




MEMORANDUM

TO: Trustee Laura Fitzpatrick, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, Assistant Director of Community Development 

DATE: January 12, 2015

SUBJECT: Downtown Improvement & Renovation Grant; 104 W. St. Charles Road
(Fringe Hair Salon)

The Community Development Department has received an application for the Downtown Improvement and Renovation Grant Program (also known as the Facade Grant Program) for Fringe, A Boutique Salon located at 104 W. St. Charles Road. The applicant is seeking to install awnings on the second story of the building. Fringe is expanding and will be utilizing space on the second floor of the building. Fringe leases the property at 104 W. St. Charles Road.

The property is located in the Downtown TIF. The total cost of project is \$1,800.00 and is grant eligible up to \$900.00 (up to 50% of the eligible project costs; not to exceed \$50,000.00, unless specifically approved by the Village Board).

It should be noted that all grant requests paid for by Village of Lombard TIF dollars shall comply with the Illinois Prevailing Wage Act. Therefore, if the grant is approved by the Village Board of Trustees, the applicant shall sign an acknowledgement form indicating that they are aware that this project is subject to prevailing wages.

GRANT REQUEST

Awning

Fringe is seeking to install two awnings on the second floor of the building.

Vendor	Price Quote
Shine-Awn Inc.	\$2,075
Thatcher Oaks Inc.	\$1,800
Early Times Homes Solutions	\$2,450

The applicant has submitted three bids for the proposed work and based on the lowest bid the applicant is eligible to receive up to \$900.00. Since the request is under \$10,000.00 it does not require approval from the Board of Trustees and can be approved by the ECDC.

The subject property received a façade grant in 2012 and 2013 for the existing awnings. The program does not preclude multiple grant applications.

December 8, 2014
104 W. St. Charles Road
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Staff is supportive of the request for the following reasons:

1. Consistent with the recommendations of the Lombard Downtown Revitalization Project Guidebook.
2. Consistent with past approval for other façade grant requests.
3. Strong visual enhancement.
4. Support from Lombard Town Centre.

COMMITTEE ACTION REQUESTED

This item is being placed on the December 8, 2014 ECDC agenda for consideration. Staff recommends that the ECDC approve the grant subject to the following conditions:

1. The project must comply with the Illinois Prevailing Wage Act.
2. Permits must be applied for and received for all of the work.
3. Before the grant can be paid out, Fringe will submit a final receipt (showing the project is paid in full) and waivers of lien from the contractors.



November 20, 2014

Jennifer Ganser
Assistant Director of Community Development
255 E Wilson Ave.
Lombard, IL 60148

Dear Ms. Ganser:

The Lombard Town Centre Design Committee has reviewed the façade enhancement grant application for second floor awnings at Fringe Salon (102 W. St. Charles Rd.). We find the proposed improvements to be consistent with the desired aesthetic outlined in the *Lombard Downtown Revitalization Project Guidebook*. We also understand that the proposed awnings comply with Village code. Based on these factors, we are in support of the project and look forward to the enhancement it will bring to our downtown streetscape.

Should you have any questions, feel free to call me at the number below.

Sincerely,

A handwritten signature in black ink that reads "Thomas R. Runkle".

Tom Runkle
Lombard Town Centre
Design Committee Chair
630-334-0560

Ganser, Jennifer

From: Michelle Potvin <hairiam2@hotmail.com>
Sent: Sunday, November 23, 2014 5:33 PM
To: Ganser, Jennifer
Subject: RE: Estimate 6143 from Shine-Awn Incorporated

Thank you Jennifer for the opportunity to send in a letter.

To Whom it may concern;

We are seeking a facade grant for the addition of two awnings for the expansion of our business. We will begin construction on 11/24/14 in the upstairs of our building, 102 w St. Charles Rd.

Our request is that the Village helps us fund the awnings with a 50% responsibility. We will be emulating the existing awnings that you helped us fund in the last two years. We look forward to expanding our business in downtown Lombard!

Thank you

Michelle M Potvin
Fringe, A Boutique Salon
630-519-4027
www.fringeoflombard.com

From: GanserJ@villageoflombard.org
To: hairiam2@hotmail.com
Subject: RE: Estimate 6143 from Shine-Awn Incorporated
Date: Wed, 19 Nov 2014 14:37:48 +0000

Michelle,

Please email or drop off a letter stating your request and that you are unable to attend the meeting, including any information you think would be helpful for your grant request. We can state your request at the meeting. Please note that if someone has a specific question on your business or the awning design we may be unable to answer it. Let me know if you have any questions.

