1. Committee Of The Whole Agenda
   Documents:
   
   05202019.COTW AGENDA.PDF

2. Committee Of The Whole Packet
   Documents:
   
   05202019.COTW PACKET.PDF

3. Committee Of The Whole Minutes
   Documents:
   
   05-20-2019 MTG MIN.PDF
Committee of the Whole
May 20, 2019
Village Board Room, Lisle Village Hall, 925 Burlington Avenue
villageoflisle.org

AGENDA

Visitors are welcome to all public meetings of the Village Board. Anyone wishing to provide comment may do so during the “PUBLIC COMMENT” portion of the agenda. When possible, it is requested that one spokesperson be appointed to represent the views of a group. When recognized to speak, individuals are asked to step to the podium, state their name and state the purpose of their commentary prior to providing a statement. Comments should be limited to five minutes per person. Summary explanations appear below each legislative item to assist in the understanding of the item's purpose.

I. CALL TO ORDER & ROLL CALL

II. PUBLIC COMMENT

III. PRESENTATIONS

A. Economic Development Incentive Policy

   Presentation of Economic Development Incentive Policy

B. Business Development Grants Program

   Presentation of the Restaurant, Retail Business Build-Out, and Shopping Center/Multi-Use Retail Grants Program Guidelines.

IV. PUBLIC / OFFICIALS / STAFF COMMENTS

V. ADJOURNMENT

The Village of Lisle will make all public meetings accessible to persons with disabilities. Any person needing a reasonable accommodation to participate in a meeting should contact ADA Coordinator, Jack Knight at (630) 271-4144 (Voice) or (630) 271-4142 (TDD) at least 24 hours in advance of the scheduled meeting so that proper arrangements can be made.
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Item Title: Economic Development Incentive Policy

Date: May 20, 2019
Submitting Department: Village Manager's Office

Contact Person: Eric Ertmoed
Email Address: eertmoed@villageoflisle.org

Description of Agenda Item:
Presentation of Economic Development Incentive Policy

Background:
On January 21, 2019, the Village Board approved key strategic performance focus areas for the next three years. Of the four key strategic areas approved, one is Quality Economic Development. One of the initiatives identified to support this area is the development of an economic development incentive policy that is sustainable and provides sufficient economic incentive to encourage desired growth.

Beginning in March 2019, the Village’s Economic Development Commission and staff reviewed a best practice recommendation from the Government Finance Officers Association (GFOA) for establishing an economic development incentive policy as well as multiple example policies from Illinois municipalities.

The proposed policy is intended to provide guidance and direction to the development community as well as to develop an internal framework for the evaluation of incentive requests and includes the following:

- Village Economic Development Goals
- Types of Incentives by Subareas (e.g. downtown, Ogden and Warrenville Corridors)
- Review Standards and Process
- Performance Standards/Claw-Back Provisions

Action/Recommendation:
Staff requests Village Board authorization for the preparation of a resolution approval of economic development incentive policy.

Recommended by Village Committee/Commission:
On May 8, 2019, the Economic Development Commission recommended approval of the proposed economic development policy.

Attachments: DRAFT Economic Development Policy
Economic Incentive Policy

The Village of Lisle has adopted an economic incentive policy to provide guidance to the development community, and to develop an internal framework for the evaluation of requests.

The Village of Lisle uses various forms of assistance and development incentives for the purposes of attracting new business to the Village and helping existing business expand. These incentives are designed to assist the Village achieve the long-term goals of expanding the property and sales tax base, providing new employment opportunities and providing for the enhancement of the quality of life in the community, while recognizing the economic barriers that may exist for companies locating or expanding in the Village of Lisle.

It is the policy of the Village to judiciously consider the use of incentives for projects that demonstrate a sustainable public benefit in support of the goals and objectives outlined in this incentive policy.

This document outlines the criteria that will be considered when requests for incentives are reviewed.

