

# **Village of Lombard**

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



## **Meeting Minutes**

**Wednesday, September 7, 2011**

**7:00 PM**

**Village Hall - Community Room**

## **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 Angel Comacho  
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 7:03 p.m.*

*Chairperson Breen led the Pledge of Allegiance.*

## 2.0 Roll Call

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

*Also present: William Heniff, AICP, Director of Community Development; Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, AICP, Executive Director of Lombard Town Centre; and Dan Whittington, President, Lombard Town Centre.*

## 3.0 Public Participation

*There was no one present for public participation.*

## 4.0 Approval of Minutes

*On a motion by Baker and seconded by Pike the minutes of the August 10, 2011 meeting were unanimously approved by the members present.*

## 5.0 Unfinished Business

*Transparency Policy Update*

*Chairperson Breen provided the Committee with an update on this item. He stated that subsequent to the ECDC recommendation, the Village Board held a workshop session to discuss the matter on August 18, 2011. He stated that the Board discussed both the ECDC and Finance Committee recommendations. He also referenced 2 articles in the Daily Herald related to the matter. He ended by stating that the discussion and final vote by the Village Board will likely occur in October.*

## 6.0 New Business

[110554](#)

### **Downtown Lombard TIF Building Permit Grant Program**

Establishing Title 3, Chapter 36, Sections 36.80 through 36.83 of the Lombard Village Code with regard to the Downtown Business Permit Grant Program. (DISTRICTS #1 & #4)

*William Heniff provided the Committee with background on the program. He stated that the Community Development Department is proposing the creation of a temporary grant program as an additional incentive to stimulate additional property owner and business*

investment in the Downtown Lombard Tax Increment Financing (TIF) District. After providing the Committee with the costs the Village has incurred related to TIF funds, he said that public expenditures have been exceeding private expenditures in the downtown. He noted that in 2011, outside of the tenant build-out of the Cabinet Depot store at 14 W. St Charles Road, most permits have been for minor improvements or for temporary signage. However, as one intent of the Plan is to stimulate additional private investment, staff is proposing to develop a temporary building permit fee waiver program to encourage immediate capital investment in downtown properties by existing property owners and businesses.

Mr. Heniff outlined the program details as follows:

\* Existing property owners and businesses can receive a "no-fee" building permit for any capital improvements to their tenant space or property. Eligible improvements can include interior and exterior build-out and construction activities, HVAC replacement (but not repair), electrical and plumbing upgrades, accessibility improvements, parking lot improvements, permanent signage, windows and/or awning replacement.

\* The program would not waive operational fees, such as fees for temporary signs, sandwich board signs, elevator inspections, licenses and registrations or certificates of occupancy/zoning certificates. It would also exclude construction letters of credit or bonds, fees collected by other governmental entities, court or adjudication fines or fees, or any fees associated with an application for zoning approval.

\* The grant program would be eligible to properties within the Downtown Lombard TIF and located within the B5 Zoning District, stressing the focus upon business rather than residential properties. The existing or proposed land use would have to be a permitted use (or permitted through a conditional use process) in the Zoning Ordinance. The improvements would also have to be consistent with Village Codes and the Village Comprehensive Plan, of which the Downtown Plan/Guidebook is an approved component. Additionally, the program would only be eligible for properties with principal buildings greater than 35 years in age, in order to be consistent with the intent of state TIF regulations.

\* The permit grant would be capped at \$2,000 per property or business establishment. In review of all permits issued this year to all potentially eligible properties, the collected building permit fees totaled \$1,281.

\* The permit grant program would be available for a one-year period from the date of the approval of the program by the Village Board, or until \$20,000 has been expended through the program, whichever comes first. The time period cap is proposed to encourage more immediate investment in property enhancements, particularly in a slow real estate market. Additionally, capping the overall program would ensure that the program does not affect the Village's ability to allocate funds for other purposes in the future.

Mr. Heniff stated that while the fees would be waived to the applicant, the Village would be reimbursed through the Downtown Lombard TIF. State statutes could consider the program eligible uses for TIF funds are provided in Illinois' Tax Increment Allocation Redevelopment Act as part of building rehabilitation or renovation. He stated staff is supportive of the concept and asks for a recommendation from the ECDC to the Village Board.

Mr. McNicholas stated that Tom Masterson, a downtown property owner, could not be at the meeting tonight but wanted his concerns shared with the ECDC. He stated that Mr.