I will send you the agenda and staff report in advance of the December 8th meeting, probably on December 3rd or 4th.

Jennifer

From: Michelle Potvin [<mailto:hairiam2@hotmail.com>]
Sent: Tuesday, November 18, 2014 4:35 PM
To: Ganser, Jennifer
Subject: Re: Estimate 6143 from Shine-Awn Incorporated

Honestly Jennifer, I've never been present for the past two awning requests. I'm happy to send in a letter if needed. I am sole owner of Fringe.

Michelle Potvin
Fringe, A Boutique Salon
630-519-4027
www.fringeoflombard.com

On Nov 18, 2014, at 4:25 PM, Ganser, Jennifer <GanserJ@villageoflombard.org> wrote:

Someone from Fringe will need to be present on December 8th, or we can hear your request at an upcoming meeting (January 12th or February 9th). Are you the sole owner? If you have a partner, they could attend the December 8th meeting.

Jennifer

From: Michelle Potvin [<mailto:hairiam2@hotmail.com>]
Sent: Tuesday, November 18, 2014 4:24 PM
To: Ganser, Jennifer
Subject: RE: Estimate 6143 from Shine-Awn Incorporated

Sorry Jennifer! I cannot be there.. :(

Michelle M Potvin
Fringe, A Boutique Salon
630-519-4027
www.fringeoflombard.com

From: GanserJ@villageoflombard.org
To: hairiam2@hotmail.com
Subject: RE: Estimate 6143 from Shine-Awn Incorporated
Date: Tue, 18 Nov 2014 22:19:33 +0000

Thank you Michelle! The next ECDC meeting is December 8th at 7pm at Village Hall. You should be on that agenda and I believe I have everything I need. Are you available to be at the meeting? We'll ask you do a brief presentation of your request.

Thank you.

Jennifer

From: Michelle Potvin [<mailto:hairiam2@hotmail.com>]
Sent: Tuesday, November 18, 2014 9:40 AM

To: Ganser, Jennifer

Subject: Fwd: Estimate 6143 from Shine-Awn Incorporated

Below is no graphics from shine awn. The third co. I used didn't include graphics in their quote

Michelle Potvin

Fringe, A Boutique Salon

630-519-4027

www.fringeoflombard.com

Begin forwarded message:

From: Shine-Awn Incorporated <replyTo@quickbooks.com>

Date: November 18, 2014 at 7:02:33 AM CST

To: hairiam2@hotmail.com

Subject: Estimate 6143 from Shine-Awn Incorporated

Reply-To: shineawn@sbcglobal.net

Dear Customer :

Please review the estimate below. Feel free to contact us if you have any questions.

We look forward to working with you. There are no graphics with this bid. Thanks again, Jerry

Sincerely,

Jerry Mayer

Shine-Awn Incorporated

To view your estimate

Open the attached PDF file. You must have [Acrobat® Reader®](#) installed to view the attachment.



THATCHER OAKS **AWNINGS**

Client: Fringe Salon

Description: Concept Rendering

Salesperson: Kevin Eltoft

Date: 11/21/2014

**DOWNTOWN IMPROVEMENT AND RENOVATION GRANT
PROGRAM PRE-APPLICATION**

1. A. Building Address and Description: 102 W St Charles Rd

B. Property Identification Number: _____
C. Legal Description of Property: _____
2nd floor
2. A. Owners Name: Jonathon Vlahos

B. Owners Address: 4N602 Mountain Ash Drive
Wayne IL 60184
C. Phone (day time): (630) 670-0956
3. Current Tenant, Building Address, Lease Terms, and Description of Business: (use additional paper if necessary)
A. Space empty since April '13

B. Fringe A Boutique Salon expanding into Spa
Services upstairs
C. 5 yr lease w/ 5 yr option

4. Proposed Improvements and Renovations: _____
double awings on windows facing St Charles Rd

5. Plans/Drawings prepared by:

A. Name: Thatcher Oaks - Kerin Eltoft

B. Address: 718 Industrial Dr
Elmhurst IL 60126

C. Phone (day time): 630 833 5100

D. Estimated Cost of the Improvement and Renovation: \$ 2300.00

6. Statement of Understanding.

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Downtown Improvement and Renovation Grant Program and the specific design recommendation of the Director of Community Development.
- B. The applicant must submit detailed cost documentation, copies of building permits, and all contractors waivers of lien upon completion of work.
- C. The applicant, owners, and all contractors must comply with all federal and local regulations (see the attached list).