Village of Lisle Economic Development Goals

To be considered for economic incentives, a project must demonstrate that it will achieve one or more desired public goal(s). Incentive requests will be required to include a detailed narrative identifying the specific goals that would be anticipated from the development. This would include the following:

a. Expansion of local tax base (new or increased sales tax, property tax, utility tax, EAV, etc.)
b. Expansion of employment base (new or increased number of jobs)
c. Redevelopment of underutilized/antiquated/blighted land use sites
d. Development resulting in the enhancement of public infrastructure (i.e. utility extension, utility oversizing, roadway/intersection improvements, or other desired public improvements)
e. Synergistic development that will encourage other development
f. Development resulting in environmental improvements
g. Development that provides a significant amenity or enhances community image
h. Development that will result in regional consumer attraction
i. Retention of major business
j. Development that attracts new/unserved consumers, without significant cannibalization of existing businesses within the Village
k. Other public goals deemed appropriate by the Village Board

Other Considerations

a. Are there extraordinary project costs requiring gap financing, or is an incentive needed to create feasibility?
b. Is there appropriate risk sharing, limiting public sector risk?
c. Is the incentive cost-effective for the Village in generating an appropriate return on investment?
d. Is the Village competing with other communities as a location for the development?
e. Is the development likely to occur without offering incentives?
Types of Incentives by Subareas

Potential incentives to attract or retain investment are listed in Attachment 1.

Review Standards & Process

Requests for incentives will be reviewed and evaluated by the Economic Development Commission and the Village Board. Each request will be uniquely considered with no precedence implied from past actions. Decisions are at the sole discretion of the Village Board. Conformance with the criteria established within this policy does not imply incentives will be approved.

Each submittal will be reviewed based upon the following criteria:

a. Location of the development
b. Type and number of jobs created
c. Tax benefits to the Village
d. Community benefits

Developers and businesses are strongly encouraged to discuss their project with Village staff prior to seeking approval of any incentives.

Village staff will meet with taxing jurisdictions that will be affected by incentives that would have a direct financial impact upon received or retained tax revenues.

Taxes or revenues historically received by the Village will not be reduced below the base year of any incentive, as established by the individual redevelopment plans, after an incentive is approved.

The Village will not waive permit or development contribution fees, but such fees may be considered as part of the overall development cost that may be used as basis for an economic development incentive, or if the Village determines that including the permit costs in the incentive creates a new economic benefit to the Village.

Performance Standards/Claw-Back Provisions

If an incentive request is approved, the Village Board will negotiate the terms and conditions of an agreement. These terms and conditions may include any provisions deemed to be in the best interest of the Village, and will require specific performance standards be established for each project receiving incentives.

Incentives should have a performance-based element to the measure the success of an incentive. The Village will require periodic reporting evidence in compliance with the requirement of the program as measuring the economic benefit to the community.

Incentive agreements will be structured in a manner that allows the Village to the first recipient of revenue generated by a project. Further, unless specifically identified in the incentive agreement, any included rebates will be established in such a manner that the Village receives at least one-half of the anticipated additional tax generation attributable to the project during the life of the agreement.
With property tax abatements programs, the Village recognize that its proportionate share of overall property taxes paid is relatively small (currently 6%) and as such, if any consideration of a property tax abatement program is offered, it must be done in conjunction with any taxing bodies that would be affected by the program.

Any incentive will take into consideration the net increase in added EAV associated with the project. Projects that result in an increase in anticipated services by any affected taxing body should be carefully considered as part of any incentive.

To the greatest extent possible, any property-tax based incentives will be associated with the corresponding term in which the tax incentive is effective. The Village should avoid providing such an incentive in the form of bonds or up-front payments based upon future dollars anticipated by the project.

