

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to three (3) minutes.

**VILLAGE OF VILLA PARK**  
**Village Hall, Committee of the Whole Room**  
**20 S. Ardmore Avenue**  
**Villa Park, IL 60181**

**Economic Development Commission**

**September 18, 2024**

**5:30 PM**

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Chairman: Tony Oddo  
Commissioners: Ghada Abdelhafez-Fahmy, Larry Calvert, Patrice Gallagher,  
JP Hochbaum and Ethan Tutor-Leon

- 1. Call to Order - Roll Call**
- 2. Approval of Minutes**
  - a. Minutes from June 19, 2024
- 3. Business**
  - a. Business Retention Visits - Status
  - b. TIF Grant Programs
    - Facade Improvement
    - Tenant Improvement
    - Site Improvement
- 4. Public Comments**
- 5. Commissioner Comments**
- 6. Village Board Liaison Comments**
- 7. Staff Liaison Comments**
- 8. Adjournment**

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

## ECONOMIC DEVELOPMENT COMMISSION MINUTES

June 19, 2024

The meeting of the Economic Development Commission was called to order June 19, 2024, at 5:30 p.m.

**PRESENT:** Commissioners: Tony Oddo, Ghada Abdelhafez-Fahmy, JP Hochbaum, Patrice Gallagher, Larry Calvert, and Ethan Tudor-Leon.

**OTHERS PRESENT:** Director Marc McLaughlin, Deputy Director Michelle House and Michael Murray with Bloomingdale Township Mental Health Auxiliary.

**PUBLIC INPUT ON AGENDA ITEMS:**

None.

**APPROVAL OF THE MINUTES:**

Motion to accept the minutes made by Commissioner Hochbaum and seconded by Commissioner Tudor-Leon verbal rollcall and passed with all ayes. The minutes for the Economic Development Commission for March 20, 2024, were approved.

**GENERAL DISCUSSION/BUSINESS:**

Chair Tony Oddo thanking Commissioner Calvert for filling in at the last meeting and getting the business retention letter passed.

In the packet is a list of approximately 50 new businesses from 2023 where Certificate of Occupancy's were issued. The idea is to reach out to these businesses to get some feedback as to how things are progressing, any improvements, what they would like to see in the future. Basically, an array of questions. Commissioners agreed to 2 new businesses and 1 older business to visit this year. The goal of this is fact finding to possibly assist in various ways in the future. Open lines of communication.

Commissioners reviewed the list and chose which businesses they would like to visit. Staff will create and mail out the introduction letter to begin contact and set an appointed time. Commissioner Gallagher commented that the places she visited a pattern of concerns began and no tools to support these. The goal is to help businesses thrive. Currently the visits are to open dialog and continue from there.

Prior to covid it was discussed having corridor meetings for each area, (North Ave., St. Charles Rd & Roosevelt Rd).

**PUBLIC COMMENTS NON-AGENDA ITEMS:**

Guest Michael Murray from Bloomingdale Township Mental Health Auxiliary spoke about the benefits of a 708 Mental Health Board within the community and a referendum for the coming election. If this referendum would pass, an additional tax would be imposed on all DuPage County Taxpayers. In order to accomplish this, 2,000 signatures are needed on the petition. This program would improve services to those in need.

**COMMISSIONER COMMENTS:**

Commissioner Ghada Abdelhafez-Fahmy is happy to begin meeting the businesses.

Commissioner Gallagher questioned whether the EDC meeting could be hybrid, it is not possible. It was explained that commissioners will need to follow the open meetings act.

Commissioner Tudor-Leon requested a copy of the questionnaire, believed it could be sent in the google form and to resend to all commissioners.

Commissioner Oddo: Is there any update on the traffic survey? The results will be presented to the Committee of the Whole in July. Would it be conceivable to get a report on businesses that did not last more than a few years, understanding that it may not be possible. For the next meeting business cards to hand out for more direct questions that we could not answer would be helpful.

**VILLAGE BOARD LIAISON COMMENTS:**

None.