*Masterson does not support the program and that the Village should not be spending money on it. Mr. McNicholas asked staff 5 questions about the program:*

- 1. How are the fees determined?*
- 2. Is the grant only for businesses?*
- 3. Can we require a minimum investment?*
- 4. Will the grant require other non-conformities to be addressed?*

*Mr. McNicholas was concerned that this program could force property owners to make additional upgrades to their buildings.*

- 5. Where did we get feedback/idea?*

*Mr. Heniff responded to each question as follows:*

- 1. Fees are based on the work being completed; however a good "rule of thumb" is 2% of costs.*
- 2. Yes, the grant is intended only for businesses.*
- 3. The ECDC may include that in their recommendation.*
- 4. The Village would only look for code upgrades that directly relate to the permit or work being done.*
- 5. LTC, property owner discussions and downtown visioning process.*

*Mr. Glazier asked the Committee how this program can stimulate growth. Angel Camacho responded by stating that when he started his restaurant, the permit fee was part of his budget and that depending on the scope of work, it could be a significant cost.*

*Ms. Gannon asked if there is an actual cost for the Village to administer the permit. Mr. Heniff stated that the intent of a permit fee is to cover internal costs of review (staff time, etc).*

*Mr. McNicholas suggested that if a permit is associated with work as part of another grant program, the ECDC should review the fee grant request in conjunction with any other grant application requests.*

*Chairperson Breen asked if we are considering this as an amnesty program. Mr. Heniff responded by stating that if someone did work without a permit, this program could be an incentive for them to apply for a permit.*

*Mr. Glazier questioned the minimum building age of 35 years. Mr. Heniff responded by stating that the older buildings in downtown have a higher vacancy and this program is intended to encourage investment in those older properties to spur business activity.*

*Karen Stonehouse and Dan Wittington from the LTC suggested that the program be offered to all buildings, regardless of age.*

*Chairperson Breen summarized the discussion amongst the members, highlighting 3 changes:*

- 1. The grant should be applicable to all commercial properties, buildings and tenant spaces regardless of age.*
- 2. If a permit is associated with work as part of another grant program (Downtown Retail Business Grant, Restaurant Loan and Façade Grant), the ECDC will review the fee grant request in conjunction with any other grant application requests.*
- 3. Nothing within this grant program shall be construed to mandate other code upgrades, outside the scope of work being performed or associated with the permit.*

It was moved by Nielsen, seconded by Pike, that this matter be recommended to the Board of Trustees for approval subject to the following changes:

1. The grant should be applicable to all commercial properties, buildings and tenant spaces regardless of age.
2. If a permit is associated with work as part of another grant program (Downtown Retail Business Grant, Restaurant Loan and Facade Grant), the ECDC will review the fee grant request in conjunction with any other grant application requests.
3. Nothing within this grant program shall be construed to mandate other code upgrades, outside the scope of work being performed or associated with the permit. The motion carried by the following vote:

**Aye:** 5 - Peter Breen, McNicholas, Nielsen, Pike, Gannon and Wareham

**Nay:** 3 - Baker, Glazier, Jr. and Phillips

## 7.0 Other Business

*There was no other business.*

## 8.0 Information Only

### *Economic Development Update*

*Village staff provided an update to the Committee about recent development and business activities*

### *Lombard Town Centre (LTC) Report*

*Karen Stonehouse provided the ECDC with an update on LTC activities. She noted that she has been working with the Lilac Grocery who is proposing to go into 229 W St. Charles. She also said that they are working with someone who is interested in opening a popcorn shop. Dan Wittington, President of the LTC, acknowledged that their funding request would be coming up for discussion in the next 1-2 months.*

*Chairperson Breen asked the LTC about winter activities. He cited examples from other communities, such as ice skating, as ways to spur downtown activities in the winter. Dan Whittington said the LTC facilitates the annual Jingle Bell Jubilee just before Christmas. Mr. Whittington also said that other events/activities are being considered.*

*Chairperson Breen asked the LTC to provide some ideas and suggestions for the October ECDC meeting regarding what code changes or other steps could be taken for the Village to assist with downtown business activity and recruitment.*

## 9.0 Adjournment

*On a motion by McNicholas and seconded by Nielsen the meeting adjourned at 8:26 p.m.*