“Claw-back” provisions will be included in any incentive agreement if revenue or job growth does not meet estimates, or the business does not continue operation for a specified minimum period.
# Potential Incentive by Subarea

<table>
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<tr>
<th>Subarea</th>
<th>Possible Incentive tools</th>
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<td>Ogden Ave, IL Rt. 53, Maple, and Warrenville Rd.</td>
<td>Sales tax rebate agreements</td>
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<td>Tax increment financing</td>
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<td>Downtown (as defined in the 2018 Downtown Lisle Master Plan)</td>
<td>Property tax abatements</td>
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<td>Sales tax rebate agreements</td>
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</tbody>
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Item Title: Proposed Business Development Grants Program

Date: May 20, 2019
Submitting Department: Village Manager's Office

Contact Person: Eric Ertmoed
Email Address: eertmoed@villageoflisle.org

Description of Agenda Item:
Presentation of the Restaurant, Retail Business Build-Out, and Shopping Center/Multi-Use Retail Grants Program Guidelines.

Background:
One of the Village's Key Strategic Performance Areas is Quality Economic Development. To address this performance area, the Village's Economic Development Commission has met, reviewed various grant programs, and is recommending three grant programs aimed at encouraging specific economic development. These grants are targeted towards assisting business owners with specific improvements and furthering economic growth in Lisle. Financial support provided by the individual programs range from $2,500 to $50,000 depending on its intent.

Retail Business Build-Out Grant
The Retail Business Build-Out Grant Program is targeted at strengthening targeted retail business activity in the Village’s shopping districts by attracting new retail businesses and assisting existing retail businesses with retail growth initiatives. Recipients would be eligible for reimbursement of up to 50% of the cost incurred to locate or expand a business within the Village (capped at $15,000). Participants must have a sales tax generating business and must install at least $5,000 in eligible improvements.

Restaurant Grant
This revised Restaurant Grant Program is targeted at growing the Village's dining options and provides for up to $50,000 in reimbursements to open a new restaurant. Recipients would be required to install at least $25,000 in eligible improvements.

Rehabilitation of Shopping Center / Multi-Use Retail Grant
The Shopping Center or Multi-Use Retail Grant Program is targeted at enhancing the Village's existing retail sector. Recipients of grants under this program would be eligible for reimbursement of up to 50% of the costs incurred for the rehabilitation of commercial shopping centers or a mixed-use retail building with two or more tenants (capped at $50,000).

Action/Recommendation:
Staff requests Village Board authorization for the preparation of resolutions approving the three business development grants program.

**Budget Information:**
The Fiscal Year 2019-2020 Budget includes funding in the amount of $150,000 for the business development grants program (account 3900-523135).

**Recommended by Village Committee/Commission:**
On May 8, 2019, the Economic Development Commission recommended approval of the proposed business development grants program.

**Attachments:**
- 2019 DRAFT Retail Grant Program Guidelines
- 2019 DRAFT Restaurant Grant Program Guidelines
- 2019 DRAFT Multi-Tenant Retail Grant Program Guidelines
Retail Business Build-Out Grant Program Guidelines

Overview
The Village’s Retail Build-Out Program allows retail businesses to be reimbursed up to 50% of costs incurred to locate a retail/sales tax generating business within the corporate limits of the Village of Lisle. The Program is intended to strengthen targeted retail business activity in the Village’s shopping districts by attracting new retail businesses, as well as to assist existing retail businesses with retail growth initiatives. The maximum grant program award amount is $15,000 per business. Project awards must be reviewed by the Economic Development Commission and approved by the Village Board. The Development Services Department is responsible for developing procedures and general administration of this program.

Qualifications
Applicants must be locating or expanding a retail business within the Village’s corporate limits.

Limits to Participation
Applicants must install at least $5,000 in eligible improvements.

Businesses must generate retail sales tax.

Property owners have twelve (12) months after the “Letter of Approval” to complete the project.

If any business chooses to accept the grant award, they must agree not to remove improvements for any reason without limitation for a period that is coterminous with their lease.

If any business removes the improvement for any reason in this period, they must repay the entire grant award in full within 30 days of removal.

