

Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, May 16, 2011
7:00 P.M. - Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. COD Intergovernmental Agreement – Village Attorney Diamond

3. Tree Preservation Ordinance – Planning and Development Director Hulseberg (Pages 2 – 14)

4. Façade Grant Administration – Planning and Development Director Hulseberg (Pages 15 – 59)

5. Other Items?

6. Motion to adjourn to Executive Session in Room 301 for the purpose of discussing pending litigation and the appointment, employment, compensation, discipline, performance or dismissal of specific employees, adjourning thereafter without returning to open session.
(Trustee Cooper)

**PLANNING & DEVELOPMENT DEPAR
INTEROFFICE MEMORANDUM**

TO: Terry Burghard, Interim Village Manager
FROM: Staci Hulseberg, Director of Planning and Development *SH*
DATE: May 11, 2011
SUBJECT: Tree Preservation Ordinance Discussion

The Village Board began the discussion about proposed amendments to the Tree Preservation Ordinance at the April 25 Village Board Workshop. At your request, I provided a general overview of the various recommendations related to the Tree Preservation Ordinance at this meeting. Environmental Commission member, Adam Kreuzer, presented the "above-and-beyond" recommendations of the Environmental Commission.

Since time was limited at this meeting, there was minimal opportunity for Village Board comments or questions and no time for comments or questions from the public. The Village President indicated the discussion would be continued at the May 16 Village Board Workshop.

At the April 25th Workshop meeting, one Trustee requested staff provide a step-by-step explanation of the tree preservation process for a typical residential construction project. Please find that information attached along with an example tree preservation plan.

The updated private TPO, incorporating some minor language changes suggested previously by Public Works and by a Board Trustee at the April 25th Workshop meeting, will be distributed to the Village Board this coming Friday.

Village Board Action: It is requested that the Village Board review and discuss the various recommendations for amendments to the Tree Preservation Ordinance and provide staff direction on which provisions should be included in the final TPO. Specifically, Board direction is requested regarding the following:

1. Should staff incorporate any of the above-and-beyond recommendations into the private TPO?
2. Which recommendation for the private TPO should be prepared for final Village Board consideration?
3. Should the Arboricultural Manual be removed from the Village Code and allowed to be updated at any time by Public Works staff?

Attachments: Tree Preservation Plan Review Process Summary

C: Stewart Diamond, Village Attorney
Jeff Perrigo, Interim Public Works Director
Kristen Schrader, Assistant to the VM - ADM
Environmental Commission

Tree Preservation Plan Review Process Summary

The Tree Preservation Plan review process is managed by the Forestry Division of the Public Works Department with the assistance of the Planning & Development Department for receipt and transmittal of the applications, plans and reviews. The Tree Preservation Plan Application Forms and Plan Review Submission Forms are available on the Village web site and at the Planning & Development Department counter so contractors should be aware when they need to submit a Tree Preservation Plan application.

A Tree Preservation Plan review and approval is generally required for the following work:

1. Any building, structure or development over 300 square feet in area.
2. Any replacement detached garage increased in area by more than 20%.
3. Any grading or disturbed site area over 1,500 square feet.

The Tree Preservation Plan application packet is composed of 7 parts as follows:

Part 1. Application Requirements.

This part includes general information including when a Tree Preservation Plan is required, information about the applicant, and identifies the contact persons.

Part 2. The Plan and Checklist.

This part includes a checklist that identifies what property information must be shown on a scaled drawing. It also includes additional general requirements and requires the applicant's and property owner's signature certification that they will comply with Village Code regulations.

Part 3. Action Plan.

This part is a form to be completed by the applicant that identifies the characteristics of every tree over 8 feet high on the property, or within 15 feet of any lot line on adjacent property, or in the parkway. The information requested for each tree includes the tree location, species, condition, diameter, and protected or unprotected status. It also includes the proposed action for each tree including removal, pruning or fertilization.

Part 4. Statement of Compliance.

This part requires the applicant's and owner's signatures confirming compliance with the tree preservation requirements and includes additional requirement notes.

Part 5. Tree Removal Notification.

This part is a form that must be submitted for every public, protected or significant tree that will be removed by a contractor. It does not apply if these trees are to be removed by the property owner. The form identifies the contractor and the trees to be removed and the reason for removal.

Part 6. Tree Preservation Plan General Information.

This part provides general information, plan submittal requirements, plan review information, and approval process information.

Part 7. Tree Protection Guidelines and Definitions.

This part provides information about the requirements for tree protection fencing, posting the plan on the site, underground work and definitions.

An example of a complete Tree Preservation Plan Application Packet is attached.

Case Study

A person buys a home and desires to construct a 500 square foot addition. The general sequence of events would be as follows:

1. A building permit application is received. P&D permit clerks will complete an over the counter preliminary review of the scope of work and advise the applicant if it is obvious a Tree Preservation Plan is missing.
2. In some cases it may not be obvious and the building permit application is received without the required Tree Preservation Plan. A second check is performed when the plan examiner reviews the building plans. If a Tree Preservation Plan is required, but has not been submitted, the omission will be indicated on the building plan review letter to the applicant.
3. When the contractor submits the completed Tree Preservation Plan application forms and site plan to P&D, the documents are transmitted to Forestry. This is usually completed the next day through interoffice mail.
4. Forestry conducts a site inspection to verify the information on the application, checks for tree protection and fence installation and surveys the proposed work on the application.
5. Forestry completes a review form and approves, approves with conditions or rejects the application.
6. Forestry sends the review form directly to the applicant with a copy to P&D.
7. If rejected, the applicant re-submits a revised application to P&D that is forwarded to Forestry.
8. If approved, P&D records the date and charges the applicant the fees and deposits identified by Forestry on the review form.
9. If the tree protection fencing was not in place or required corrections discovered during the first inspection (item #4) Forestry conducts another inspection to verify the fencing has been completed and properly installed.
10. A building permit can be issued if the Forestry fees and deposits have been paid and an approved Forestry inspection form is received by P&D. In addition, all other applicable plan reviews must be approved, and all other building permit requirements must be satisfied prior to permit issue.
11. If required by Forestry, the contractor posts the Tree Preservation Plan on the site for public information prior to start of the work.
12. Forestry conducts periodic inspections as necessary during the course of the work and responds to complaints and questions from the public.
13. P&D provides assistance to Forestry if the Tree Preservation Regulations are violated and Forestry is unable to resolve issues with the contractor. P&D may place a stop work order on the project or Forestry or P&D may issue a Notice of Violation or a Citation.
14. Upon completion of the work and approval of all final building, fire and grading/storm water inspections, P&D sends a Refund of Deposit form to Public Works that requests the final Forestry inspection.
15. Public Works will return the Refund of Deposit form to P&D indicating whether the tree deposit can be refunded to the applicant. Forestry may list additional fees and reductions in the deposit refund for damages to trees or for required tree preservation measures.



Village of Glen Ellyn
TREE PRESERVATION
1. Permit Application Requirements

The completion of this packet is required by Ordinance 4925, 4926, and 4927 before any Building Permit can be issued in relation to development of one or more of the following:

- An area 300 sq. ft. and greater
- Enlargement of an existing structure by 20 percent or more
- Grading of 1500 sq ft. or greater

The following is included in this packet.

1. Application
2. Plan Submittal Checklist and Statement of Compliance
3. Action Plan Description
4. Contractor Tree Removal Notification Form
5. General Information
6. Tree Protection Guidelines and Definitions

Please complete the following and include with Building Permit Requirements. NOTE: Any tree preservation measures noted on the Tree Preservation Plan must be in place and approved by the Village of Glen Ellyn prior to beginning any construction--a permit will not be issued until the Tree Preservation Plan has been approved and all appropriate Tree Protection measures have been completed.

Date of Submittal: 5.4.11

Project Address: 123 MAIN ST. Glen Ellyn, IL 60137

Applicant Name: JOHN SMITH

Address: 123 MAIN ST City: GLENELYN State IL ZipCode: 60137

Phone No.: cell (630) 123-4567 Fax No.: ()

All communications concerning the Tree Preservation Plan should be directed to:

Contact Name: ACME CONSTRUCTION CO. / BOB BROWN

Address: 456 ELM City: NHEATON State IL ZipCode: 60137

Phone No.: (630) 333-4444 Fax No.: (630) 222-5555

I understand the above and have completed all requirements

John Smith
Signature of Applicant

5/4/11
Date

Village of Glen Ellyn
2. Plan Submittal Checklist



Project Address: 123 MAIN ST.