Business Owner Signature Michelle McPatrin (Date) 10/30/14

Property Owner Signature  (Date) _____

Return application to:

Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148
630-620-5746

EARLY TIMES HOME SOLUTIONS



Michelle Patyja

960 Industrial Dr., Suite 7, Elmhurst, IL 60126
P: 630.629.2090 F: 630.620.3172
info@earlytimeshomesolutions.com

Name <u>FRINGE - A Boutique Salon</u>	Date <u>10/2/14</u>
Address <u>164 W. St. Charles Rd</u>	Home Phone
City <u>Com Park</u>	Work Phone <u>630 519 4027</u>
State, Zip <u>60148</u>	Cell Phone
	E-Mail

<input type="checkbox"/> Gutter Topper	<input type="checkbox"/> Leaf Terminator	<input type="checkbox"/> Solution	<input type="checkbox"/> Greater	Color	Initial
<input type="checkbox"/> Gutters				Color	Initial
Down Spouts	<input type="checkbox"/> 2"x3"	<input type="checkbox"/> 3"x4"		Color	Initial
<input type="checkbox"/> Soffit				Color	Initial
<input type="checkbox"/> Fascia	<input type="checkbox"/> Fascia Wood			Color	Initial
<input type="checkbox"/> Fascia Cover				Color	Initial
<input type="checkbox"/> Siding				Color	Initial

Solar Attic Fan	<input type="checkbox"/> 10 Watt	<input type="checkbox"/> 20 Watt	<input type="checkbox"/> 30 Watt	Insulation	R-Value
Solar Light Tube	<input type="checkbox"/> 10"	<input type="checkbox"/> 13"	<input type="checkbox"/> 18"	<input type="checkbox"/> Blown-In	
Accessories	<input type="checkbox"/> Evening Light Kit	<input type="checkbox"/> Exhaust Fan		<input type="checkbox"/> Radiant Foil	
				<input type="checkbox"/> Cellulous	<input type="checkbox"/> Fiberglass

Awning Model <u>California Rd. Flame</u>	Size <u>W 90" D 30" P 30"</u>	Additional Work
Material <u>FABRIC - SUNBrella</u>	Initial	
Color <u>TRUCK BROWN</u>	Initial	
Motor Location	<input type="checkbox"/> Right <input type="checkbox"/> Left	<u>2 AWNINGS - SAME SIZE</u>
Awning Accessories	<u>Standard Valance</u>	
Extended Warranty		

Intallation Notes Brick Mount - 2nd Floor

- The work will be performed in accordance with and subject to the Company's Additional Terms and Conditions on the reverse side of this page, which is part of the Proposal and Agreement and is incorporated herein by reference.
- Total Price for labor, taxes and materials necessary to perform the work described in the Proposal and Agreement:
 \$ 2,807 Price
 \$ 434 Discount
 \$ 2,450 TOTAL Amount. Final price includes all coupons, discounts and special offers.
 A 250 deposit of \$ 250 is due upon acceptance of this proposal.
 The remaining balance of \$ 1,600 is due any payable in full to the Company on the day work is completed. However, if the Customer is not home on the day the work is completed, Customer agrees to mail the balance due within 3 calendar day from the date work is completed.
- This Proposal and Agreement is our receipt for the amounts paid and work completed. No statement will be sent and customer agrees to make payment as specified in the Proposal and Agreement.
- If paying by credit card, Customer authorizes the Company to charge the Customer's account immediately for the deposit (as described above) and upon installation for the remaining balance (as described above) plus any additional amounts as described herein or for additional products or services as agreed. Customers' credit card information is as follows:

Acct # _____ Exp Date _____ Security Code: _____



Signature _____

YOU THE CONSUMER, MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS PROPOSAL & AGREEMENT

Terry Scott 630 624 1045 fax 630 876 0379

Acceptance of Proposal

This Proposal and Agreement, including the Additional Terms and Conditions on the reverse of this page are satisfactory and hereby accepted.