Eligible Improvements
Improvements include but are not limited to:

- Labor and materials for tenant build out (all fixtures must be permanent);
- Physical improvements to the interior or exterior of a building (must be permanently installed);
• All eligible improvements are subject to approval by the Development Services Department.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement or Letter of Intent for a period of no less than three years at the time of application or provide proof of ownership at the time of application.

Approval for the program does not constitute a right to begin work. The Village will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant’s responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

*Disclaimer: All grant awards are subject to funding by the Village Board during the budget process in each fiscal year. The Village Board reserves the right to discontinue this program at any time for any reason without notice.

RETAIL BUSINESS BUILD-OUT GRANT PROGRAM APPLICATION PROCEDURE

Step (1): Application Submittal

The application should be completed and submitted to the Development Services Department located at Village Hall for review and approval by staff.

The following items are required at the time of application:

• Application forms
• Affidavit of owner’s consent
• Lease agreement indicating at least a one year lease at the subject property or proof of property ownership
• At least two (2) contractor’s work proposal(s) including a detailed cost estimate and diagram of improvements.

Pre-Application Meeting

Prospective applicants who are considering improvements are encouraged to request a pre-application Meeting with the Development Services and Village Manager’s Office.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the Development Services Department will prioritize them on the basis of the date of receipt of the completed application.

Approvals needed
Village staff will recommend approval or denial of the application based upon the criteria listed above. If approved by staff, the applicant must receive a recommendation from the Economic Development Commission and approval from the Village Board.

**Step (2): Commencement of Work**

If the Village Board approves the grant request, a “Letter of Approval” will be sent to the applicant from the Village, including an estimate of the total grant amount the applicant is eligible to receive.

**Required Permits:** At this time, the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant’s responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the Village. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices.

Assuming the Village has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to Development Services located at Village Hall.

All work must be started within six (6) months, and completed within twelve (12) months from receiving the “Letter of Approval”. If the applicant cannot complete the work detailed on the application within twelve (12) months of receiving a “Letter of Approval”, the applicant has the ability to request a single, (3) three-month extension from the Village Manager. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the Development Services Department.

**Step (3): Approval and Inspection**

Upon completion of the project, the work is to be approved by an inspector in the Development Services Department for compliance with the original design drawing and design notes, including initialed changes, Village building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

**Step (4): Payment**

The Grant Applicant must submit:

- A Notarized Paid-in-Full receipt (copy or original).
- A Notarized Final Waiver of Lien (completed by contractor).
- A Completed IRS W-9 form.
- An Executed Reimbursement Agreement. Checks will be authorized for reimbursement by the Village after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after Village Board approval via the voucher list at a Village Board meeting.
Restaurant Program Guidelines

Overview

The Village’s Restaurant Program allows businesses to be reimbursed for up to 50% of costs incurred to locate a new restaurant within the corporate limits of the Village of Lisle. The maximum Program award amount is $50,000 per location. Project awards must be reviewed by the Economic Development Commission and approved by the Village Board. The Development Services Department is responsible for developing procedures and general administration of this program.

Qualifications

Applicants must be a NEW restaurant locating within the Village’s corporate limits. In addition, the following Limits to Participation apply:

- Applicants must install at least $25,000 in eligible improvements.
- Restaurants may apply for one grant award per location over the life of the program.
- Restaurants have twelve (12) months after the “Letter of Approval” to complete the project.
- Restaurants must generate sales tax.

If any Restaurant chooses to accept the grant award, they must agree not to remove improvements for any reason without limitation for a period of five (5) years after receiving the grant money.

If any Restaurant removes the improvements, sells or vacates the benefitted property for any reason in this five (5) year period, they must repay the grant award on a pro rata basis within thirty (30) days of removal. Grants do not fully vest unless the grant recipient owns, or remains a tenant of the benefitted property for a period of five (5) years after the date of the grant award, or until such time as agreed by the Village and the grant recipient. If a grant recipient removed the improvements, sells or vacates the benefitted property before the vesting period ends, the grant recipient must refund to the Village the pro rata amount of the grant that has not yet vested. Grant recipients must sign an agreement with the Village promising to refund any unvested amount and granting the Village a lien against the benefitted property, or other form of security, for any portion of the unvested amount that the grant recipient fails to refund to the Village.
Eligible Improvements

Improvements include but are not limited to:

• Labor and material for tenant build out (all fixtures must be permanent).
• Permanent physical improvements to the interior of a building.
• Permanent physical improvements to the exterior façade of a building, including signage.