Type of Project (check all that apply):

- New House
 Demo
 Addition-Class I
 Addition-Class II
 Addition-Class III
 Deck / Patio
 Garage / Driveway
 Other (describe) _____

Use the following checklist to prepare your Plan. A scale drawing of your Project, which is usually a copy of the Plat of Survey or an Engineer's/Architect's blueprint, is required. Your engineer, arborist and/or contractor may be the resource for much of this information. Four (4) copies of the site Plan must be submitted—if a grading Plan is required, nine (9) copies of the site Plan are necessary—along with this completed packet.

1. Identify the following on your Plan drawing:	Identified	N/A
a. Location of proposed structure (house, garage, addition, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Location, shape, and arrangement of all permanent driveways, parking areas, temporary material storage sites, and access to work site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Location of existing underground Utility services including water, sanitary sewer, storm sewer, gas, electric and cable TV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Location of any new Utility services including water, sanitary sewer, storm sewer, gas, electric and cable TV which may impact trees on the Village Right-of-Way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Location of all Protected, Significant and Unprotected trees (consult the General Information packet for definitions): 1. On your lot 2. Within 15' of the lot line on neighboring lots 3. On the Public Right-of-Way (parkway) Assign a number to these trees	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. Location of tree(s) removed within prior one-year period; place an "X" over tree(s) location	<input type="checkbox"/>	<input type="checkbox"/>
g. Proposed location of protective tree and perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Existing and proposed grading and any grade changes of the Development area showing elevations with contour lines at one foot (1') intervals if a grading plan is required by some other provision of the Village Code (SEE GRADING PLAN)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Limits of excavation for the foundation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Identify the following on your Action Plan:		
a. All Protected, Significant and Unprotected trees that are shown on your Plan, with their corresponding numbers, Species, D.B.H. (diameter at breast height), Condition, Classification, and Action (if any)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Yes	N/A
Will this project include <u>any</u> excavation (including driveways) within the Critical Root Zone of trees on the Public Right-of-Way? If so, have all attempts, such as augering or tunneling, been made to avoid the Critical Root Zones of affected Protected Village trees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any Protected trees on the Village Right-of-Way proposed for removal due to access problems/construction issues? NOTE: You must obtain written permission from the Village Forester prior to removal of any tree on the Public Right-of-Way	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL REQUIREMENTS:

1. Call J.U.L.I.E. at (800) 892-0123 for utility locations before digging.
2. Prior to the issuance of a Building Permit, protective Tree and Perimeter fencing must be reviewed and approved by the Forestry Consultant. In some cases, it will be required to post the approved Tree Preservation Plan and Action Plan at the building site.
3. All work must be performed according to the approved Tree Preservation Plan.
4. No grading/filling is allowed within the protected Critical Root Zone.
5. No vehicles or equipment can be driven over or material stored on the Critical Root Zones of Protected trees or on the Public Right-of-Way.
6. Tree, silt, and perimeter fencing must be properly maintained throughout construction. Tree fence for Unprotected trees should remain in place throughout construction except when direct access is necessary. Approval by the Forestry Consultant must be obtained before entering the Critical Root Zone area.
7. All required tree, silt, and perimeter fencing must remain in place until the time of final grading and landscaping and can only be removed upon review and approval by the Forestry Consultant.
8. Attachments (wires, fences, etc.) other than those approved for guying, bracing or wrapping must not be attached to Protected Trees.

STATEMENT OF COMPLIANCE:

This Plan has been prepared in accordance with Village of Glen Ellyn Ordinances No. 4925, 4926 and 4927.

Prepared by:

Name: ACME CONSTRUCTION CO.

Signature: Bob Brown Date: 5.4.11

I understand the requirements of Tree Preservation as shown on this Plan:

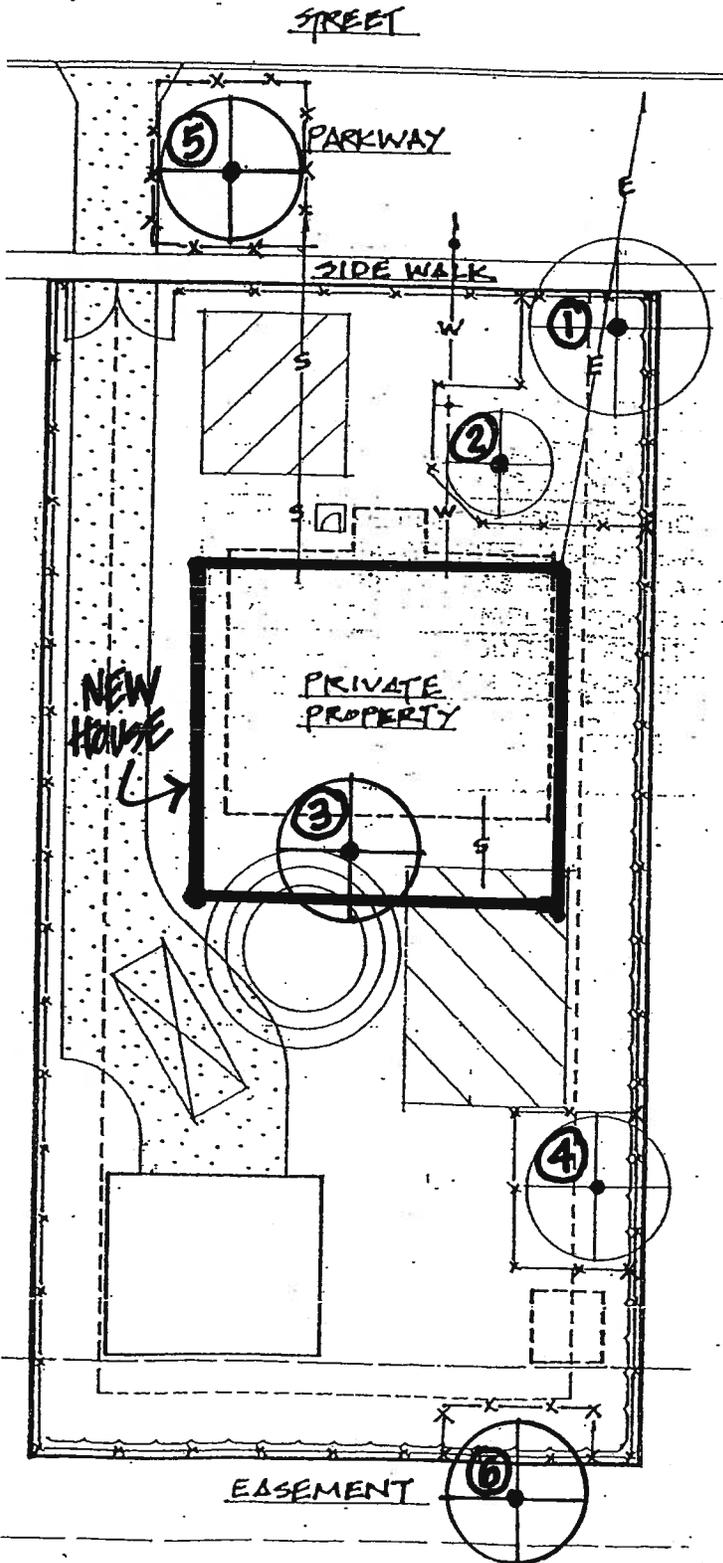
Owner's Name: JOHN SMITH

Signature: John Smith Date: 5.4.11

Sample - Site Management Plan and Tree Preservation Plan (MAY BE COMBINED)



(The sample plan below indicates general guidelines and standards to assist in the preparation of the required Site Management Plan for all demolitions)



PLAN KEY	
	PROPERTY LINE WITH ALL EXISTING EASEMENTS WITHIN 20'
	EXISTING UTILITY LINES
	WATER AND B - BOX
	SANITARY SEWER
	NATURAL GAS
	ELECTRIC
	TEMPORARY CONSTRUCTION STORAGE AND ACTIVITY SETBACK LINE (10% LOT WIDTH OR 6:6' MIN)
	PERIMETER SAFETY FENCE AND GATE TO ENCLOSE SITE, AND TREE PROTECTION FENCE
	SILT FENCE AT ALL POINTS OF WATER RUNOFF FROM SITE
	EXISTING STRUCTURE(S) TO REMAIN
	EXISTING STRUCTURE(S) TO BE REMOVED
	EXISTING TREE
	AREA OF SOIL STOCKPILE(S)
	AREA OF EXISTING SEPTIC FIELD
	AREA OF MATERIAL STOCKPILE(S)
	AREA OF VEHICLE AND EQUIPMENT ACCESS
	REFUSE CONTAINER/DUMPSTER
	PORTABLE TOILET (10' MINIMUM SETBACK TO ANY PROPERTY LINE)
	EXISTING WELL

Village of Glen Ellyn

3. Action Plan Description

Project Address: 123 MAIN ST.

