




MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, AICP, Assistant Director of Community Development 

DATE: July 12, 2021

SUBJECT: Downtown Retail Business Grant; 5 S. Park Avenue, Florence + Ice Cream Time Extension

The Economic and Community Development Committee (ECDC) approved a Downtown Retail Business Grant on July 13, 2020 in the amount of \$7,716. Per the provisions of the approval work was to be completed within one (1) year.

After being advised that the approved grant would expire prior to their slated construction completion, the applicant has requested an extension of the grant. The applicant is experiencing delays with contractors and backordered materials. Staff is bringing this item back to the ECDC for a vote on the time extension.

ACTION REQUESTED

Staff recommends that the ECDC approve a motion for a time extension to finish construction of the project for an additional six-month period (i.e., until January 15, 2022).

Ganser, Jennifer

From: DANA MOREAU <danamoreau@me.com>
Sent: Monday, June 28, 2021 8:12 AM
To: Ganser, Jennifer
Subject: Re: Florence & Ice Cream

Please be cautious

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Jennifer, We are working on this project now but given contractor delays associated with no equipment being shipped (backordered), we may or may not be done in July. Is it possible to get a three month extension on this grant? Let me know asap. Plumbing is almost done, but electric and other are still slated for the coming weeks and are pricey:-). Thanks!

Best,

Dana

On August 31, 2020 at 9:34 AM, "Ganser, Jennifer" <GanserJ@villageoflombard.org> wrote:

Dana,

Permits are available for pickup for 1 year. You received a grant for this project in July 2020 and the grant work must be complete within one year (July 2021). Sounds like you are planning to meet this.

I believe the brick work would be Public Works and I have reached out to them for an update.

Jennifer

From: DANA MOREAU <danamoreau@me.com>
Sent: Monday, August 31, 2020 9:08 AM
To: Ganser, Jennifer <GanserJ@villageoflombard.org>
Cc: Niehaus, Scott <NiehausS@villageoflombard.org>
Subject: Re: Florence & Ice Cream

Please be cautious

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi! We will hopefully be starting construction in January so we don't need it just yet. Opening April 2021, unless covid takes a turn for the worse. Is there an expiration on plan pick-up? If so, let me know what our drop dead date.

Also, we're a bit concerned about brick replacement efforts starting up in the downtown. We have our annual Oktoberfest coming up and cannot afford to lose our only dining space (or have it be unattractive to diners due to dust and construction materials next to it) during the remainder of the outdoor dining season given construction. It would be financially devastating. Copying Scott on this in case the question needs to go to another department. Can you please provide the current plans for our corner. Thanks!

Best,


Dana

On August 31, 2020 at 8:53 AM, "Ganser, Jennifer" <GanserJ@villageoflombard.org> wrote:

Dana,

Hello, hope all is well. Just a friendly reminder that the interior buildout permit for Florence & Ice Cream is ready waiting to be picked up. Which leads to a question for you – when do you anticipate to start construction and when do you anticipate to open?

Thanks.

	Jennifer Ganser, AICP
	Assistant Director of Community Development
	Village of Lombard
	255 E. Wilson Ave. Lombard, IL 60148
	Phone: (630) 620-5717
	Fax: (630) 629-2374



MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, AICP, Assistant Director of Community Development

MEETING DATE: July 13, 2020

SUBJECT: **Downtown Retail Business Grant; 5 S. Park Avenue (Florence + Ice Cream)**

A handwritten signature or set of initials, possibly "JG", is written in the right margin of the document.

The Community Development Department has received an application for the Downtown Retail Business Grant for Florence + Ice Cream, proposed to be located at 5 S. Park Avenue. The ice cream shop will be run by the owners/operators of Babcock's Grove House located at 101 W. St. Charles Road. The applicant is seeking to install interior improvements consisting of plumbing, electric, and drywall.

In 2011, 5 S. Park Avenue received a Façade Grant of \$690 for a new awning for a previous business, Randall Bullen Photography. The space is currently vacant.

The applicant met with the College of DuPage Small Business Development Center, as required for a previous grant, in 2015. As this is another business operated by an established downtown business, staff does not request another meeting with COD.

The property is located in the Downtown TIF. The lowest contractor's bid is \$15,432 and is grant eligible up to \$7,716. The Downtown Retail Business Grant allows for the Village to grant the petitioner back up to ½ of the total project cost, not to exceed \$20,000. Retail businesses who receive the Retail Business Grant dollars shall be subject to a lien on the property in an amount equal to their proportionate share of capital costs paid upfront by the Village for the following five (5) years. One-fifth (1/5) of the lien shall be forgiven for each full year that the business operates at the project location. If the space is legally occupied with a new tenant (retail or service), each remaining year(s) left on the lien shall be forgiven for each full year that the new business(es) remain open.

The Building Division also reviewed the quotes and states that the lowest bid is reasonable in cost for the project. A building permit for the tenant build-out was submitted in February 2020 and is under review awaiting fees. If a grant is sought for a project, work cannot begin until the ECDC considers the request and makes the final vote.

GRANT REQUEST ELEMENTS

The applicant has submitted three quotes for the interior remodel. One quote is for the entire project (CT Builders); other parts of the projects are from individual contractors. The bids do differ slightly, however, all bids were from the same set of architectural plans for consistency.

Quotes comparison	
Keeley's Plumbing	\$ 15,250
All Plumbing	\$ 6,800
CT Builders	\$ 20,000
Nu Phase Electric	\$ 6,750
Les Electric	\$ 16,100
CT Builders	\$ 21,000
Jofe Construction	\$ 1,882
Ridgeland	\$ 3,390
CT Builders	\$ 3,248

Based on the lowest bids, the applicant is eligible to receive up to \$7,716.

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 retail grant requests.
3. The new interior build-out would create a wanted business for the downtown and improve the building's interior.

Conditions of Approval

Staff proposes the following conditions be placed on the grant, if approved by the ECDC. As the grant request is under \$10,000, it does not need to go before the Village Board.

1. Permits must be applied for and received for all of the work. Permits should be applied for with the Building Division and will be ready after the appropriate departments/divisions are able to sign off stating that the project meets code.
2. Work must be complete one year from the date of approval by the Village Board of Trustees.
3. Before the grant can be paid out, the petitioner will submit a final receipt (showing it is paid in full) and waivers of lien from the contractors. This ensures that the project is paid in full before the Village remits the grant funds.

July 13, 2020

5 S. Park Avenue – Downtown Retail Business Grant

Page 3

COMMITTEE ACTION REQUESTED

This item is being placed on the July 13, 2020 ECDC agenda for consideration. Staff recommends that the ECDC approve the requested Downtown Retail Business Grant of \$7,716 being sought for the property at 5 S. Park Avenue. Said recommendation is subject to the following conditions, by the ECDC:

1. Permits must be applied for and received for all of the work.
2. Work must be complete one year from the date of approval by the ECDC.
3. Before the grant can be paid out, the petitioner will submit a final receipt (showing the project is paid in full) and waivers of lien from the contractors.

[\\vol\hfp\vol\CD\WORDUSER\EDADMECDCMTE\Downtown Retail Business Grant Program\5 S Park Avenue\ECDC memo.docx](file:///C:/WORDUSER/EDADMECDCMTE/Downtown%20Retail%20Business%20Grant%20Program/5%20S%20Park%20Avenue/ECDC%20memo.docx)