All eligible improvements are subject to approval by Development Services Department.

Property Owner’s Consent

Those Restaurants that are tenants of commercial buildings are eligible if the property owner’s consent is provided in writing.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement or letter of intent for a period of no less than five (5) years at the time of application or provide proof of ownership for the subject property. Approval for the program does not constitute a right to begin work. The Village will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant’s responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

*Disclaimer: All grant awards are subject to funding by the Village Board during the budget process in each fiscal year. The Village Board reserves the right to discontinue this program at any time for any reason without notice.

RESTAURANT GRANT APPLICATION PROCEDURE

Step (1): Application Submittal

Applications should be completed and submitted to the Development Services Department located at Village Hall for review and approval by staff.

The following items are required at the time of application:

• Application Forms
• Affidavit of owner’s consent (if applicable);
• Lease agreement indicating a five-year lease of the subject property or proof of property ownership;
• At least two (2) Contractor’s work proposal(s) including a detailed cost estimate and diagram of improvements.
• Business plan including financial projections.
• Consent for background check and credit report.

Pre-Application Meeting

Prospective applicants who are considering improvements are encouraged to request a pre-application Meeting with Development Services and Village Manager’s Office.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the Development Services Department will prioritize them on the basis of the date of receipt of the completed application.

Approvals needed

An Economic Development Commission recommendation and then the applicant must receive approval from the Village Board.

Step (2): Commencement of Work

If Village Board approves the grant request, a “Letter of Approval” will be sent to the applicant from the Village, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits: At this time, the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant’s responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the Village. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the Village has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to Development Services located at Village Hall.

All work must be started within six (6) months, and completed within twelve (12) months from receiving a “Letter of Approval”. If the applicant cannot complete the work detailed on the application within twelve (12) months of receiving a “Letter of Approval”, the applicant has the ability to request a single, three (3) month extension from the Village Manager. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the Development Services Department. Projects not completed within fifteen (15) months will required Village Board review/re-approval and may be subject to a reduction in the total grant amount awarded.

Step (3): Approval and Inspection

Upon completion of the project, the work is to be approved by an inspector in the Development Services Department for compliance with the original design drawing and design notes, including initialed changes, Village building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.
DRAFT

Step (4): Payment

The Grant Applicant must submit:

• A Notarized Paid-in-Full receipt (copy or original).

• A Notarized Final Waiver of Lien (completed by contractor).

• A Completed IRS W-9 form.

• An Executed reimbursement agreement. Checks will be authorized for reimbursement by the Village after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after Village Board approval via the voucher list at a Village Board meeting.
Shopping Center/Multi-Use Retail Grant Program Guidelines

Overview

The Village’s Shopping Center/Multi-Use Retail Grant Program allows property owners to be reimbursed for up to 50% of costs incurred for rehabilitation of commercial shopping centers within the corporate limits of the Village of Lisle. The program is intended to support and encourage comprehensive exterior renovation of older shopping centers or mixed use retail buildings with two (2) or more tenants. The maximum program award amount is $50,000 per site. Project awards must be reviewed by the Economic Development Commission and approved by the Village Board. The Development Services Department is responsible for developing procedures and general administration of this program.

Qualifications

The shopping center must contain more than 2,500 square feet of floor area, and no less than two (2) tenant spaces to qualify for this program. Grant applications for parking lot and monument sign improvements must include perennial landscape improvements. Applications must show a comprehensive approach to overall property rehabilitation consisting of multiple eligible improvements.