**STAFF LIAISON COMMENTS:**

Director McLaughlin gave a quick update on approval of the following:

- The Union received approval from Planning & Zoning in April, an RDA is being drafted and once that is completed it will proceed to the Village Board. Hopefully construction will begin in fall.
- The new Rec Center is looking great, priming and painting the exterior. Then work will begin on the interior.
- Eco Terra has obtained financing and is finalizing it. Working on an extension of their RDA.
- 626 N. Addison is a future Tattoo Shop.
- North Park Plaza is working on an indoor pickle ball court.
- The old bridal shop on St Charles is still under a remodel permit.
- Bell Tire received approval from both Planning & Zoning and the Board to move forward with the North Avenue location.
- 660 N. Villa received approval from Planning & Zoning for a Variation, Subdivision, Special Use and Annexation for a Construction Company's Headquarters.
- 330 E North Avenue was approved for a Cannabis Dispensary. The building is being split. This has not gone to the board as of yet.

**ADJOURNMENT:**

Motion to adjourn the meeting was made by Commissioner Tudor-Leon and seconded by Commissioner Hochbaum. The motion passed with all ayes. The meeting was adjourned at 6:27 p.m.

Complete recorded minutes are available on the Village Website.

Respectfully Submitted by,

Pat Boksha

## **ECONOMIC DEVELOPMENT COMMISSION MINUTES**

**August 21, 2024**

The meeting of the Economic Development Commission was cancelled due to a lack of quorum present.

The next meeting is scheduled for September 18, 2024.

Respectfully Submitted by,

Pat Boksha

## Village of Villa Park

### Façade Improvement Program – TIF Districts Only

#### Program Purpose and Overview

- The Façade Improvement Program operates as a grant reimbursement with the Village or TIF matching 50% of design and improvement costs for qualified improvements to the facades of buildings or tenant spaces in view of the public or private roadway right-of-way. Program guidelines, qualifications, and terms are described below.
- All properties within a TIF District are eligible.
- Reimbursements will be awarded in amounts between \$2,500 and \$25,000 (50% of the total design and improvement costs for projects with a total value of \$5,000 or greater).
- Permits are 100% reimbursable, in addition to the \$25,000 maximum refund allowance.

#### Business Eligibility & Requirements

1. Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval of the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
2. The applicable building façade must either abut a public or private roadway right-of-way or shall be substantially visible from the public or private roadway right-of-way to be eligible for the program.
3. Total costs for proposed façade improvements must exceed \$5,000 to participate in the program.
4. Both existing and new commercial buildings are eligible for grant funding provided new improvements to the façade with costs exceeding \$5,000 are proposed.
5. Properties with unresolved code enforcement cases will not be eligible to receive grant funding except for applications which would address the code enforcement case.
6. A maximum of \$25,000 would be reimbursed within a five-year period for any individual tenant space.
7. The grant agreement between the applicant and the Village must be approved by the Village Board before any costs requested are reimbursed.

#### Eligible Improvements

The following improvements are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of the eligible improvements may apply for the matching funding, but only the improvements below will be eligible for funding.

##### *Improvements Eligible for Façade Grant Funding:*

- Masonry restoration (paint removal, acid cleaning, tuckpointing, etc.)
- Exterior painting (full re-paint or change in color)
- Wall façade construction, repair, and treatment
- Historic renovation or architectural feature restoration or replacement
- Exterior demolition associated with new improvements

- New or replacement storefront systems, doors, windows, parapets, coping, and trim
- Awnings and shutters
- Steps, porches, and railings
- Roof replacements
- Exterior lighting (excluding fixtures in parking areas)
- Permanent outdoor dining enclosures (including permanent fencing, patio, pergola, bollards, etc.)
- Signage including ground signage and building mounted signage and the removal of nonconforming sign

*Ineligible Improvements for Façade Grant Funding:*

- Routine maintenance (touch-up paint, etc.)
- Site improvements, such as parking lots, landscaping, sidewalks, and parking lot lighting (see Site Improvement Program)
- Interior improvements (see Tenant Improvement Program)
- Security systems, fire alarms, mechanical equipment, etc.
- Seasonal outdoor dining improvements, planters, temporary fencing, or other non-permanent fixtures
- Any improvements not visible from the public or private roadway right-of-way
- Any improvements that are inconsistent with the current Codes

All improvements must comply with all applicable codes and standards of the Village of Villa Park, applicable goals set forth by the Village of Villa Park, and the Municipal Code. The Applicant must not begin construction prior to the Village approving the grant agreement. All permits must be issued prior to construction commencing. All grant agreements are null and void if the construction starts prior to permits being issued.