Contact Name: BOB BROWN

Telephone No. 630-333-4444

Fax No. 630-222-5555



Per Village Ordinance, all tree removals must be reported to the Village within 7 days after the removal.

Tree No.	Tree Description			Classification						Action			
	Species	Condition	D.B.H.*	Parkway/ tree	Private Tree	Protected tree	Unprotected tree	Remove	Root Prune	Crown Prune	Fertilize		
1	WALNUT	GOOD	8"		X	X							
2	CRABAPPLE	POOR	6"		X		X						
3	MAPLE	GOOD	10"		X		X	X					
4	MAPLE	GOOD	8"		X		X						
5	ELM	POOR	12"	X									
6	OAK	GOOD	7"		X	X							

* Diameter Breast Height: The diameter of the trunk of the Tree measured in inches at a point 4.5 feet above ground line.

Prepared by: BOB BROWN

NOTE: The Consulting Forester may require that you post an approved Action Plan Description at the building site; if so it will be noted on the Letter of Transmittal.

Village of Glen Ellyn
4. Statement of Compliance



This plan has been prepared in accordance with Village of Glen Ellyn ordinance:
(check all that apply)

- Tree Preservation on Public Property - Ordinance 4925
- Tree Preservation on Private Property - Ordinance 4926
- Arboricultural Specifications Manual - Ordinance 4927

Prepared By: Name: BOB BROWN
Signature: Bob Brown Date: 5.4.11

I understand the requirements of the tree preservation as shown on this plan.

Owner's Name: JOHN SMITH
Signature: John Smith Date: 5.4.11

General Plan Notes

1. Call J.U.L.I.E. (1-800-892-0123) for utility locations before digging or tree planting.
2. Prior to the issuance of a building permit, the protective fencing shall be reviewed and approved by the Forestry Consultant.
3. All work must be performed according to the approved Tree Preservation Plan.
4. **An approved Tree Preservation Plan must be available on the building site.**
5. Stay within designated work access areas shown on the plan.
6. There shall be no grading or filling within the protected critical root zones.
7. No plantings shall obstruct drainage or utility easements.
8. No balled and burlapped plants shall be installed in the critical root zones of protected trees.
9. No equipment shall be driven over or material stored on the critical root zones of protected trees.
10. Tree fence and silt fence for all protected trees must be properly maintained throughout construction. Tree fence for unprotected trees should remain in place throughout construction, except when direct access is necessary. Before entering critical root zone area, check with Forestry Consultant.
1. All required tree and silt fencing shall remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the Forestry Consultant.
2. Attachments (wires, fences, etc.) other than those approved for guying, bracing or wrapping must not be attached to protected trees.



Village of Glen Ellyn

6. Tree Preservation Plan General Information

1. All requirements for Building Projects, including Tree Preservation requirements, must be submitted to the Planning & Development Department, 535 Duane St., Glen Ellyn, Illinois.
2. **Four (4) copies of a Tree Preservation Site Plan and one (1) copy of the Tree Preservation Application packet** must be submitted. Do not send back this page or the attached Tree Protection Guidelines--these are for your reference.

If a grading plan is required, you must provide nine (9) copies of a combined Tree Preservation Plan and Grading Plan. Three are for the Consulting Forester and six are for the Engineering review.

3. The Consulting Forester will review the Tree Preservation Site Plan and Application packet for compliance. **Tree Preservation Plans will only be reviewed on Tuesdays and Thursdays only.** One copy of the Site Plan and a review letter will be sent back to the applicant.
4. Schedule Tree Fence Inspections with Public Works (630) 469-6756 after the Site Plan has been approved.
5. Direct all questions to the Consulting Forester, Dave Coulter's, voicemail at (630) 547-5323.
6. The Consulting Forester may require that you post an approved Tree Preservation Plan and Action Plan at the building site—see attached Diagram for display details.
7. Tree preservation ordinances can be purchased at the Cashiers Office.
8. Any requests for refund deposits must be directed through the Planning & Development Department.

Please be aware that per ordinance section 4925-4-8-3-(D), fines in the amount of \$25 will be assessed for each tree fence violation.

Village of Glen Ellyn

7. Tree Protection Guidelines and Definitions



Tree Protection:

The Contractor/Developer shall be responsible for taking measures to minimize damage to tree limbs, tree trunks, and tree roots located in the parkway.

Temporary Fence:

1. When tree fence is required, the Contractor shall erect a temporary fence (see Diagram 7 and 8) around all trees adjoining all affected properties to establish a tree protection zone before any work begins. No materials shall be stored or vehicles driven or parked within the tree protection zone.
2. The temporary fence shall be erected at the job site as identified on the Plan.
3. The fence shall be similar to a 48-inch high plastic poly-type or any other type of highly visible barrier. It shall be properly maintained and shall remain erect until completion of the construction project.
4. Perimeter fence, similar to the required tree preservation fencing must be installed around the perimeter of the property of the entire designated area or site for all Class II and greater projects.

Excavation:

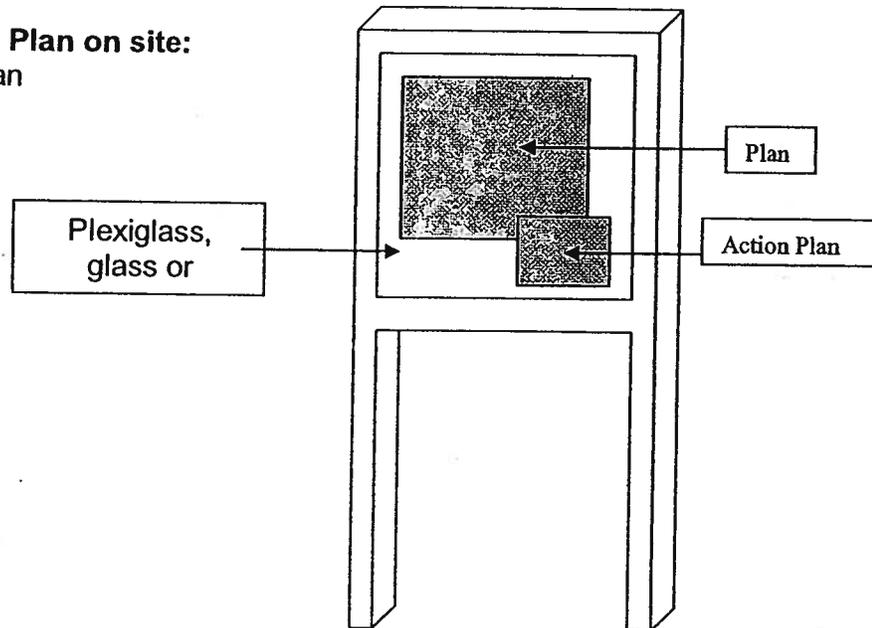
All utilities installed within the Critical Root Zone of parkway trees are required to be augered in accordance with the attached augering specifications (see Table 5 and Diagram 9); trenching is prohibited. Alternative methods for installation must be approved by the Forestry Consultant.

Tree Removal:

Parkway trees shall not be removed without written permission from the Village Forester.

