



## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development *WJH*

**DATE:** March 19, 2015

**SUBJECT:** **Lombard Town Centre Quarterly Report**

As part of the approved 2015 funding request for Lombard Town Centre, the Village Board requested that Lombard Town Centre provide regular updates regarding the activities associated with the downtown. To this end, please find the attached quarterly report, prepared by Lombard Town Centre, which summarizes such activities and events. Sarah Richardt, Lombard Town Centre Executive Director, will be at the March 19 meeting to discuss the report and their accomplishments to date.

### **ACTION REQUESTED**

Please place this item on the March 19, 2015 Village Board agenda under Items for Discussion.

To: Village President Giagnorio and Board of Trustees

Cc: Scott Niehaus

From: Sarah Richardt  
Lombard Town Centre  
Executive Director

Re: Lombard Town Centre

Date: March 19, 2015



Year-to-Date Highlights:

- New Construction Company office opening in a second floor vacant property at 102 W. St. Charles, Tite Construction
- 18 W. St. Charles was leased to new bar and restaurant
- Audit update: Seldon Fox is currently working on 2012 and 2013 audits for LTC. It has been a long process due to Seldon Fox and my availability.
- We have met several times with Lom-Bar-B-Que event coordinators and are planning an August 8<sup>th</sup> event. We already have 15 competitors signed up. The Village has approved a \$7500 grant for the event.
- Lombard Town Centre assisted the owners of 101 W. St. Charles with their local landmark application that has been submitted to the Historical Commission. A public hearing is scheduled for March 24, 2015.
- Our new Board of Directors was voted in on March 2. Please see attached list for current board.
- Main Street Legislative Day was March 11. I traveled to Springfield for the event as well as a 2 day director's retreat.
- Promapalooza is scheduled for March 27-29 in downtown Lombard to highlight the local merchants and hair salons.

Respectfully Submitted,

Sarah Richardt  
Lombard Town Centre  
Executive Director

<b>Business Moving Out of Downtown Lombard</b>				
<b>Name</b>	<b>Address</b>	<b>Type</b>	<b>Reason</b>	<b>Date</b>
None in 2015				

<b>Business Moving Into Downtown</b>				
<b>Name</b>	<b>Address</b>	<b>Type</b>	<b>Notes</b>	<b>Date</b>
Tite Construction	102 W. St. Charles Second floor	Construction office	Moved from Naperville	3/15

<b>Businesses Relocated or expanded in Downtown</b>				
<b>Name</b>	<b>Address</b>	<b>Type</b>	<b>notes</b>	<b>Date</b>
Fringe, a Boutique Salon	102 W. St. Charles Suite C	Spa	Expanded business to second floor	3/15

<b>Business Leads</b>				
Continuing to work to fill 101 W. St. Charles				

<b>Businesses/Building Sold</b>			
<b>Biz/Bldg</b>	<b>Address</b>	<b>Price</b>	<b>New Owner</b>
Building only	425 S. Main	Will close in April	

<b>Buildings For Sale</b>			
<b>Address</b>	<b>Last Business/Name</b>	<b>Price</b>	<b>Status</b>
6 – 8 S. Park	LTC		For Sale
104 E. St. Charles	Old Upholstery	\$349,000	For Sale
108 E. St. Charles		\$419,000	For sale

<b>Vacancies</b>	
<b>2015 Vacancy</b>	<b>Status</b>
9 S. Park	Occupied-Pasta
23 W St. Charles	Vacant (Park Ave. Music)
6 W. St Charles	Vacant (old Bona)
10 W. St. Charles	Vacant
18 W. St. Charles	New Lease (Amazing Grace)
102 W. St. Charles Suite A.	New lease (Breen campaign office)
104 E. St. Charles	Vacant (Upholstery shop)
1 S. Park	Vacant (Old Bank)
112 S. Main St.	Vacant (Blossoms flower shop)
145 S. Main	New Lease (3 – 4 story building)
101 W. St. Charles	Partially vacant
<b>Total Vacant: 8</b>	
<b>Total Available for Lease: 5</b>	

<b>Events</b>			
<b>Event</b>	<b>Attendance</b>	<b>Profit</b>	<b>notes</b>
Quarterly Forum February 11	45	0	Great showing of support
Annual Member meeting	25	0	New

<b>Executive Director Hours report, 2015</b>				
<b>Month</b>	<b>Total Hours</b>	<b># of weeks</b>	<b>Hours over</b>	<b>NOTES</b>
January	148.5	4	28.5	
February	144	4	24	
Average	36.5/week			

**Note: The ED is a part-time 30 hours/week position**

<b>Membership</b>		
<b>Business</b>	<b>Individual</b>	<b>Property owner</b>
22	21	2

**Membership renewals are coming in slowly.**

### ***Sponsorship/Grants***

**\$2000 for Spooktacular**

**\$7500 for Lom-Bar-B-Q and blues Fest**

**Multiple businesses have inquired about sponsoring Lom-Bar-B-Q. We are working on packages now.**

### ***Donations***

<b>From</b>	<b>Item</b>	<b>value</b>
Nine2seven	Color Copier	\$2500

### ***Outreach***

	Jan	Current	
Facebook (LTC)	977	1069	
Facebook (BBQ)	0	434	
Constant Contact	2037	2062	Open rate of 26.3%

### ***Volunteers and Board Updates***

#### **New Board of Directors**

President	Chris Swope Cholewa
Past-President	Walter Smith
VP/Promotions	Karin Manovich
Treasurer	Patty Worden
Secretery	open
	Wayne Kankovsky
	Rachael Real
	Amanda Dahlstrom
	Rochelle Pokorn