## Eligible Costs

When included within the scope of work for an eligible building façade, costs below are eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and engineering fees (conceptual designs and construction drawings)
- Permits and fees
- Materials
- Construction labor

## Review of Proposals

Grant awards will be determined by the Director of Community & Economic Development on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

1. Need (0-10 points)

- a. 10 points will be awarded to projects where the existing façade or elements thereof:
    - i. Have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
    - ii. Are incompatible to the current/proposed use; and/or
    - iii. Are no longer compliant with current Code, etc.
  - b. 5 points will be awarded to projects which are primarily comprised of alterations/modifications (veneer/siding changes, lighting, parapets, awning styles, painting, doors, windows, etc.) to facades which otherwise remain in good repair.
  - c. 0 points will be awarded to projects that are being pursued exclusively for branding or rebranding purposes where maintenance issues with existing facades are not significant.
2. Scale (0-10 points)
- a. 10 points will be awarded to projects including replacement of entire building facades;
  - b. 5 points will be awarded to projects including partial façade improvements or combinations of improvements including new entries (door/window storefront systems), parapets, canopies/marquees, and/or accessibility accommodations.
  - c. 0 points will be awarded to projects comprised exclusively of minor elements including color changes/painting, awnings, shutters, railings, gooseneck lighting fixtures, etc.;
3. Building Materials (0-10 points)
- a. 10 points will be awarded to projects with façade improvements primarily comprised of masonry, stone, glass, cementitious siding, faux/composite wood, aluminum storefront systems, and/or woven awning canvas cloth;
  - b. 5 points will be awarded to projects with façade improvements primarily comprised of wood, stucco, ACM panels, faux masonry/stone veneers, or projects that are limited in scope to new storefront systems, metal awnings, permanent outdoor dining enclosures, but do not include changes to existing façade materials; and
  - c. 0 points will be awarded to façades primarily comprised of EIFS or aluminum/vinyl siding, or scopes or work limited to repainting of an existing façade.
4. Building Prominence (0-10 points)
- a. 10 points will be awarded to projects with buildings setback 0-25.0 feet from the right-of-way.
  - b. 5 points will be awarded to projects with buildings setback 25-75.0 feet from the right-of-way.
  - c. 0 points will be awarded to projects with buildings setback 75.0 feet or more from the right-of-way.
5. Use (0-10 points)
- a. 10 points will be awarded for restaurants, breweries, and bars with indoor dining rooms.
  - b. 5 points will be awarded for take-out or delivery food operation, retail, creative arts and entertainment uses, auto dealerships (in TIF 3 only), and hotels.
  - c. 0 points will be awarded for other uses not listed above in a and b.

6. Relocation (0-10 points)
  - a. 10 points will be awarded to a new or relocating business from another municipality to Villa Park TIF district.
  - b. 5 points will be awarded if relocating to a TIF from a non-TIF location in Villa Park.
  - c. 0 points will be awarded to a business already located or relocating within a TIF district.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (30) of the available 60 points.

Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.

## Grant Terms and Conditions

1. Grant Funds
  - a. All Façade Improvement Program Grants are subject to the availability of funding.
  - b. Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$25,000 (for projects with total costs in excess of \$50,000).
  - c. The applicant must have a minimum total project cost of \$5,000 to participate in the Program.
2. Eligibility
  - a. Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
  - b. The building façade must either abut a public or private roadway right-of-way or shall be substantially visible from the public or private roadway right-of-way to be eligible for the program.
  - c. Within a five-year period, a maximum Façade Improvement grant of \$25,000 will be reimbursed for façade improvements. Exceptions may be considered on a case-by-case basis for large, multi-tenant buildings given the availability of program funds.
  - d. Applicants may also apply for Tenant and Site Improvement grants simultaneously with the Façade Improvement grant.
3. Bidding
  - a. At least three (3) competitive quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Villa Park (if required) and meet all bonding, insurance, and prevailing wage requirements.
  - b. The Village of Villa Park must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest qualified bid amount.

