



## MEMORANDUM

**TO:** Trustee Bill Johnston, Chairperson  
Economic and Community Development Committee

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

**MEETING DATE:** July 10, 2017

**SUBJECT:** **101-109 S. Main Street Property – Request for Proposals (RFP)**

As discussed at the May ECDC meeting, staff was directed by the Village Board to issue a RFP for a grocery store. The RFP was released as scheduled on June 1, 2017. Attached is a Resident Frequently Asked Questions (FAQ) document, that the ECDC may be helpful. The RFP submittals are due September 5, 2017.

Information about the RFP for interested applicants can be found online at <http://www.villageoflombard.org/bids.aspx>.

Information for residents can be found online at <http://www.villageoflombard.org/101southmain>.

Below is a list of items completed.

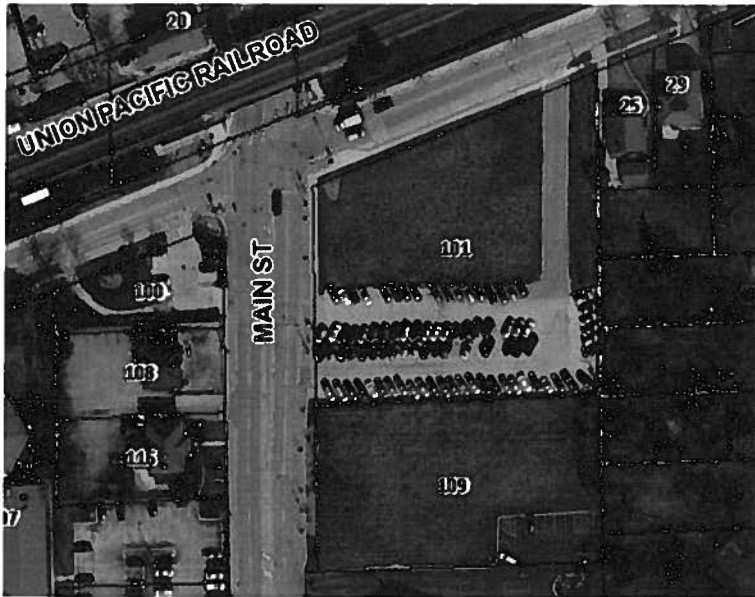
- RFP publically released June 1, 2017
- Letter sent to Metra commuters on the lot regarding parking related issues
- Letter and FAQ sent to property owner abutters informing them of the Village's intent
- Press Release issued (<http://www.villageoflombard.org/CivicAlerts.aspx?AID=1743>)
- Story appeared in the Daily Heard and is pending in the Lombardian
- LTC and the Chamber were notified and received the RFP
- Staff met with selected nearby property owners to discuss the RFP
- As of June 23, 2017 the RFP information and link was emailed to approximately:
  - 53 individuals in the grocery store business
  - 74 individuals in the development/real estate business
  - 5 trade associations

Staff is hosting a meeting for interested parties on June 29<sup>th</sup> and will discuss the turnout and pertinent questions with the ECDC in July.

### **COMMITTEE ACTION REQUESTED**

No action is requested. This item is for information and discussion purposes.

## 101-109 South Main Street Property Resident Frequently Asked Questions



Since the Village acquired the 101-109 South Main Street property, there has been a high level of interest in its future. The 2.19 acre tract provides an opportunity to advance many of the goals desired by the community. The Village has compiled the following Frequently Asked Questions (FAQ) sheet to answer many questions interested individuals may have regarding the site.

### **I understand that the Village Board recently held a meeting regarding the property? What was discussed and what did they decide?**

At a special Village Board meeting on April 27, 2017, the Village Board discussed the property and a draft Request for Proposal (RFP) to enlist development proposals for the site. The Board discussed and decided the RFP will solicit a single-user building with a retail grocery store.

### **Why doesn't the Village just place the property for sale on the real estate market?**

The property is owned by the Village, which allows the Village the ability for the careful consideration of the types of uses that would be desired for the site. The RFP will help Village officials make important decisions regarding the value of the real estate and will also provide an opportunity to provide guidance on the project design.

### **What is the Village selling the property for?**

The Village is seeking the "best deal" for the property. Upon completion of the submittal process, the Village will review any submittals and engage directly with the applicable developers to negotiate the sale price of the property.

### **What types of land uses could be placed on the property?**

The RFP will state a retail grocery store is the preferred use by the Village. Any other land use proposals will be rejected at this time.

### **Why not a mixed-use residential building, a retail strip center or another type of retailer?**

The Village Board recognizes that the north side of Lombard in general and downtown Lombard is lacking a full-service retail grocery store. As such, the RFP is seeking to close this retail leakage gap by exclusively seeking a single-tenant grocery store use.

**What will the store look like?**

As part of the RFP process, interested developers will be asked to prepare concept plans, which will be submitted as part of their proposal. The RFP process will provide guidelines regarding the preferred layout of the store and the property, but each developer will be able to refine their plans to meet their needs while providing a building and use that enhances the downtown.

**Will my favorite grocery store be interested in locating on the property?**

The Village will market the RFP to developers and select grocers. The Village will review the proposals and select the best and most qualified respondent.

**Will the Village be offering any incentives associated with the project?**

The Village adopted an Economic Incentive Policy in 2015 to serve as a guide for the Village and the development community. As part of the project review, the Village will review any requests for assistance with a focus upon the assistance being applied for public capital infrastructure and not general construction activities or business operating costs. However, no incentives will be offered that negatively impact the Village's existing operational funds.

**What will be the Village's role in the review process?**

The Village will play a significant role in facilitating a project that advances the downtown development goals. The Village will review any responses to the RFP and select the best and most qualified respondent. In addition to owning the property, the Village also controls the regulatory process and can provide direction to developers on design criteria.

**When would construction start?**

The Village will issue the RFP on June 1, 2017 with all responses due no later than September 5, 2017. Proposals will then be reviewed by the Village and sale negotiations would follow, along with any zoning entitlement activities. The Village anticipates that if a preferred developer is selected and approved, construction could begin in Spring, 2018.

**What will happen to the commuter parking spaces on the site?**

The Hammerschmidt parking lot along East St. Charles Road was expanded in 2016 to accommodate commuter parking needs.

**How will any development affect existing businesses and/or adjacent properties?**

A primary goal of any project would be to create a development that is an asset to the downtown area and any negative impacts are minimized or avoided. The project may require zoning entitlements through the Village's Plan Commission process, where development concerns can be raised and addressed. Plan Commission meetings are open to the public and should such meetings occur, public hearing signage will be placed on the property.

**What will happen if no viable grocery store user wants to locate on the property?**

If no grocers seek to occupy the site, the Village will reassess the desired use and determine what other viable options are available. However, the Village goal of selling the property for a private development use remains.

**How else can I stay informed regarding what is going on regarding this property?**

As the Village proceeds with this effort, regular updates will be made through the Village's web site at [www.villageoflombard.org](http://www.villageoflombard.org). Interested individuals can contact the Lombard Community Development Department at (630) 620-5750 for further information.