Limits to Participation

Grants will only be awarded to property owners for the rehabilitation of commercial shopping centers or multi-story mixed-use buildings containing first floor retail/commercial space.

Applicants must construct at least $15,000 in eligible improvements.

Maximum award amounts are based upon the size of the shopping center as follows:

- 2,500 – 10,000 square feet of floor area = $20,000 maximum grant
- 10,000 – 40,000 square feet of floor area: $40,000 maximum grant
- 30,001 square feet or more: $50,000 maximum grant

Property owners have twelve (12) months after the “Letter of Approval” to complete the project.

If any property owner chooses to accept the grant award, they must agree not to remove improvements for any reason without limitation for a period of five (5) years after receiving the grant money.
If any property owner removes the improvements, sells or vacates the benefitted property for any reason in this five (5) year period, they must repay the grant award on a pro rata basis within thirty (30) days of removal. Grants do not fully vest unless the grant recipient owns, or remains a tenant of the benefitted property for a period of five (5) years after the date of the grant award, or until such time as agreed by the Village and the grant recipient. If a grant recipient removed the improvements, sells or vacates the benefitted property before the vesting period ends, the grant recipient must refund to the Village the pro rata amount of the grant that has not yet vested. Grant recipients must sign an agreement with the Village promising to refund any unvested amount and granting the Village a lien against the benefitted property, or other form of security, for any portion of the unvested amount that the grant recipient fails to refund to the Village.

**Eligible Improvements**

Improvements include but are not limited to:

- Façade improvements to all elevations visible from a public way;
- New windows and frames for architectural improvement that is visible from the roadway when part of an overall façade improvement program;
- Multi-tenant freestanding signs when incorporated into a larger rehabilitation project;
- Exterior storefront and parking area lighting;
- Permanent landscaping features around the parking lot or building;
- New storefront construction with an existing building;
- Parking lot and sidewalk reconstruction and repair, but not sealcoating or restriping.

When projects consist of a combination of Capital Improvement Elements and Maintenance Elements, Maintenance Elements will not consist of more than 25% of the overall reimbursement amount.

<table>
<thead>
<tr>
<th>Capital Improvement Elements</th>
<th>Maintenance Elements</th>
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<tr>
<td>Doors</td>
<td>Blasting/scraping</td>
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<td>Electrical conduit</td>
<td>Exterior electrical Fixtures</td>
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<td>Masonry</td>
<td>Landscaping – Perennial</td>
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<td>Parking lot sealcoat, repair, and reconstruction</td>
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<td>Sidewalk repair and reconstruction</td>
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<td>Monument or freestanding sign for multiple tenants</td>
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Normal maintenance works such as power washing, painting, tuck pointing, caulking, etc. are ineligible unless part of an overall larger façade improvement project.
Proof of Ownership

All applicants must show proof of ownership for the subject property at the time of application. Approval for the program does not constitute a right to begin work. The Village will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

*Disclaimer: All grant awards are subject to funding by the Village Board during the budget process in each fiscal year. The Village Board reserves the right to discontinue this program at any time for any reason without notice.

SHOPPING CENTER / MULTI-USE RETAIL GRANT PROGRAM APPLICATION PROCEDURE

Step (1): Application Submittal

Applications should be completed and submitted to the Development Services Department located at Village Hall for review and approval by staff.

The following items are required at the time of application:

- Application forms
- Signed agreement promising to refund any unvested grant amount if property is sold before the five-year vesting period ends, and granting the Village alien for any unvested amount.
- Proof of ownership
- At least two (2) contractor’s work proposal(s) including a detailed cost estimate and diagram of improvements.

Pre-Application Meeting

Prospective applicants who are considering improvements are encouraged to request a Pre-application conference with Development Services and Village Manager’s Office.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the Development Services Department will prioritize them on the basis of the date of receipt of the completed application.