4. Zoning Approval
  - a. Where applicable, zoning approvals relating to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to permit issuance.
  - b. Zoning applications must be applied for within sixty (60) days of grant approval.
5. Permits, Construction, & Inspections
  - a. All necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days of grant and/or zoning approval.
  - b. All necessary permits must be obtained prior to the start of construction.
  - c. Work may extend across multiple Village fiscal years (starting January 1) but only one (1) check for Village reimbursement will be issued at the completion of the project.
  - d. Projects must pass all inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection must be requested from the Community & Economic Development department.
6. Disbursement of Grant Funds
  - a. The applicant must pay all contractors and subcontractors for work performed.
  - b. Copies of all waivers of lien(s) shall be submitted to the Village for review.
  - c. All receipts of payment of invoices related to work associated with the grant must be submitted to the Village within forty-five (45) days of completion of the work to facilitate the Village's deadlines for reimbursement.
  - d. The applicant may submit a written request for extension for staff consideration.
  - e. Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
  - f. The Village shall process the reimbursement within thirty (30) days following the completion of the above requirements or as otherwise provided by law.
7. Maintenance Obligation
  - a. Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Villa Park property maintenance codes and standards.
  - b. Properties with unresolved code enforcement cases will not be eligible to receive grant funding unless the grant application resolves the code enforcement issue.

## Program Steps

### **1. Submit application**

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

### **2. Grant approval**

A Letter of Award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Villa Park, which will establish terms, conditions, and requirements for participation in the program. The agreement must be signed by both the applicant and the Village prior to any project costs being incurred. The Village is not responsible for costs incurred prior to the approval and execution of the agreement.

### **3. Permitting process**

All façade improvement projects must go through the standard zoning, plan review, permitting, and inspection process. All permit documents, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permits prior to the start of construction.

### **4. Final inspection and completion of work**

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development department.

### **5. Grant reimbursement**

Once the project has passed all inspections, the applicant must submit copies of all invoices, proof of payment, and waivers of liens within forty-five (45) days. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.

## Application Checklist

The following items must be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease
- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Current W-9 form of the applicant
- Photos of the existing exterior of the subject property
- Detailed scope of work
- Three (3) bids outlining costs of project
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled Site Plan
- Plat of Survey
- Renderings of proposed improvements

Incomplete application packets may result in a delay of review.

# Village of Villa Park Tenant Improvement Program

## Program Purpose and Overview

- The purpose of this program is to assist in enhancing or building out the interior of a tenant space with businesses that will attract the highest market interest throughout the Village in TIF districts.
- The Tenant Improvement Program operates as a grant reimbursement with the Village matching 50% of design and improvement costs for qualified improvements to new and existing commercial tenant spaces. Program guidelines, qualifications, and terms are described below.
- Reimbursements will be awarded in amounts between \$5,000 and \$25,000 (50% of total design and improvement costs for projects with a total value of \$10,000 or greater).

## Business Eligibility & Requirements

The following table identifies the types of businesses that are deemed eligible to receive grant funding for interior tenant improvements:

Eligible Business Types	Ineligible Business Types
<ul style="list-style-type: none"> <li>• Restaurants, breweries, and bars with indoor dining rooms</li> <li>• Retail (e.g. boutiques, apparel, jewelry, grocery, gift shops, cosmetics, books, hardware, specialty shops, etc.)</li> <li>• Creative arts and entertainment uses (e.g. performing arts theater, club, movie theater, paint n’ sip, ceramic studios, indoor amusement, etc.)</li> <li>• Auto dealerships – TIF 3 only</li> <li>• Hotels</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery/carry-out, or drive-thru only restaurants</li> <li>• Service uses (e.g. spas, beauty salons, massage studios, dry cleaners, day care facilities, martial art/dance studios, gyms/yoga studios, etc.)</li> <li>• Automotive body work, paint, repair centers, and fueling station</li> <li>• Design showrooms</li> <li>• Professional/medical office spaces</li> <li>• Banks/financial institutions</li> <li>• Funeral homes</li> <li>• Tobacco and alternative tobacco sales</li> </ul>