Customer: _____ Date _____ Company Representative Terry Scott Date 10/2/14

QUOTATION
THATCHER OAKS INC
AWNINGS AND SIGNS

718 Industrial Drive
 Elmhurst, IL 60126
 (630) 833-5700 Fax (630) 833-5795

CHICAGOLAND'S FULL SERVICE AWNING & SIGNS COMPANY
 COMMERCIAL-INDUSTRIAL
 CUSTOM DESIGNED FABRIC AWNINGS & SIGNS
 COMMERCIAL CLEANING AND MAINTENANCE

TO: Fringe A Boutique Salon
 104 W. St. Charles
 LOMBARD, IL
 60148

Date: 11/17/2014

Quote #: 25039

Delivery:

Terms 1/2 Deposit Balance on Completion

DESCRIPTION										AMOUNT
*	*	*	*	REVISED	P	R	O	P	O	
<p>Proposal is to manufacture and install two Bullnose shaped awnings for Fringe, A Botique Salon, 104 W. St. Charles Rd., Lombard, IL 60148. The location of the new awnings will be over the second floor windows. The approximate sizes are 7'-6" wide, by 3'-0" high, by 2'-9" projection.</p> <p>All frames to be made of galvanized steel and will be completely welded. All welds will be ground smooth and primed silver. All frames are covered by our LIFETIME TigerFrame Warranty.</p> <p>Fabric to be #4621 True Brown Sunbrella 100% Solution Dyed Acrylic. This material carries a ten (10) year warranty. Includes scalloped valance with "Toast" colored binding. There are no graphics included as specified.</p> <p>Price includes taxes and installation. Any permit requirement will include an additional fee.</p> <p>Thank You for your interest in Thatcher Oaks Awning Company. Kevin Eltoft (630) 452-1720</p>										
Total Cost for Items on Quotation.....										\$1,800.00

It is the intent of the Seller to deliver to Buyer the products so stated in this contract, within the time frame so stated, subject to our ability to produce materials, and is subject to labor disputes, acts of God, and other delays beyond our control.

CUSTOMER DEPOSIT IS NON REFUNDABLE 5 DAYS AFTER ACCEPTANCE OF CONTRACT.

For the purpose of securing payment and performance of the obligation hereunder, Seller shall have, and Buyer hereby grants to Seller, a purchase money security interest in said property. The property and all of the apparatus, appliances, supplies, accessories and parts remain the property and security of Seller for said indebtedness until this contract is paid in full. In the event Seller has to remove property due to nonpayment, any monies paid on account shall remain the property of Seller as liquidated damages, and any reinstallation shall be subject to renegotiation.
All new installations are guaranteed against defect in material or workmanship for three years after installation.

ACCEPTED _____ DATED _____ BY _____
 BUYER SELLER

DEPOSIT _____ We May Withdraw this proposal if not accepted within ____ days.

Shine-Awn Incorporated

(708) 484-0558 (fax)

(708) 484-0551 phone

6631 W. 16th Street

Berwyn, IL 60402

shineawn@sbcglobal.net

Estimate/Proposal

DATE	ESTIMATE NO.
9/24/2014	6143



NAME / ADDRESS
Fringe Salon Michelle 104 W. St. Charles Rd. Lombard IL 60148

THIS ESIMATE INCLUDES STANDARD LABOR AND INSURANCE. THIS ESTIMATE DOES NOT INCLUDE: Lights, electric, eggcrating, bottom covers, special shop drawings, or any city, village or town permits, including public way.

P.O. NO.	TERMS	REP	JOB LOCATION
	50% plus cod	Jerry	same

ITEM	DESCRIPTION	TOTAL
Custom Awning	<p>Per proposal, excluding extras/permitting. Permit will be pulled and added at the back end of billing. Plan on about 200.00 in permit fees.</p> <p>We propose to make 2 awnings for the second floor windows. These will be in the same style as the entry door awning elongated bubble.</p> <p>The size is 7'8" wide by 43" tall with an added 7" valance and 32" projection. As these are a much wider opening they will be similar but not exactly like the awning on the lower level.</p> <p>Color to be Sunbrella true brown with a tan binding. Wave style valance.</p> <p>Graphics: none.</p> <p>Installation is included with this bid.</p> <p>Total price to the right.</p>	2,075.00

TOTAL

\$2,075.00

After the company goes into production of the above mentioned work, the contract cannot be cancelled and the purchaser is responsible for the whole amount contracted herein. The merchandise is the property of Shine Awn, Inc. until the whole amount of the contract is paid in full, whether on the truck, in the shop, or installed at location. A service charge of 1-1/2 percent monthly will be added to any unpaid balance beginning 30 (thirty) days after the date of installation.

SIGNATURE _____