Approvals needed

Village staff will approve or deny the application based upon the criteria listed above. If approved by staff, the applicant must receive a recommendation from the Economic Development Commission and approval from the Village Board.
Step (2): Commencement of Work

If the Village Board approves the grant request, a “Letter of Approval” will be sent to the applicant from the Village, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits: At this time, the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant’s responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the Village. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices.

Assuming the Village has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to Development Services located at Village Hall. All work must be started within six (6) months, and completed within twelve (12) months from receiving the “Letter of Approval”. If the applicant cannot complete the work detailed on the application within twelve (12) months of receiving the “Letter of Approval”, the applicant has the ability to request a single, three (3) month extension from the Village Manager. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the Development Services Department.

Step (3): Approval and Inspection

Upon completion of the project, the work is to be approved by an inspector in the Development Services Department for compliance with the original design drawing and design notes, including initialed changes, Village building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4): Payment

The Grant applicant must submit:

- A Notarized Paid-in-Full receipt (copy or original).
- A Notarized Final Waiver of Lien (completed by contractor).
- A Completed IRS W-9 form.
- An executed reimbursement agreement. Checks will be authorized for reimbursement by the Village after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after Village Board approval via the voucher list at a Village Board meeting.
PRESENT:  Trustee Tony Carballo, Trustee Cathy Cawiezel, Trustee Kelly Dixit, Trustee Marie Hasse, Mayor Chris Pecak, Trustee Steve Winz, and Trustee Sara Sadat

ABSENT: Village Manager Eric Ertmoed, Assistant Village Manager Jack Knight, Chief of Police Dave Anderson, Development Services Director Mike Smetana, Village Attorney Kathleen Elliott, Administrative Secretary/Deputy Village Clerk Karen Arnold, and Village Clerk Lorna Turner

I. CALL TO ORDER & ROLL CALL

II. PUBLIC COMMENT
Raza Siddiqui spoke on the Police Department Open House and Public Works Touch-A-Truck event and what an enjoyable experience it was.

III. PRESENTATIONS
A. Economic Development Incentive Policy

Village Manager Ertmoed presented the draft Economic Development Incentive Policy, he indicated that the policy establishes the Village's economic development goals and identifies the types of incentives by sub areas. He added the policy also discusses performance standards and a claw-back provision for agreements.

Trustee Cawiezel questioned where the incentive funds will be coming from. Manager Ertmoed stated these would sales tax abatements or TIFs. Trustee Cawiezel inquired about the claw-back; what would trigger it, and how it would be enforced. Manager Ertmoed stated the specifics would be in the agreement and be negotiated.

Trustee Sadat remarked that she liked the inclusion of performance standards and questioned if development status reports could be included. Manager Ertmoed stated yes, it could be in the review or claw-back and performance standards section.
Attorney Elliott stated this policy will assist with negotiations and it allows developers to see in advance what is expected of them. Manager Ertmoed added that the draft policy was modeled off of other municipalities.

Mayor Pecak inquired if the Village could impose a Fire District impact fee on developers. Attorney Elliott stated because the Village is non-home rule we do not have that authority. Mayor Pecak asked if impact fees could be allowed if passed by referendum. Attorney Elliott stated she will have to investigate.

Moved by Cathy Cawiezel, seconded by Marie Hasse
Motion to direct staff to prepare a resolution approving an economic development incentive policy.
CARRIED.

B. Proposed Business Development Grants Program

Manager Ertmoed presented proposed guidelines for a revised restaurant grant program, new retail business build-out program, and shopping center/multi-use program. He indicated that a budget of $150K has been allocated for the new grant programs.

Trustee Hasse inquired if this would be limited to one restaurant. Manager Ertmoed stated it would depend on the amount of improvements; stating that if a restaurant did the minimum improvement ($50K) there would still be funds left for another grant.

Trustee Cawiezel verified that this is independent of the Village hotel/motel tax fund. Manager Ertmoed stated this is fund 39 and the grants would be funded by the hotel/motel tax fund.