Eligible business types must meet the below requirements:

- Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Applicants must demonstrate the existing financial gap preventing the financing of the improvements described in the scope of work. This may be provided in a written

statement detailing why the project would not be feasible without tenant improvement assistance.

- The tenant space must be on the ground floor of an existing commercial property.
- Total costs for proposed tenant improvements must exceed \$10,000 to participate in the program.
- Both existing and new commercial buildings are eligible for grant funding.
- Properties with unresolved code enforcement cases will not be eligible to receive grant funding unless the proposal would address the code enforcement issues.
- Within a five-year period, a maximum Tenant Improvement grant of \$25,000 will be reimbursed for tenant improvements. Exceptions may be considered on a case-by-case basis for large, multi-tenant buildings given the availability of program funds.
- The grant agreement between the applicant and the Village must be approved by the Village and executed by the Grant recipient before any costs requested to be reimbursed are incurred.

## Eligible Improvements

The Tenant Improvement Program will fund improvements that are permanent and will stay intact with the property. Therefore, the grant will not cover items deemed by staff to be for a particular use and would not be beneficial to other potential future uses to the space. The following improvements are eligible to receive funding through the program:

### Improvements Eligible for Tenant Improvement Grant Funding:

- Interior demolition/shell reconstruction
- Drywall
- Permanent plumbing fixtures
- Permanent electrical improvements
- HVAC/mechanical
- Flooring
- Permanent lighting
- Permanent equipment (e.g. kitchen)
- Interior doors
- Improvements which achieve compliance with the Illinois Accessibility Code
- Water and sewer service upgrade and/or replacement

### Ineligible Improvements for Tenant Improvement Grant Funding:

- Routine maintenance
- Painting/wall coverings
- Artwork
- Furniture
- Removable fixtures
- Non-fixed equipment

All improvements must comply with all applicable codes and standards of the Village of Villa Park and the Municipal Code. The Village must approve any improvements and projected budgets prior to the start of construction. The applicant must not begin any improvements to the

property before the grant is approved by the Community & Economic Development Department and all necessary permits are obtained. Any project costs incurred prior to grant approvals will not be eligible for reimbursement.

## Eligible Costs

When included with the scope of work relating to an eligible tenant space, the costs below shall be eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and engineering fees (conceptual designs and construction drawings)
- Permits and fees
- Materials
- Construction labor

## Review of Proposals

Grant awards will be determined by the Director of Community & Economic Development on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

1. Need (0-10 points)
  - a. 10 points will be awarded to projects where the tenant space or elements thereof:
    - i. Have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
    - ii. Are incompatible to the current/proposed use; and/or
    - iii. Are no longer compliant with current Codes, design guidelines, etc.
  - b. 5 points will be awarded to projects which are primarily comprised of alterations/modifications (walls/finishes, flooring, hardware, plumbing, electric, interior doors, lighting, window treatments/blinds, eligible mechanical units, heating/cooling, etc.) to tenant spaces which otherwise remain in good repair.
  - c. 0 points will be awarded to projects that are being pursued exclusively for branding or rebranding purposes where maintenance issues with existing are not significant.
2. Location (0-10 points)
  - a. 10 points will be awarded to projects on sites abutting commercial corridors
  - b. 5 points will be awarded to projects on sites abutting mixed-use corridors
  - c. 0 points will be awarded to projects on sites abutting industrial corridors
3. Scale (1-10) points
  - a. 10 points will be awarded to projects including remodeling of entire tenant spaces
  - b. 5 points will be awarded to projects including partial tenant space improvements or combinations of improvements including permanent plumbing, permanent electrical, HVAC/mechanical, etc.

