

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## MINUTES

### Development Committee

October 8, 2012

### APPROVED AT 11/12/12 MEETING

#### 1. Call to Order, Roll Call, and Establishment of a Quorum

Chairman Pineda called the meeting to order at 7:00 p.m.

Roll call found Aldermen James Beifuss, Sandy Dimas, H. Ronald Monroe, Ruben Pineda, John C. Smith, Jr. and Rebecca Stout present.

Also in attendance was Director of Community Development John D. Said.

#### 3. Public Participation – None.

#### 4. Items for Consent

Chairman Pineda read the Consent Items:

- A. Façade Grant – 134 Main Street (Isaac Chavez)
- B. Façade Grant – 131 Main Street (Robert Miller)
- C. Authorize the Seizing of Forming America Letter of Credit

Alderman Beifuss stated that he wants to discuss 4C.

**Alderman Stout made a motion, seconded by Alderman Dimas, to move Consent Items 4A and 4B to the October 15, 2012 City Council meeting. Voting yea: Aldermen Stout, Dimas, Beifuss, Monroe, Pineda and Smith. Voting nay: 0. Motion carried.**

#### 5. Items for Discussion

- 4C. Authorize the Seizing of Forming America Letter of Credit

Chairman Pineda requested staff to provide a brief overview. Mr. Said stated that the current letter of credit expires on November 10, 2012. He added that staff requested an

extension to the letter of credit in August. He commented that staff is requesting to seize the funds in the event an amendment extending it is not received prior to the expiration date. Mr. Said stated that Sara Cooper has had conversations with the owner's representative who indicated that the letter of credit has been reviewed and they are waiting on some paperwork. He noted that the letter of credit covers public improvements, stormwater and erosion control.

Alderman Beifuss asked what work remains to be done. Chairman Pineda responded the parking lot and detention. Mr. Said commented that as-built plans have been submitted and they are making progress.

**Alderman Dimas made a motion, seconded by Alderman Stout, to move Consent Item 4C to the October 15, 2012 City Council meeting. Voting yea: Aldermen Dimas, Stout, Beifuss, Monroe, Pineda and Smith. Voting nay: 0. Motion carried.**

5A. Parking Lot Improvements – 464-466 Ann St. (Apostolic Assembly Church)

Chairman Pineda requested staff to provide a brief overview. Mr. Said stated that the Apostolic Assembly Church received a special use permit with a condition that certain parking lot improvements be completed by August 1, 2012. He noted that the parking lot improvements have not been completed. He noted further that the improvements include adding pavement around the perimeter of the existing parking lot, repairing the existing lot where necessary and seal coating and striping the entire lot. Mr. Said commented that now there is a time element due to the asphalt plants closing soon. He added that staff is concerned with the lack of progress. He added further that the church is in violation of their special use and staff is seeking legislative direction. He noted that there are two options: 1) require the church to apply for an amendment to the terms of its existing special use permit to extend the deadline or 2) revoke the special use permit. He noted further that staff is delaying enforcement for non-compliance until the asphalt plants close for the year and is seeking direction from the Committee.

Alderman Monroe asked if the church is aware of this item being on the agenda. Mr. Said responded yes.

Ms. Janette Martinez stated that she is here for her father who was unable to attend the meeting. She added that Jeff Harris, City Planner, has been great to work with because he has kept her updated. She added further that plans were submitted to the City and they got feedback but they are not quite sure what they have to do. She noted that the contractor they had hired is saying now that he can not do the work. Ms. Martinez stated that they are working on it and they are not letting it slide. She commented that there was a complication with the surveyor and something had to be changed. She apologized because she is not familiar with the correct terminology.

Chairman Pineda asked what changed. Mr. Said referred to the site plan of the property and noted there are drainage issues because of the slope of the lot. Ms. Martinez

commented that they got bids for a retaining wall but were told they could not do it. Chairman Pineda asked when they started to seek bids for the project and Ms. Martinez responded in the summer.

Alderman Beifuss commented that the parking lot was supposed to be completed by August 1, 2012. He noted that if an extension is granted, the City could have the same issue it is currently having with Forming America or Hawthorne's Backyard.

Mr. Said commented that the issue goes away if the parking lot gets done before the asphalt plants close. He added that if the church operates in good faith and applies for the amendment and pays the fees, the City would be willing to refund the fee if the parking lot is completed.

Alderman Dimas commented that we may need to wait until spring when the asphalt plants open.

Mr. Said asked when the church expected to have the new bids for the parking lot and Ms. Martinez responded by the end of the week. Mr. Said commented that if a permit is not applied for by end of business on October 22, 2012, then an application needs to be submitted for the amendment. He added that if the parking lot was completed this year, then the City could refund the amendment application fee. He added further that if the work is completed next year, the application fee can not be refunded because City staff will have spent time reviewing the amendment. Ms. Martinez agreed to apply for the permit or amendment by October 22, 2012.

**6. Unfinished Business – None.**

**7. New Business**

Mr. Said commented that he has been talking to the City Administrator about a retail grant program for the downtown TIF District he would like to include in next year's budget. He stated that when he was in Elmhurst, they had a retail grant program. He added that the program was for new businesses or existing businesses wanting to expand. He added further that the grant program created jobs and sales tax revenue for the City. Mr. Said commented that a new business had to sign a three-year lease and then the grant could be used for rent or interior renovations. He added that the business had to have a business plan and that the application would be reviewed by a selection committee. He added that restaurants could be included too. He stated that the retail grant program would help achieve the goals of the original TIF plan. He commented that the grant program gave each business \$10,000.00 and they did about five per year. He added that the program in Elmhurst brought in clothing boutiques, home furnishing stores and other businesses expanded. He noted that the retail grant program can be set up however the City wants it to work.

Alderman Beifuss stated that he liked the idea of the retail grant program for the downtown TIF District. He added that he would like it for restaurants too. He added further that it makes sense to help get businesses into available space.

Alderman Monroe stated that he liked the idea very much. He commented that Rosemary could do a press release about the grant program.

Chairman Pineda stated that every time he is asked about the façade program people want to know if money is available for interior work too.

Alderman Stout asked what happens if someone gets the grant but leaves before the three-year lease is up. Mr. Said responded that it is up to the City. He noted that the City could reserve the right to require reimbursement for some or the entire grant. Alderman Stout commented that it is a good program and that she would like consequences if the business does not follow through.

Chairman Pineda asked what the next step is. Mr. Said responded that he would prepare a draft retail grant program and have the City Administrator review it. He noted that 30 to 35 businesses took advantage of the program in eight years in Elmhurst. He noted further that it makes the business responsible because they have to create a business plan. He stated that the College of DuPage Business Center offers excellent help for businesses in creating a plan.

Chairman Pineda asked if the program would only be for the downtown TIF District. Mr. Said responded it could be for both TIF Districts if funds are available in each TIF District's budget. He added that the City could offer real estate professionals incentives to land a store. He commented that there are all kinds of opportunities available.

**8. Reports from Staff – None.**

**9. Adjournment**

Alderman Stout made a motion to adjourn, seconded by Alderman Smith. The members unanimously agreed. Motion carried. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Linda Ericksen