Trustee Cawiezel asked how the caps were established and why the restaurant grant is much higher than retail. Director Smetana stated related mechanical, electrical and plumbing improvements associated with restaurants typically have a higher cost than a retail build-out.

Trustee Cawiezel questioned if the retail grant could be more flexible if there was a retail business with a significant sales tax impact.

Trustee Sadat asked if grants could be combined. Manager Ertmoed stated it would be possible, but only if the owner of the building was also a retail business within the building.

Trustee Dixit asked if the shopping center / multi use program is for pre-existing centers or new. Manager Ertmoed stated it would be for the improvement of current buildings, adding that the EDC's intent was improve existing building stock.

Trustee Carballo stated the amount of the grant should depend on the amount of investment. Trustee Carballo also commented on the Lisle Convention and Visitors
Bureau and their lack of contract and how the grants are being funded by the same fund. He stated future funding of the LCVB needs to be addressed.

Trustee Cawiezel questioned if there is a return on investment (ROI) component with the grants. Manager Ertmoed stated it is not part of the qualifications or evaluation, it's based on investment / improvement.

Trustee Cawiezel remarked she is struggling with the retail versus restaurant grant funding amounts and feels that ROI and claw-back could be honed in on.

The Board discussed getting the funds back from a failed business. Manager Ertmoed stated the Village would work with them, but they would need to repay the grant, he also read the portion of the agreement regarding pay-back of grant funds.

Trustee Winz asked if there were grant options for service oriented businesses. Manager Ertmoed stated a requirement is sales tax generation.

Mayor Pecak questioned if a sales tax sharing agreement could also be applied for along with the grant. Manager Ertmoed stated grants would not preclude a sales tax sharing agreement, but the Village needs to ensure State Statue are followed with the sales tax agreement.

Trustee Cawiezel compared the opening of a fine dining and fast casual restaurant and how because of a higher price point the fine dining establishment would generate more sales tax, but the capital investment expenditure may be similar. She feels the grant should be based on projected sales tax revenue. Mayor Pecak stated there is no way to know what sales tax is being generated unless they enter into an agreement with the Village. Mayor Pecak pointed out that improvements are fixtures, and not capital, and maybe that needs to be outlined in the policy. Manager Ertmoed read the portion of the policy pertaining to eligible improvements.

Trustee Hasse inquired how the grants would be promoted to businesses. Manager Ertmoed stated it would be on the Village's website, and discussed with the EDC on how best to get the word out to the business community. He then reviewed the process from this point.

Mayor Pecak inquired about cooperative advertising for new businesses.

Moved by Marie Hasse, seconded by Steve Winz
Motion to Direct Staff to Prepare Resolutions Approving Grant Program Guidelines.

Trustee Carballo stated that this is premature and the guidelines need to be better addressed, as does the LCVB contract.

CARRIED.
Ayes: Marie Hasse, Steve Winz, Kelly Dixit, Chris Pecak, and Sara Sadat
Nays: Tony Carballo and Cathy Cawiezel

IV. PUBLIC / OFFICIALS / STAFF COMMENTS
Trustee Cawiezel thanked all those involved with the grant guidelines, adding they have been improved upon greatly.

Trustee Sadat asked that Village staff do whatever they can to help the residents effected by the cancellation of the elevation project.

Trustee Winz stated he spent some time with the LCVB this past week and was very encouraged and looks forward to seeing where it goes.

V. ADJOURNMENT
Moved by Marie Hasse, seconded by Sara Sadat
Motion to adjourn the Committee of the Whole Meeting.
CARRIED.
The Committee of the Whole meeting adjourned at 9:39 PM.
The minutes of the May 20, 2019 Village of Lisle Committee of the Whole were passed and approved this 3 day of June, 2019.

Mayor Pecak

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Anthony Carballo
Trustee Carballo

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Catherine Cawiezal
Trustee Cawiezal

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Edward Dixit
Trustee Dixit

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Maria Hasse
Trustee Hasse

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Sherif Sadat
Trustee Sadat

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Stephen Winz
Trustee Winz