- c. 0 points will be awarded to projects comprised exclusively of minor elements including permanent lighting, flooring, and storefront systems (doors and windows).
- 4. Activation of Vacant Space (0-10 points)
  - a. 10 points will be awarded to tenant spaces vacant for a period of time in excess of 1 year.
  - b. 5 points will be awarded to tenant spaces vacant for a period of time between 6 months and 1 year.
  - c. 0 points will be awarded to tenant spaces vacant for fewer than 6 months.
- 5. Use (0-10 points)
  - a. 10 points will be awarded will be awarded to projects with tenant spaces utilized for restaurants, breweries, and bars with indoor dining rooms.
  - b. 5 points will be awarded to projects with tenant spaces utilized for retail, creative arts and entertainment uses, auto dealerships, and hotels.
  - c. 0 points will be awarded to projects with tenant spaces for which tenants have not yet been identified.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (25) of the 50 available points.

Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.

## Grant Terms and Conditions

1. Grant Funds
  - a. Tenant Improvement Program Grants are subject to the availability of funding.
  - b. Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$25,000 (for projects with total costs in excess of \$50,000).
  - c. The Applicant must have a minimum total project cost of \$10,000 to participate in the Program.
2. Eligibility
  - a. Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
  - b. The tenant space must include floor areas accessible to the public within an existing commercial building.
  - c. Both new and existing businesses are eligible to apply for grant funding.
  - d. Within a five-year period, a maximum Tenant Improvement grant of \$25,000 will be reimbursed for tenant improvements. Exceptions may be considered on a case-by-case basis given the availability of program funds.
  - e. Applicants may also apply for Façade and Site Improvement grants simultaneously with the Tenant Improvement grant.
  - f. The grant agreement between the applicant and the Village must be approved by the Village and executed by the Grant recipient before any costs requested to be reimbursed are incurred.

3. Bidding
  - a. At least three (3) competitive quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Villa Park (if required) and meet all bonding, insurance, and prevailing wage requirements.
  - b. All contractors and subcontractors are required to pay all laborers and workers performing work on the project no less than the prevailing wage in DuPage County.
  - c. The Village of Villa Park must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest bid amount.
4. Zoning Approval
  - a. Where applicable, zoning approvals relating to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to the start of construction.
  - b. Zoning applications must be applied for within sixty (60) days of grant approval.
5. Permits, Construction, & Inspections
  - a. All necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days of grant and/or zoning approval.
  - b. All necessary permits must be obtained prior to the start of construction.
  - c. Work may extend across multiple Village fiscal years (starting January 1) but only one (1) check for Village reimbursement will be issued at the completion of the project.
  - d. Projects must pass all inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection must be requested from the Community & Economic Development Department.
6. Disbursement of Grant Funds
  - a. The Applicant must pay all contractors and subcontractors for work performed.
  - b. Copies of all waivers of lien(s) shall be submitted to the Village for review.
  - c. All receipts of payment of invoices related to work associated with the grant must be submitted to the Village within forty-five (45) days of completion of the work to facilitate the Village's deadlines for reimbursement.
  - d. The applicant may submit a written request for extension for staff consideration.
  - e. Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
  - f. The Village shall process the reimbursement within thirty (30) days following the completion of the above requirements or as otherwise provided by law.
7. Maintenance Obligation
  - a. Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Villa Park property maintenance codes and standards.

- b. Properties with unresolved code enforcement cases will not be eligible to receive grant funding unless the grant application resolves the code enforcement issue.

## Program Steps

### 1. **Submit application**

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

### 2. **Grant approval**

A Letter of Award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Villa Park, which will establish terms, conditions, and requirements for participation in the program. The agreement must be signed by both the applicant and the Village prior to any project costs being incurred. The Village is not responsible for costs incurred prior to the approval and execution of the agreement.

### 3. **Permitting process**

All tenant improvement projects must go through the standard zoning, plan review, permitting, and inspection process. All permit documents, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permits prior to the start of construction.

### 4. **Final inspection and completion of work**

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development Department.