Posting of the Plan and Action Plan on site:

If required to be posted on site, an approved Plan and Action Plan must be laminated or placed behind glass or plexiglass and posted one foot (1') behind the sidewalk (or on the border of the Public Right-of-Way and private property if no sidewalk exists) in a manner similar to that shown in this drawing.



See Ordinances 4925, 4926, 4927 for detailed requirements.
Ordinances can be purchased at the Cashiers Office, 535 Duane St., Glen Ellyn, Illinois.

Definitions:

CRITICAL ROOT ZONE

The area inscribed by an imaginary line on the ground beneath a Tree having its center point at the center of the trunk of the Tree and having a radius equal to one (1) foot for every inch of D.B.H. but not less than six (6) feet from the trunk of the tree. The Village Forester, or his/her designee, may expand or partially retract the Critical Root Zone depending on the Tree species and site-specific situations so as to improve the chances that Trees will not be damaged during construction and to permit construction to take place, especially where Protected Trees exist on adjacent property and the Critical Root Zone may need to be retracted because of narrow side yard dimensions.

DRIP LINE

A line drawn on the ground surface directly beneath and perpendicular to the maximum radius of the Crown of an existing Tree but not less than six (6) feet from the trunk, whichever is greater.

PROTECTED TREE

Any Tree in the Village shown on a Tree Preservation Plan as being retained after Development with a ten (10) inch D.B.H. or greater, or a multi-branch Tree which has an aggregate diameter of sixteen (16) inches D.B.H. or greater, or any Significant Tree with a diameter (5) inch or greater D.B.H.

PUBLIC TREE

Any Tree or Border Tree within a public right-of-way in the Village.

PUBLIC TREE REMOVAL OR WORK PERMIT

The permit required by this Code issued in order to Remove or do any work on any Public Tree within the corporate limits of the Village or a Village parkway.

SIGNIFICANT TREE

All hickory, oak or walnut species in the Village shown on a Tree Preservation Plan as being retained after Development when they reach five (5) inches D.B.H.

UNPROTECTED TREE

Any Tree in the Village which would otherwise be a Protected Tree but which the owner has chosen to Remove from the regulations of this Chapter but only after initial actions have been taken to protect the Tree, such as the establishment of protective fencing. The designation as an Unprotected Tree allows the applicant to provide initial protection for Trees near, for example, critical construction zones so that an effort can be made to save the Tree during Development. This designation and initial efforts will not subject the applicant to penalties for subsequent failure to protect or circumstances beyond the applicant's control which resulted in damage to the Unprotected Tree.

MEMORANDUM

TO: Terry Burghard, Interim Village Manager

FROM: Staci Hulseberg, Planning and Development Director ~~SHA~~
Michele Stegall, Village Planner MYS
Andrew Letson, Planning Intern A

DATE: May 10, 2011

SUBJECT: Commercial Façade Improvement Grant and Downtown Interior Improvement Grant

Background.

The FY 11/12 budget shifted administration of the Façade and Interior Grant programs from the Economic Development Corporation (EDC) to the Planning and Development Department. Previously, grant applications were reviewed by the Executive Director of the (EDC) and final approval was granted by the EDC Board. The proposed Village process would involve review of the applications by the Planning and Development Department staff with final approval by the Village Board.

Issues.

The Planning team has revised the grant programs to be more flexible and simpler for business and property owners to manage in response to comments heard from business and property owners over the years. Specifically, the EDC grant application requirements were modified to reduce the number of application submittals, add flexibility in selecting grant recipients, and generally streamline the process.

Proposed Grant Program and Materials.

In order to prepare the Village's grant program and materials, the Planning team researched similar grant programs in other municipalities. We prepared the attached chart reflecting the results of our research. Draft application materials were prepared for both grant programs based on the EDC's previous application materials and our evaluation of other municipal grant programs.

The Planning team has eliminated the EDC's requirement for applicants to submit a business plan, market research, a marketing plan and a financial forecast. We believe that the Village staff is not qualified to evaluate these materials and we also found that most other municipalities do not require this information.

In order to protect the Village's investment, a "Pay Back Provision" has been added to both grant programs. This provision requires varying levels of grant reimbursement to the Village depending on how long the business remains in Glen Ellyn. The reimbursement amount reduces 20% every year for five years, with 0% being owed to the Village after a five-year period.

The EDC Façade grant program only allowed property owners to apply for that grant one time. However, over time, buildings will continue to require updates, new tenants will arrive, and

businesses will need to change with the needs of the market. Therefore, the Planning team has made a change to the façade grant program to allow participants to receive a grant once every 3 years. This change will allow business and property owners to receive much needed assistance on a periodic basis.

Based on the anticipated demand for grant monies and a comparison of grant programs offered in other municipalities, the Planning team would recommend reducing the maximum available grant for the Downtown Interior Improvement grant from \$20,000 to \$15,000. Only Batavia offers an interior grant greater than \$15,000. Such a reduction in the maximum grant amount would allow the Village to fund more projects. Please note that we have encumbered \$25,341 from last fiscal year for grant applications previously approved by the EDC. We have also already received \$47,220 in application requests this fiscal year (see attached chart). We anticipate additional requests of approximately \$40,000 in the coming months. As additional information, we have also attached a chart showing approved and open grant applications yet to be paid by either the Village or the EDC.

The proposed review and approval process will take approximately 3 weeks once the applicant has submitted all of the required materials. The application will be reviewed by the Planning team and a recommendation will be made to the Village Board. The Village Board will have the final authority regarding the award of a grant.

Action Requested. The Planning and Development team is interested in finalizing the applications and program requirements so we can move forward with reviewing the pending applications. Therefore, we are requesting Village Board comments and/or concurrence with the proposed application program and materials for the Commercial Façade and Downtown Interior grant programs.

CC: Larry Noller, Interim Finance Director
Janie Patch, Economic Development Corporation

Attachments:

- Community Comparison Chart of Grant Program Administration
- Proposed Commercial Façade Improvement Grant Program Application Packet
- Proposed Downtown Interior Improvement Grant Program Application Packet
- Previous EDC Façade Improvement Grant Program Packet
- Previous EDC Downtown Retail Grant Program
- Village Grant Programs Summary – FY 11/12
- Chart of Open Grant Applications

Grant Program Community Survey

Community	Program	Amount Authorized		Approving Body	Other Requirements			Eligible Improvements
		50% of costs up to \$5,000/project	\$1,000 for use of appropriate design professional		Historic preservation based	Secretary of the Interior standards of rehabilitation must be followed	Minimum budget must be \$1,000	
Batavia, IL	Façade Improvement Grant	50% of costs up to \$5,000/project	\$1,000 for use of appropriate design professional	HPC/Community Development Committee makes recommendation	City Council has final authority	Historic preservation based	Secretary of the Interior standards of rehabilitation must be followed	Awnings, canopies and shutters; doors; landscaping, lighting (exterior); specialty painting; restoration of original architectural features; stairs, porches, railings and exits; windows
Batavia, IL	Downtown Improvement Grant	50% of costs up to \$25,000		Community Development Committee makes recommendation	City Council has final authority	Property must be in TIF	Secretary of the Interior standards of rehabilitation must be followed	Accessibility improvements; energy conservation improvements; electrical work; fire alarm systems; fire sprinkler system; heating, ventilation, air conditioning, lighting, painting; plumbing; restoration of historic interior features; tenant improvements; utility service upgrades; exterior improvements eligible in facade grant program
Batavia, NY	Façade Improvement Program	50% of the project cost up to \$1,000 for grant	50% of project costs up to \$5,000 for loan	City Design Committee has final authority	City Council has final authority	Secretary of the Interior standards of rehabilitation must be followed	3% fixed, 5 year maximum for loan	New awnings and signage; window repairs or replacements; masonry and wall repair; exterior stairs, stoops and doors; street front building lighting
Elmhurst	Façade Improvement Grant	33.33% of costs up to \$20,000	50% of costs up to \$50,000 if all projects are addressed	Architectural Advisory Commission makes recommendation	City Manager has final authority	Property must be in TIF	One-time basis per building	Rehabilitation of facade *Rehabilitation of facade and maintenance, canopies or awning, signage, screening or unavailability utilities, fire safety, accessibility, exterior lighting
Elmhurst	Retail Business Grant	50% of costs up to \$10,000		Selection Committee makes recommendation	City Council has final authority	Property must be in TIF	Offices, salons and other service businesses are not eligible	Build out of space; licensed space designer services; signage; retail consulting services; visual merchandise services; launch related media marketing and advertising
Geneva	Façade Grant	\$5,000 per property		Downtown Partnership makes recommendation	City Council has final authority	Work must maintain Historical integrity	Minimum budget must be \$1,000	Alteration; landscape/streetscape improvements; signwriting/canopy
Highland Park	Small Business Improvement Loan	50% of costs up to \$5,000		Business and Economic Development Commission makes recommendation	City Council has final authority	Business must pay back full amount if they close within one year	Must choose loan for matching dollars from an approved financial institution	Removing excess facade materials; repairing damage; restoring original building materials; building cleaning; landscaping; new awnings; doors; exterior lighting; painting exterior; gutters; roof directly above the building; signage; trash enclosures; windows
LaGrange	Façade Improvement Loan	up to \$40,000 per building		Design Review Board and Lending Institution approve of project	Village Board has final authority	Property must be in TIF	Loan may not exceed 5 years	Exterior improvements which renovate, restore or maintain a building facade determined to be consistent with adjoining properties, the character of the CBD, and/or any adopted rehabilitation standards and techniques

