNicholas, Jodee Baker, Brenda Gannon, Matthew Pike, Joe Glazier, Jr., Matthew Phillips and Jolie-Grace Wareham

**Absent:** Garrick Nielsen

*Also present: William Heniff, AICP, Director of Community Development; Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, AICP Executive Director of the Lombard Town Centre; Dan Whittington of the Lombard Town Centre Board; Tom Masterson; Angel Camacho; Edlyn Andrlik and Jim Andrlik.*

## 3.0 Introductions

*Chairperson Breen asked everyone to introduce themselves.*

## 4.0 ECDC Overview/Discussion

*Chairperson Breen stated that he would like to spend a few minutes brainstorming with the committee members about ideas they have for the committee.*

*Mr. McNicholas suggested that a long range plan be developed for the committee each year. He suggested that a work plan be created and that meeting schedules should accommodate petitioners.*

*Ms. Gannon suggested that meetings be held in other places, possibly in locations where grants are being proposed. Mr. Heniff responded by stating that we still need to make sure proper notice is given and that the space is accessible to everyone.*

*Chairperson Breen asked the members to come up with ideas for the next meeting.*

## 5.0 Public Participation

*Tom Masterson, 128 W St Charles, spoke about the Downtown Retail Business Grant (DRBG) for 14 W St. Charles. He said he opposes the use of TIF funds for that type of business at that location. He said that the ECDC approved the grant without a 3 year lease. He referenced the recently approved downtown plan and said that plan recommends a restaurant use for the site. He encouraged the ECDC to follow the plan. He ended by stating that the ECDC should exercise more due diligence before approving a grant.*

## 6.0 Approval of Minutes

*On a motion by McNicholas and seconded by Baker the minutes of the April 6, 2011 meeting were unanimously approved by the members present.*

## 7.0 Unfinished Business

### 110025

#### **Village Wide Economic Development Plan Update**

Request to review and discuss the final draft of the Village Wide Economic Development Plan.

*Mr. Stilling summarized the memo and draft report stating that at the December 1, 2010 ECDC meeting, staff introduced the draft work plan for the Village Wide Economic Development Strategy and Action Plan ("the Plan"). Specifically, staff discussed the following components of the Plan:*

- 1. Develop Goals*
- 2. Prepare an assessment of our current and past economic development tools*
- 3. Identify development strategies*
- 4. Identify priorities and develop a timeline for completion.*

*Mr. Stilling stated that staff has completed the final draft of the Plan. The following items are identified in these sections:*

- o Goals*
- o Strategies and Objectives for each goal*
- o Market Overview*
- o Summary of Commercial Corridors*
- o Economic Development Tools*
- o Development opportunities*
- o Implementation*

*Mr. McNicholas asked if the Lombard Circulator plan could be referenced in the report. Mr. Heniff responded by giving the committee background on the Circulator. He ended by stating that 2nd year funding could not be secured so the program has not started.*

*Ms. Baker cited the Downers Grove bus program and asked if that was similar to the Lombard Circulator. Mr. Heniff said yes.*

*Mr. Camacho encouraged the idea of trying to get the program started again. He said it will help to promote local employment.*

*Trustee Breen asked the members if they would like to take time to review the document and vote on it at the next meeting. Mr. McNicholas recommended that the ECDC vote on the matter tonight.*

**It was moved by McNicholas, seconded by Gannon, that this matter be recommended to the Board of Trustees for approval. The motion carried by the following vote:**

**Aye:** 6 - McNicholas, Baker, Pike, Gannon, Glazier, Jr. and Phillips

**Absent:** 1 - Nielsen

## 8.0 New Business

110430

**6-8 S. Park Avenue**

Request to approve a Downtown Improvement and Renovation Grant (Facade Grant) in the amount of \$1,125 for the property located at 6-8 S. Park Avenue. (DISTRICT #1)

*Mrs. Andriuk spoke about her request for a façade grant to replace an existing awning. She said the existing awning is ripped and faded. She said the new awning will be black and only have the address on it.*

*Mr. Stilling summarized the staff memo regarding the request. He said the proposed replacement awning would be similar to the existing awning; however it would be entirely black. The property owner is seeking to replace the existing fabric, while still maintaining the existing frames. According to the property owner, the awning would display only the address of the space on the front valence. The photo provided shows the names of the previous businesses only as an example. Staff does note that the tenant space at 6 S. Park is occupied with Red Wall Photo/Cynthia Sally Salon not the "Tax Specialist" as shown in the photo. The other tenant space at 8 S. Park is vacant. Based on the lowest bid, the applicant is eligible to receive up to \$1,125 from the Improvement and Renovation Grant program. Because the request is under \$10,000, it does not require approval from the Board of Trustees and can be approved by the ECDC.*

*Mr. Stilling said that as part of the Downtown Lombard Revitalization Project Guidebook, recommendations were provided for façade enhancements. While the recommendations in the plan did not specifically cover the subject property, they are still applicable and should be used as a reference for future grant requests. Staff finds that the plans are consistent with the recommendations within the Downtown Plan as it is providing new fabric materials with a strong visual impact. Staff would encourage the property to consider some type of "Gooseneck" lighting in the future as an enhancement to the proposed improvements. This would also be eligible for the grant. The applicant did meet with the Lombard Town Centre prior to submitting their application. The Lombard Town Centre is supportive of the improvements.*