### 5. **Grant reimbursement**

Once the project has passed inspections, the applicant must submit copies of all invoices, proof of payment, and waivers of lien within 45 days. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.

## Application Checklist

The following items must be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease

- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications
- Current W-9 form of the applicant
- Photos of the existing interior of the subject property
- Detailed scope of work
- Three (3) bids outlining costs of project
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled floor plan
- Catalog cuts for proposed permanent fixtures

Incomplete application packets may result in a delay of review.

## Village of Villa Park

### Site Improvement Program – TIF Districts Only

#### Program Purpose and Overview

- The Site Improvement Program operates as a grant reimbursement with the Village or TIF matching 50% of design and improvement costs for qualified improvements to the site. Program guidelines, qualifications, and terms are described below.
- All properties within a TIF District are eligible.
- Reimbursements will be awarded in amounts between \$2,500 and \$25,000 (50% of the total design and improvement costs for projects with a total value of \$5,000 or greater).
- Permits are 100% reimbursable, in addition to the \$25,000 maximum refund allowance.

#### Business Eligibility & Requirements

1. Applicants must be either the property owner or the lessee of the subject commercial property. If the applicant is the Lessee, written approval of the property owner must be submitted with the application to participate in the program and consenting to all site modifications.
2. The total costs for proposed site improvements must exceed \$5,000 to participate in the program.
3. Properties with unresolved code enforcement cases will not be eligible to receive grant funding except for applications which would address the code enforcement case.
4. A maximum of \$25,000 would be reimbursed within a five-year period for any individual tenant space.
5. The grant agreement between the applicant and the Village must be approved by the Village Board before any costs are reimbursed.

#### Eligible Improvements

The following improvements are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of eligible improvements may apply for the matching funding, but only the improvements below will be eligible for funding.

##### *Improvements Eligible for Site Improvement Grant Funding:*

- Parking lot replacement not including sealcoating and striping
- Landscaping including the addition of parking lot islands, parking lot screening, foundation plantings, landscaping surrounding ground mounted signage, and removal and replacement of invasive and diseased plant material (ex. Ash trees)
- Trash enclosures compliant with current Municipal Code regulations
- Lighting including parking lot illumination compliant with current Municipal Code regulations
- ADA accessibility including ramps, sidewalks, guardrails, and accessible routes
- Sidewalk replacement

##### *Ineligible Improvements for Site Improvement Grant Funding:*

- Routine maintenance of above listed items
- Interior improvements (see Tenant Improvement Program)
- Exterior building improvements (see Façade Improvement Program)
- Replacement of dying or dead existing landscaping onsite (except if diseased and dying plant material)

All improvements must comply with all applicable codes and standards of the Village of Villa Park, applicable goals set forth by the Village of Villa Park, and the Municipal Code. The Applicant must not begin construction prior to the Village approving the grant agreement. All permits must be issued prior to construction commencing. All grant agreements are null and void if the construction starts prior to permits being issued.

## Eligible Costs

When included within the scope of work for an eligible site improvement project, costs below are eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and engineering fees (conceptual designs and construction drawings)
- Permits and fees
- Materials
- Construction labor

## Review of Proposals

Grant awards will be determined by the Director of Community & Economic Development on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

1. Need (0-10 points)
  - a. 10 points will be awarded to projects where the existing site elements:
    - i. Have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
    - ii. Are incompatible to the current/proposed use; and/or
    - iii. Are no longer compliant with current Code, etc.
  - b. 5 points will be awarded to projects which are primarily comprised of a couple items listed eligible for grant funding and the majority of the site remains in good repair.
  - c. 0 points will be awarded to projects that include minimal site improvements such as trash enclosure replacement, minimal landscaping, sidewalk replacement, etc.
2. Scale (0-10 points)
  - a. 10 points will be awarded to projects including multiple major site improvements including total parking lot replacement including bringing it up to Code compliance (ex. Including landscape islands, etc.), new lighting compliant with Code, ADA accessibility across the site, etc.