Grant Program Community Survey				
Community	Program	Amount Authorized		Eligible Improvements
		50% of costs up to \$2,500	\$1,000 for use of appropriate design professional	
		Approving Body		Other Requirements
		Planning and Economic Development Department has final authority	City must approve the design prior to the applicant receiving money	
Wheaton	Facade Grant	50% of costs up to \$2,500	\$1,000 for use of appropriate design professional	Painting, cleaning, tuck pointing, facade repair, window repair, replacement signage
Wheaton	Retail Business Grant	up to \$10,000	Selection Committee** has final authority	Build out of space; building code improvements; first three months of rent, moving expenses; visual merchandising, retail consulting; licensed space designer
Glen Ellyn	Commercial Facade Improvement Grant	50% of costs up to \$10,000	EDC Board has final authority	Facade repair and treatment; window frame replacement; doors; signs; awnings; exterior lighting; screening of utilities; restoration of architectural features; building additions; streetscape enhancements; landscaping
Glen Ellyn	Downtown Retail Grant Program	50% of costs up to \$20,000	EDC Board has final authority	Walls; ceilings; floors; permanent shelving and cabinetry; permanent fixtures; carpet; tile; display window enhancements; interior lighting; interior signage; life safety upgrades; utility related improvements; major kitchen equipment

** Committee consists of Downtown Manager (Downtown Wheaton Association), Director of Planning and Economic Development, President (Downtown Wheaton Association), City Council representative

Proposed Glen Ellyn Program				
Community	Program	Amount Authorized		Eligible Improvements
		50% of costs up to \$10,000	50% of costs up to \$15,000	
		Approving Body		Other Requirements
		Application reviewed by Planning and Development	Village Board has final authority	
Glen Ellyn	Commercial Facade Improvement Grant	50% of costs up to \$10,000	Application reviewed by Planning and Development	Facade repair and treatment; window frame replacement; doors, awnings, exterior lighting; restoration of original architectural features; building additions and streetscape enhancements
Glen Ellyn	Downtown Interior Improvement Grant Program	50% of costs up to \$15,000	Application reviewed by Planning and Development	Walls, ceilings, floors, permanent shelving and cabinets, permanent fixtures, carpet, tile, display window enhancements, interior lighting, interior signage, life safety upgrades, utility related improvements, major kitchen equipment

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VILLAGE OF GLEN ELLYN

Commercial Façade Improvement Grant Program Application Packet

Planning & Development Department
535 Duane Street – Glen Ellyn, IL 60137
Telephone 630.547.5250 – Fax 630.547.5370

VILLAGE OF GLEN ELLYN ECONOMIC Commercial Façade Improvement Grant Program

As of 5/1/2011

Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private sector in making these desired improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum of \$10,000.

Eligible Properties

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for the grant. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies.

Eligible Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

Financial assistance is available to business owners or property owners, for no more than \$10,000 every 3 years, per building.

Eligible Improvements

The primary goal of the Village of Glen Ellyn Commercial Façade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Projects that most meet the primary goal will best satisfy the eligibility test. The determination of eligibility and priority for assistance is at the discretion of the Village Board.

Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$1,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving the grant award. The list of qualifying exterior improvements appears below.

Eligible Projects

- Facade repair and treatment
- Window frame replacement (non-repair)
- Doors
- Awnings (with or without signage)
- Exterior lighting
- Restoration of original architectural features

- Exterior building materials for building additions
- Streetscape enhancements
- Landscaping in conjunction with an improvement project involving any of the above activities
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the Village's *Appearance Review Guidelines*

Ineligible Projects

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs

The Village of Glen Ellyn is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time can be considered by the Planning and Development Director.

Design Evaluation

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

Application Requirements

Required Submittals with Application:

1. Current digital photos of all building facades visible from the public right-of-way which will receive improvements
2. A schematic drawing with enough detail to depict the proposed improvements
3. Signed vendor contract(s) with cost for proposed improvements
4. All applications must be signed by the property owner to indicate consent for the proposed improvements.
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

All grant recipients are required to publicly display the Village of Glen Ellyn Grant Award Certification in a conspicuous location in the building for a period of one year from the date of approval of the grant.

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than a 50% match.

Application and Approval Process

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take 3-4 weeks.

The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.
3. The Planning and Development Department will make a recommendation of approval, partial approval or denial to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
4. Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board meets the 2nd and 4th Monday evenings of every month.

Reimbursement Process

1. Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved façades to the Planning and Development Department.
2. The Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
3. Check is distributed

Pay Back Provision

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 5 years of being awarded a Village grant.

Out of Business	< 1 year	1-2 years	2-3 years	3-4 years	4-5 years	> 5 years
% of Grant Repaid to the Village	100%	80%	60%	40%	20%	0%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and the Application Certification.

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VILLAGE OF GLEN ELLYN
Commercial Façade Improvement Grant Application

REQUIRED SUBMITTALS WITH APPLICATION:

1. Current digital photos of all building facades visible from the public right-of-way which will receive improvements
2. A schematic drawing with enough detail to depict the proposed improvements
3. Signed vendor contract(s) with cost for proposed improvements
4. Consent from the building owner for proposed improvements, by signature on this form
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

APPLICANT INFORMATION

Name: _____

Home Address: _____

Business Phone: _____ Fax Number: _____

Home Phone: _____ Email Address: _____

Project Address: _____

Interest in property to be renovated (check one):

Owner/Mortgagor _____ Buyer on contract _____ Tenant _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner?

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____

Property Owner Fax: _____

Property Owner E-mail: _____

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business moves out of the Village of Glen Ellyn within five (5) years I will be required to repay the Village in an amount as described on page 3 of the grant packet.

Applicant Name (PRINT)

Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date

*****Office Use Only*****

Application is: _____ Approved

_____ Denied

Village President

Date

Planning and Development Director

Date

VILLAGE OF GLEN ELLYN
Commercial Façade Improvement Grant Program
Reimbursement Request Certification

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the Planning and Development office once approved work is complete for grant payment:

- This signed certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Village of Glen Ellyn
- Affidavit for Reimbursement

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Glen Ellyn Grant Certification in public at my business/property for one year. I understand that if my business moves out of the Village of Glen Ellyn within five (5) years I will be required to repay the Village in an amount as described on page 3 of the grant packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date

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VILLAGE OF GLEN ELLYN

**Downtown Interior Improvement Grant Program
Application Packet**

*Planning & Development Department
535 Duane Street – Glen Ellyn, IL 60137
Telephone 630.547.5250 – Fax 630.547.5370*

Village of Glen Ellyn Downtown Interior Improvement Grant Program

As of 5/1/2011

Purpose

The goal of the Village of Glen Ellyn Downtown Retail Grant Program is to strengthen the downtown retail mix by attracting new retail businesses in targeted categories and by assisting existing retailers with eligible expansion plans in the downtown commercial district. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum of \$15,000.

Eligible Properties

Commercial property owners or retail business owners in the downtown who are proposing a new or expanding business which meets the eligibility and application requirements are invited to submit applications.