*Mr. Heniff provided some additional background on the grant program.*

*Mr. Glazier asked if staff felt the proposed improvements were consistent with the plan. Mr. Stilling said yes.*

**It was moved by Glazier, Jr., seconded by Baker, that this matter be approved. The motion carried by the following vote:**

**Aye:** 4 - Baker, Gannon, Glazier, Jr. and Phillips

**Abstain:** 1 - McNicholas

**Absent:** 1 - Nielsen

110431

**Union Pacific/Metra Pedestrian Tunnel**

Request to review and comment on the Union Pacific/Metra Pedestrian Tunnel project. (DISTRICT #1)

*Mr. Heniff provided background stating that Village staff has been working with the Union Pacific (UP) and Metra on the proposed pedestrian tunnel for downtown Lombard. The tunnel will be located at the terminus of Park Avenue and Michael McGuire Drive*

and will extend under the railroad tracks to Parkside Drive. As part of the project, UP and Metra will be installing new ADA compliant ramps and stairs to the platform and tunnel, as well as improving the amenities offered to commuters. Total project costs from Metra and the UP are estimated at \$5.5 million. It is anticipated that the project will commence during the 2012 construction season.

Mr. Heniff said that UP and Metra representatives presented the attached material to the Village Board at the April 7, 2011 meeting. The purpose of the meeting was to provide the Board with an overview of the project, as well as seek input on several potential upgrades that would be done at the Village's cost. Upon review of the plans, the Village Board directed Metra and UP to proceed with the plans to incorporate the upgraded tunnel and to include the antique copper roofing. The additional cost for these upgraded improvements, as well adding additional security cameras, is estimated at \$120,000 beyond the initial project scope and will be funded by the Village through the use of TIF dollars. Any additional charges associated with upgrades would be the responsibility of the Village.

Mr. Heniff summarized by stating that at the request of the Village Board, this item is being sent to the Economic & Community Development Committee (ECDC) for their review and comments. It is important to note that the proposed improvements are within the UP right-of-way. Therefore, the plans provided are for informational purposes as they have the authority to proceed with most of the improvements without the need for Village approval. Comments from the ECDC will be shared with the Village Board and transmitted to Metra and the UP accordingly.

Mr. McNicholas stated that he prefers the look of the terra cotta roof. He said that the Village should upgrade the tunnel as a long term commitment to the downtown.

Mr. Glazier also like the terra cotta roof. He asked what impact the construction will have on the businesses. Mr. Heniff said that the Village is working closely with the UP/Metra to minimize impacts. He said UP/Metra plans to rent a vacant office in the downtown area.

Dan Whittington suggested that some artwork or local advertisements be placed on the walls within the tunnel.

Ms. Gannon suggested that music be played on the speakers inside the tunnel. She said people can also get announcements.

Chairperson Breen suggested that construction updates be shared on the website highlighting any track areas that might be closed due to construction.

The committee offered the following comments for the Village Board:

- o Minimize construction impacts on existing businesses.
- o The committee suggested that the walls inside the tunnel be decorated with art and/or advertise local events.
- o The committee recommended that background music and Metra announcements be played on speakers inside and around the tunnel.

## 9.0 Other Business

There was no other business.

## 10.0 Information Only

### *Transparency Policy*

*Chairperson Breen introduced the proposed Website Transparency Policy for discussion amongst the committee. He said that the foundation for the policy was from the Illinois Policy Institute and their audit of local government websites. Some key items he wanted to see include 5 years of information and Village expenditures.*

*Chairperson Breen said the ECDC is to be a liaison to the community and various organizations. He suggested that the committee should reach out to the various groups for their input on the policy and enhancements to the Village website. He suggested that outreach be done to HOAs, businesses and youth groups. He encouraged the creation of a Village wide email system that can notify residents about Village matters and other non-profit groups, schools, etc.*

*Mr. Heniff provided the committee with background about the Village "CodeRed" notification system.*

*Several members suggested that packets be provided via email or online rather than be delivered.*

*Chairperson Breen identified the following groups that should be contacted by ECDC members:*

- \* Youth Groups- Student Member Wareham will be creating a list*
- \* Homeowners Associations- Mr. Glazier will be reaching out to the HOAs*
- \* Recently opened businesses- Mr. Phillips will be contacting businesses that have opened since 2010*
- \* Major Businesses- Ms. Gannon will reach out to the major businesses*

*Chairperson Breen suggested that a letter go out to each of the groups asking for their input on the proposed policy and what other items should be included in the Village's website. He asked staff to provide a draft of the letter for his review. He then asked the members to follow up with phone calls.*

### *LTC Report*

*Karen Stonehouse provided the ECDC with background on the LTC and a summary of some of their recent activities. She referenced the recently completed newsletter that will be going out to all the businesses. Dan Whittington said that they will also be handing them out at the Taste of Lombard and available online.*

### *Economic Development Update*

*Mr. Stilling provided an update to the Committee about recent development activity throughout the Village. He said that since the beginning of 2011, approximately 41 new businesses opened, expanded or will soon be opened in Lombard. These new businesses either occupied previously vacant space or took over space from an existing business. This accounted for 335,881 square feet of space and 721 employees. In addition, Mr. Stilling highlighted the current vacancy levels in the Village.*

## 11.0 Adjournment

*On a motion by McNicholas and seconded by Phillips the meeting adjourned at 8:46 p.m.*