- b. 5 points will be awarded to projects including one (1) major improvement and possible other minor site improvements.
  - c. 0 points will be awarded to projects including minor improvements only.
- 3. Code compliance (0-10 points)
  - a. 10 points will be awarded to projects which make site improvements fully Code compliant.
  - b. 5 points will be awarded to projects which make site improvements, partially ADA accessibility, Code compliant.
  - c. 0 points will be awarded to projects which will not make site improvements Code compliant.
- 4. Use (0-10 points)
  - a. 10 points will be awarded for restaurants, breweries, and bars with indoor dining rooms.
  - b. 5 points will be awarded for take-out or delivery food operation, retail, creative arts and entertainment uses, auto dealerships (in TIF 3 only), and hotels.
  - c. 0 points will be awarded for other uses not listed above in a and b.
- 5. Relocation (0-10 points)
  - a. 10 points will be awarded to a new or relocating business from another municipality to Villa Park TIF district.
  - b. 5 points will be awarded if relocating to a TIF from a non-TIF location in Villa Park.
  - c. 0 points will be awarded to a business already located or relocating within a TIF district.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (25) of the available 50 points.

Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.

## Grant Terms and Conditions

1. Grant Funds
  - a. All Site Improvement Program Grants are subject to the availability of funding.
  - b. Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$25,000 (for projects with total costs in excess of \$50,000).
  - c. The applicant must have a minimum total project cost of \$5,000 to participate in the Program.
2. Eligibility
  - a. Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
  - b. Within a five-year period, a maximum Site Improvement grant of \$25,000 will be reimbursed for façade improvements. Exceptions may be considered on a case-by-case basis for large, multi-tenant properties given the availability of program funds.

- c. Applicants may also apply for Tenant and Façade Improvement grants simultaneously with the Site Improvement Grant.
- 3. Bidding
  - a. At least three (3) competitive quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Villa Park and meet all bonding, insurance, and prevailing wage requirements.
  - b. The Village of Villa Park must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest qualified bid amount.
- 4. Zoning Approval
  - a. Where applicable, zoning approvals related to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to the start of construction.
  - b. Zoning applications must be applied for within sixty (60) days of grant approval.
- 5. Permits, Construction, & Inspections
  - a. All necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval.
  - b. All necessary permits must be obtained prior to the start of construction.
  - c. Work may extend across multiple Village fiscal years (starting January 1) but only one (1) check for Village reimbursement will be issued at the completion of the project.
  - d. Projects must pass all inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development department.
- 6. Disbursement of Grant Funds
  - a. The applicant must pay all contractors and subcontractors for work performed.
  - b. Copies of all waivers of lien(s) shall be submitted to the Village for review.
  - c. All receipts of payment of invoices related to work associated with the grant must be submitted to the Village within forty-five (45) days of completion of the work to facilitate the Village's deadlines for reimbursement.
  - d. The applicant may submit a written request for extension for staff consideration.
  - e. Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
  - f. The Village shall process the reimbursement within thirty (30) days following the completion of the above requirements or as otherwise provided by law.
- 7. Maintenance Obligation
  - a. Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Villa Park property maintenance codes and standards.

- b. Properties with unresolved code enforcement cases will not be eligible to receive grant funding unless the grant application resolves the code enforcement issue.

## Program Steps

### **1. Submit application**

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

### **2. Grant approval**

A Letter of Award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Villa Park, which will establish terms, conditions, and requirements for participation in the program. The agreement must be signed by both the applicant and the Village prior to any project costs being incurred. The Village is not responsible for costs incurred prior to the execution of the agreement.

### **3. Permitting process**

All site improvement projects must go through the standard plan review, permitting, and inspection process. All permit documents must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permits prior to the start of construction.

### **4. Final inspection and completion of work**

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development department.

### **5. Grant reimbursement**

Once the project has passed inspection, the applicant must submit copies of all invoices, proof of payment, and waivers of lien within forty-five (45) days. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.

## Application Checklist

The following items must be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease
- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Current W-9 form of the applicant
- Photos of the existing subject property
- Detailed scope of work
- Three (3) bids outlining costs of project
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled Site Plan
- Plat of Survey

Incomplete application packets may result in a delay of review.