Eligible Applicants: An eligible retail business must generate retail sales tax. All applications must involve a new or expanding retail business consistent with the **List of Desired Retailers** (see list below) within the downtown. Applications involving other retail businesses will be considered on an individual basis.

List of Desirable Retailers (New and Expanding Businesses)

Art Gallery	Apparel	Clothing Accessories
Crafts and Hobbies	Electronics	Entertainment (non-dining)
Garden	Home Furnishings	Home Décor & Entertainment
Kitchen Wares	Leather Goods and Luggage	Music
Pharmacy	Produce Market	Restaurants
Specialty Foods	Specialty Retail	Sporting Goods
Toys		

Other retail businesses will be reviewed on a case by case basis. Uses that encourage pedestrian activity, improve the pedestrian environment and attract shoppers will be preferred.

Existing Retail Business: Applicants must expand in the downtown to receive assistance. For the purpose of this program, "expansion" is defined as significantly increasing the retail sales area, enlarging the square footage of the retail space to include expanding into an adjacent space or relocating to a larger space and remaining within the downtown, or building an addition on an existing building to be used as additional retail space.

Financial assistance is available to property or business owners, for no more than \$15,000 ever 3 years, per building

Application Requirements

The applicant must submit all required documents as outlined on the first page of the application.

Eligible Improvements

This program funds permanent tenant and building code improvements necessary to open a new or expand an existing eligible retail business. Eligible improvements must remain with the improved building to be considered permanent and may include:

Eligible Uses

- Walls
- Ceilings
- Floors
- Permanent shelving and cabinets
- Permanent fixtures
- Carpet
- Tile
- Display window enhancements (hanging grid system, lighting, display shelf, etc.)
- Interior lighting
- Interior signage
- Life safety upgrades (sprinkler and fire alarm systems)
- Utility related improvements (heating, air conditioning, plumbing, electrical)
- Major kitchen equipment

Projects not listed above will be considered on a case by case basis. In general, changes to the project scope will not be considered for supplemental assistance after grant approval is obtained. Unforeseeable changes will be considered on a case by case basis.

Ineligible Uses

- Façade improvements (see separate Village of Glen Ellyn Façade Improvement Grant Program)
- Acquisition of land or buildings
- Product inventory
- Rent
- Media marketing and advertising
- Payroll
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse)
- Moving expenses
- Business consulting expenses
- Exterminator services
- Landscaping
- Improvements in progress or completed prior to the submittal of an application

Application and Approval Process

Applicants should expect the review and approval process to take approximately 3-4 weeks. The applicant must secure any required Village permits prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application to the Planning and Development Department.
3. The Planning and Development Department will review the application and make a recommendation of approval, partial approval or denial of the grant application to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
4. The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board meets on the 2nd and 4th Monday evenings of every month.
5. Proposed improvements must be completed and the business must be operational within one year of grant approval.

Reimbursement Process

1. Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Reimbursement Request Certification form (attached) and Affidavit for Reimbursement (attached) to the Planning and Development Department.
2. The Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.

Pay Back Provision

The following pay back schedule will apply if a closes or moves out of Glen Ellyn within 5 years of receiving the grant.

Out of Business	< 1 year	1-2 years	2-3 years	3-4 years	4-5 years	> 5 years
% of Grant Repaid to the Village	100%	80%	60%	40%	20%	0%

The applicant agrees to this provision when s/he signs the Application Certification and Reimbursement Request Certification.

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VILLAGE OF GLEN ELLYN
Downtown Interior Improvement Grant Program Application

REQUIRED SUBMITTALS WITH APPLICATION:

1. Signed lease, committing to minimum of a 3-year lease term is required for all new businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease)
2. Signed vendor contract(s) with detailed costs for each proposed improvement
3. Consent from the building owner for proposed improvements, by signature on this form
4. Digital photos depicting the interior areas where proposed improvements will take place
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
6. A narrative as outlined below:
 - a) Description of your business and the related industry
 - b) Features and advantages of your product such as quality, competitive advantage, proprietary position, and future potential
 - c) Operational considerations including business location, facility requirements, needed physical improvements, operational strategy, and labor force
 - d) Credentials and experience of business owner and management assistance
 - e) Timing of critical activities before opening/expanding such as company incorporation, space built-out, supplies ordered, employees hired, and opening date
 - f) Projected tangible benefits to Downtown Glen Ellyn from the business activity including how the business will contribute to the downtown retail mix, shopper traffic, extended store hours, number of jobs created, etc.
 - g) Market research and analysis including a definition of your customers and markets, market size, market trends, competition, and estimated market share

BUSINESS OWNER INFORMATION

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Other Phone: _____

Email Address: _____

Fax Number: _____

Estimated Opening Date of Business: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____
Address: _____
Phone: _____
Email Address: _____
Fax Number: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PROJECT COST: _____

AMOUNT OF GRANT ASSISTANCE REQUESTED: _____

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements assisted by the Retail Grant Program are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within five (5) years I will be required to repay the Village in an amount as described on page 3 of the grant packet.

Applicant Name (PRINT)

Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date

*****Office Use Only*****

Application is: _____ Approved

_____ Denied

Village President

Date

Planning and Development Director

Date

VILLAGE OF GLEN ELLYN
Downtown Interior Improvement Grant Program

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the Planning and Development Department office once approved work is complete for grant payment:

- This signed certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment limited to copies of canceled checks and/or credit card receipts
- Digital Photos depicting the interior improvements
- A signed and notarized Applicant's Affidavit for Reimbursement form

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Glen Ellyn Grant Certification in public at my business for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within five (5) years I will be required to repay the Village in an amount as described on page 3 of the grant packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date



GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION Façade Improvement Grant Program

As of 11/18/2010

Purpose

The Glen Ellyn Economic Development Corporation (EDC) recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Facade Improvement Grant Program was created to facilitate the private sector in making desirable improvements.

The EDC Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum of \$10,000.

Eligible Properties

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn.

The exterior of the property must meet all Village of Glen Ellyn Building Codes. In the event that a violation is present, correction of the violation must be made prior to disbursement of EDC assistance.

Eligible Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business.

Property Owner Consent: All applications must be signed by the property owner to indicate consent for the proposed improvements.

Financial assistance is available to property owners as applicants on a one-time basis per building including buildings with multiple occupancy. Individual tenants of multiple-occupancy buildings may apply for improvements affecting their leased space only.

Eligible Improvements

The primary goal of the EDC Facade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Projects that most meet the primary goal will best satisfy the eligibility test. The determination of eligibility and priority for assistance is left to the discretion of the EDC Board.

Work which qualifies for assistance includes improvements to the exterior of the building which are visible from the public right-of-way.

Applicants must plan to install at least \$1,000 of improvements to qualify.

The list of qualifying improvements appears below. **Individually, any one of these improvements may or may not be sufficient for assistance and will be evaluated along with any other proposed improvements as to whether a significant visual impact will result.**

Eligible Projects

- Facade repair and treatment
- Window frame replacement (non-repair)
- Doors
- Signs
- Awnings
- Exterior lighting
- Screening of utilities
- Restoration of original architectural features
- Building additions
- Streetscape enhancements
- Landscaping in conjunction with an improvement project involving any of the above activities
- Other permanent exterior improvements to property consistent with architectural integrity of the building

Ineligible Projects

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Improvements in progress or completed prior to the submittal of an application for EDC participation
- Building permits and related costs

Design Evaluation

Design evaluation and approval will be handled by the Village of Glen Ellyn through the existing permit review process.

Application Requirements

The application form includes a section for applicants to describe aspects of their business plan and the projected tangible benefits to Glen Ellyn. More in depth information on the business operation is required for grant assistance over \$5,000. These requirements apply to all applicants including the property owner.

Property Owner Consent: All applications must be signed by the property owner to indicate consent for the proposed improvements.

Awarded Applicants: All grant recipients are required to publicly display the Glen Ellyn Economic Development Corporation Grant Award Certification plaque for a period of one year.

Application and Approval Process

Submittal of a complete EDC grant application is required prior to the start of any improvements eligible for assistance. The applicant must also secure any required Village permits prior to starting improvements. The application process is outlined below:

1. Contact the Glen Ellyn EDC for program information and to determine project eligibility.
2. Contact the Village Planning & Development Department to determine Village approval and permit requirements and submit appropriate permit applications.
3. Submit a formal grant application to the EDC for assistance.
4. Applicant's attendance may be required at an EDC Board meeting as part of the application review process.
5. The determination of eligibility and priority for assistance is at the discretion of the EDC Board and is subject to funds availability. The EDC Board may approve grants of less than a 50% match.

Progress Milestones

Projects approved for assistance will be subject to EDC evaluation for sufficient progress toward completion. There are three milestones to maintain status as an approved project:

1. All necessary permit applications should be filed with the Village not more than 90 days following the date of EDC assistance approval.

2. Actual improvements should start not more than 90 days following the date of final Village permit approval needed to commence work.
3. The EDC is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the application.

Written requests for time extensions for meeting the milestones will be considered by the EDC when appropriate and reasonable.

Reimbursement Process

1. Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment, a signed certification form (see attached form), and photos of all improved façades to the EDC for reimbursement. Proof of payment must include copies of canceled checks and/or credit card receipts.
2. The completed work must comply with Village codes and be accepted by the Village of Glen Ellyn prior to disbursement of EDC assistance.
3. The EDC reviews the completed project to ensure that work was performed as outlined in application.
4. Applicants must provide a signed and notarized affidavit prior to grant check delivery.

Program Evaluation

The Facade Improvement Grant will be evaluated as needed by the EDC Board to assess effectiveness and future funding requirements.

**GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION
Façade Improvement Grant Application**

REQUIRED SUBMITTALS WITH APPLICATION:

1. Current digital photos of all building facades visible from the public right-of-way which will receive improvements
2. A simple schematic drawing with enough detail to depict the proposed improvements
3. Samples of proposed materials and colors are extremely helpful during Board review of the application
4. Signed vendor contract(s) with cost for proposed improvements
5. Consent from the building owner for proposed improvements, by signature on this form
6. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

APPLICANT INFORMATION

Name: _____

Home Address: _____

Business Phone: _____ Fax Number: _____

Home Phone: _____ Email Address: _____

Project Address: _____

Interest in property to be renovated (check one):

Owner/Mortgagor _____ Buyer on contract _____ Tenant _____

If tenant, what is the expiration date of your current lease? _____

If buyer on contract or tenant, who is the property owner?

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____

BUSINESS DEVELOPMENT, OPERATION AND CONTRIBUTIONS

All applicants must use a separate sheet to type brief responses for the required business information below.

1. Description of your business and the related industry
2. Features and advantages of your product such as quality, competitive advantage, proprietary position, and future potential
3. Description of your business development status and tasks including difficulties, risks, and costs
4. Operational considerations including business location, facility requirements, needed physical improvements, operational strategy, and labor force
5. Credentials and experience of business owner and management assistance
6. Timing of critical activities such as company incorporation, space built-out, supplies ordered, employees hired, opening date, product/service extension, and future expansion
7. Projected tangible benefits to Glen Ellyn from the business activity including how the business contributes to the retail mix, shopper traffic, extended store hours, number of jobs created, etc.

Applicants requesting over \$5,000 in grant assistance must also provide the following business information on a separate typed sheet:

1. Market research and analysis including a definition of your customers and markets, market size, market trends, competition, and estimated market share
2. Marketing strategy including pricing, sales tactics, service and warranty policies, advertising, public relations, and promotions
3. How will you respond to critical risks and problems such as price cutting by competitors, unfavorable industry-wide trends, operating cost overruns, low sales, difficulties obtaining inventory or supplies, difficulty in obtaining credit, and lack of trained labor?

4. Financial Information:

A. Applicants opening a new business in Glen Ellyn:

1. Profit and loss forecasts for 3 years (first year monthly)
2. Cash flow forecast for 3 years
3. Pro Forma balance sheet at start-up, semi-annually in first year, and at the end of 3 years
4. Provide a detailed explanation of:
 - a. Any established credit facilities (personal or business) which the proposed business will rely on during the first 3 years of operation and a contact name where the credit facilities are established.
 - b. What cash or cash equivalents are available to the proposed business to support the 3-year forecast?

B. All other applicants:

1. Profit and loss statement for the past year
2. Cash flow forecast for 2 years
3. Provide a detailed explanation of:
 - a. Any established credit facilities (personal or business) which the proposed business will rely on during the next 2 years of operation and a contact name where the credit facilities are established.
 - b. What cash or cash equivalents are available to the proposed business to support the 2-year forecast?

CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Glen Ellyn EDC Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Glen Ellyn Economic Development Corporation and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees.

Applicant Name (PRINT)

Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date

*****Office Use Only*****

Application is: _____ Approved

_____ Denied

EDC Board President

Date

EDC Executive Director

Date

**GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION
Façade Improvement Grant Program**

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the EDC office once approved work is complete for grant payment:

- This signed certification
- The completed grant close out check list (form provided by EDC office)
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment limited to copies of canceled checks and/or credit card receipts
- Digital Photos of all building facades visible from the public right-of-way which received improvements emailed to info@glenellynedc.com
- A signed and notarized affidavit form provided by the EDC

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Glen Ellyn EDC are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the EDC Assistance plaque in public at my business/property for one year. The Glen Ellyn EDC may in its sole option cancel its assistance commitment either in whole or in part.

Applicant Name (PRINT)

Applicant Signature

Date



GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION Downtown Retail Grant Program

As of 11/18/2010

Purpose

The goal of the Glen Ellyn Economic Development Corporation (EDC) Downtown Retail Grant Program is to strengthen the downtown retail mix by attracting new retail businesses in targeted categories and by assisting existing retailers with eligible expansion plans in the downtown commercial district.

The EDC Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

The Downtown Retail Grant Program provides matching funds to attract Eligible Retail businesses that are opening a new business or expanding an existing business in the downtown commercial center defined by the C5A and C5B Zoning Districts. The program reimburses approved applicants up to 50 percent of the actual eligible costs up to a maximum of \$20,000.

Eligible Applicants

Property owners or retail business owners who are proposing projects which meet the eligibility and application requirements are invited to submit applications.

Eligible Retail Category and Location: An Eligible Retail business must generate retail sale tax. All applications must involve a new or existing retail business which is consistent with the **List of Eligible Retail Categories** (see list at end) within the downtown C5A or C5B Zoning Districts. The business location must be in a first floor space along a public street. Applications involving other retail businesses will be considered on an individual basis.

Existing Retail Business: Applicants must be expanding in the downtown C5A or C5B Zoning Districts to receive assistance. For the purpose of this program, "expansion" is defined as:

- Enlarging the retail space to include expanding into an adjacent space or relocating to a larger space and remaining within the downtown Zoning Districts.
- May include expansion into new outside seasonal dining areas.

Timing Requirement: Additional assistance through this program is not available to the same business owner or the same property owner for a period of at least 3 years from the date of approval of a Retail Grant.

Application Requirements

Tangible Benefits Described: The application includes a section for the applicant to describe aspects of the business plan and the projected tangible benefits to the downtown central business district.

3-Year Lease Commitment for New Businesses: Applications involving a new business will include a minimum of a three year lease, executed by the New Business (the tenant) and the Landlord.

Existing Retail Business Expansion: Applicants who are expanding existing retail businesses must submit the current lease with the application.

Applications for Assistance Exceeding \$2,500: Applicants must include more in depth information on the business operation as indicated in the application form.

Certification on Permanent Improvements: Applicants will certify that all Retail Grant Program assisted improvements are permanent fixtures under the executed lease and will remain with the building.

Property Owner Consent: All applications must be signed by the property owner to indicate consent for the proposed improvements.

Awarded Applicants: All grant recipients are required to publicly display the Glen Ellyn Economic Development Corporation Grant Award Certification plaque for a period of one year.

Operating Requirement

Proposed improvements must be completed and the business is operational within 9 months of grant approval.

Eligible Improvements

This program funds permanent tenant and building code improvements, necessary to open or expand an Eligible Retail Business. Eligible improvements must remain with the improved building to be considered permanent and may include:

- Walls
- Ceilings
- Floors
- Permanent shelving and cabinets
- Permanent fixtures
- Carpet

Tile
Display window enhancements (hanging grid system, lighting, display shelf, etc.)
Interior lighting
Interior signage
Life safety upgrades (sprinkler and fire alarm systems)
Utility related improvements (heating, air conditioning, plumbing, electrical)
Major kitchen equipment

Projects not listed here will be considered on a case by case basis.

In general, changes to the project scope will not be considered for supplemental assistance after grant approval is obtained. Unforeseeable changes will be considered on a case by case basis.

Ineligible Uses

Façade improvements (see separate EDC Façade Improvement Grant Program)
Acquisition of land or buildings
Other equipment
Product inventory
Rent
Media marketing and advertising
Payroll
Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse)
Moving expenses
Business consulting expenses
Elevators
Exterminator services
Landscaping
Improvements in progress or completed prior to the submittal of an application for EDC participation

Evaluation Criteria

- The retail business associated with the application must be consistent with the **List of Eligible Retail Categories** (see list at end)
- A complete application form with all required information has been submitted
- Contribution to the retail mix
- Quality of retail product
- Time frame for completing proposed improvements and opening the new or expanded business
- Development of the business plan is the sole responsibility of the applicant

Façade Improvement Grants

Downtown Retail Grants can be awarded even if the associated property has received a Façade Improvement Grant. Grant awards for the two programs are considered separately.

Application and Approval Process

Submittal of a complete EDC grant application is required prior to the start of any improvements eligible for assistance. The applicant must also secure any required Village permits prior to starting improvements. The application process is outlined below:

1. Contact the Glen Ellyn EDC for program information and to determine project eligibility.
2. Contact the Village Planning & Development Department to determine Village approval and permit requirements and submit appropriate permit applications.
3. Submit a formal grant application to the EDC for assistance.
4. Applicant's attendance may be required at an EDC Board meeting as part of the application review process.
5. The determination of eligibility and priority for assistance is at the discretion of the EDC Board and is subject to funds availability. The EDC Board may approve grants of less than a 50% match.

Reimbursement Process

1. Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment, and a signed certification form (see attached form) to the EDC for reimbursement. Proof of payment must include copies of canceled checks and/or credit card receipts.
2. The completed work must comply with all Village codes and be accepted by the Village of Glen Ellyn prior to disbursement of EDC assistance.
3. The EDC reviews completed project and work performed as outlined in the application.
4. Applicants must provide a signed and notarized affidavit prior to grant check delivery.
5. The EDC is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the application.

Program Evaluation

The Downtown Retail Grant Program will be evaluated as needed by the EDC Board to assess effectiveness and future funding requirements.

List of Eligible Retail Categories (New and Expanding Businesses)

Art Gallery	Home Furnishings	Restaurants
Apparel	Home Décor & Entertainment	Sidewalk Cafes
Clothing Accessories	Kitchen Wares	Specialty Foods
Crafts and Hobbies	Leather Goods and Luggage	Specialty Retail
Electronics	Music	Sporting Goods
Entertainment (non-dining)	Pharmacy	Toys
Garden	Produce Market	

Other retail businesses will be reviewed on a case by case basis.

**GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION
Downtown Retail Grant Program Application**

REQUIRED SUBMITTALS WITH APPLICATION:

1. Signed lease, committing to minimum of a 3-year lease term is required for all new businesses
2. Signed vendor contract(s) with detailed costs for each proposed improvement
3. Consent from the building owner for proposed improvements, by signature on this form
4. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
5. Digital photos depicting the interior areas where proposed improvements will take place

BUSINESS OWNER INFORMATION

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Other Phone: _____

Email Address: _____

Fax Number: _____

Estimated Opening Date of Business: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Address: _____

Phone: _____

Email Address: _____

Fax Number: _____

BUSINESS DEVELOPMENT, OPERATION AND CONTRIBUTIONS

Please use a separate sheet to type brief responses for the required business information below:

1. Description of your business and the related industry
2. Features and advantages of your product such as quality, competitive advantage, proprietary position, and future potential
3. Description of your business development status and tasks including difficulties, risks, and costs
4. Operational considerations including business location, facility requirements, needed physical improvements, operational strategy, and labor force
5. Credentials and experience of business owner and management assistance
6. Timing of critical activities before opening/expanding such as company incorporation, space built-out, supplies ordered, employees hired, and opening date
7. Timing of critical activities after opening/expanding such as product/service extension
8. Projected tangible benefits to Downtown Glen Ellyn from the business activity including how the business will contribute to the downtown retail mix, shopper traffic, extended store hours, number of jobs created, etc.

Applications requesting over \$2,500 in grant assistance must also provide the following business information on a separate typed sheet:

1. Market research and analysis including a definition of your customers and markets, market size, market trends, competition, and estimated market share
2. Marketing strategy including pricing, sales tactics, service and warranty policies, advertising, public relations, and promotions
3. How will you respond to critical risks and problems such as price cutting by competitors, unfavorable industry-wide trends, operating cost overruns, low sales, difficulties obtaining inventory or supplies, difficulty in obtaining credit, and lack of trained labor?

4. Financial Information:

A. Applications for a New Retail Business Grant must include:

1. Profit and loss forecasts for 3 years (first year monthly)
2. Cash flow forecast for 3 years
3. Pro Forma balance sheet at start-up, semi-annually in first year, and at the end of 3 years
4. Provide a detailed explanation of:
 - a. Any established credit facilities (personal or business) which the proposed business will rely on during the first 3 years of operation and a contact name where the credit facilities are established.
 - b. What cash or cash equivalents are available to the proposed business to support the 3-year forecast?

B. Existing Retail Business applicants:

1. Profit and loss statement for the past year
2. Cash flow forecast for 2 years
3. Provide a detailed explanation of:
 - a. Any established credit facilities (personal or business) which the proposed business will rely on during the next 2 years of operation and a contact name where the credit facilities are established.
 - b. What cash or cash equivalents are available to the proposed business to support the 2-year forecast?

CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Glen Ellyn EDC Downtown Retail Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements assisted by the Retail Grant Program are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Glen Ellyn Economic Development Corporation and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees.

Applicant Name (PRINT)

Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

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EDC Board President

Date

EDC Executive Director

Date

**GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION
Downtown Retail Grant Program**

SUBMITTAL FOR REIMBURSEMENT

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Applicant Name (PRINT)

Applicant Signature

Date

**Village Grant Programs Summary
FY 11/12**

Project Number	Date Application Received	Approval Date	Expiration Date	Type of Project	Address	Amount Requested	Approved Amount	Status
		11/18/10	11/18/11	Façade	Gratto	\$10,000.00	\$10,000.00	Approved by EDC in prior year
		12/16/10	12/16/11	Façade	Treasure House	\$3,000.00	\$3,000.00	Approved by EDC in prior year
		1/20/11	1/20/12	DT/F	Marcel's, Jillian Foucre	\$12,341.00	\$12,341.00	Approved by EDC in prior year
Total Uncommitted Funds								
		1/20/11	1/20/12	DT/F	Marcel's, Jillian Foucre	\$15,000.00	\$0.00	EDC approved, if funds available in 11/12
3/28/11				DT/F	Costello Jewellery	\$20,000.00	\$0.00	EDC recommended denial
4/25/11				Façade	Key Investment	\$9,220.00	\$0.00	
4/27/11				Façade	Larc Jewelers, Jay Gilbert	\$3,000.00	\$0.00	
anticipated				Façade	Cantina	\$10,000.00	\$0.00	
anticipated				DT/F	Subway	\$30,000.00	\$0.00	
Total Applied For/Anticipated						\$87,220.00	\$0.00	
Total FY 11						\$115,561.00	\$15,341.00	

Open Grant Applications

Project	Grant Monies to be Paid by EDC		Grant Monies to be Paid by Village		
	Grant	Amount Owed	Project	Grant	Amount Owed
Treasure House	Retail	\$4,000.00	Treasure House	Façade	\$3,000.00
Larc Jewlers	Retail/Façade	\$5,000.00	Gratto	Façade	\$10,000.00
Marcell's	Retail	\$2,659.00	Marcel's	Retail/Façade	\$12,341.00
Total		\$11,659.00	Total		\$25,341.00