

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**SEPTEMBER 7, 2010 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Ogden Avenue Site Improvement Strategy (OASIS) Grant Program	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

**SYNOPSIS**

An ordinance has been prepared adopting a new Village Council Policy authorizing a matching grant program (the “OASIS Program”) for the Ogden Avenue TIF District.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2009-2014 identified *Vibrant Major Corridors*. Supporting these goals are the objectives *More Attractive Commercial Corridors* and *More Contribution to Local Economy*.

**FISCAL IMPACT**

The request is for the 2011 Budget to include up to \$750,000 from the Ogden Avenue TIF fund for funding a matching grant program. Three separate award periods of \$250,000 each would occur in late 2010 through 2011, with actual reimbursement anticipated in 2011

Maximum grants to individual properties/businesses would be as follows:

- Interior Properties < 1 acre = \$50,000
- Corner Properties and Properties > 1 acre = \$75,000

**RECOMMENDATION**

Approval on the September 14, 2010 active agenda.

**BACKGROUND**

The current Ogden Avenue Corridor improvement strategy, prepared in 2005 recommends that the Village use real estate tax increment that has accumulated in the Ogden Avenue TIF fund to make aesthetic improvements to the Ogden Avenue right-of-way including landscaping improvements and the burial of short sections of overhead utilities. Village staff met with members of the business community located along Ogden Avenue, the Economic Development Corporation and the Chamber of Commerce to discuss the potential right-of-way projects. During these meetings, the business owners and organizations expressed an interest in a site improvement matching grant program for the corridor. The groups indicated a grant program would be more beneficial to the property/business owners along the Ogden Avenue Corridor.

To development the program, the Economic Development Corporation sponsored several meetings. Representatives from the Ogden Avenue business community, Economic Development Corporation, Chamber of Commerce and Village staff collaborated to draft a matching grant program - the Ogden Avenue Site Improvement Strategy (OASIS). The goals of the OASIS program would be:

- Provide more attractive sites
- Improve traffic circulation for vehicles and pedestrians (on private property as well as the street)
- Improve existing building appearance
- Improve signage and reduce visual clutter

This program would provide business and property owners with a dollar-for-dollar matching grant for certain site improvements. The goals of the program and eligible improvements generally follow the recommendations of the 1999 Ogden Avenue Master Plan and include new landscaping, façade improvements, sign improvements, new stormwater detention facilities, installation of stormwater best management practices, sidewalk installation, parking lot improvements and improvements to site access (i.e. curb cut reductions).

The OASIS Program would allow property owners to receive matching grants for eligible projects. There would be application deadlines in which all grant requests would be submitted, reviewed and awarded. Up to \$250,000 (\$750,000 total for 2011) would be made available for each award period in 2011. Staff anticipates three award periods – December 2010, February/March 2011 and May/June 2011. Grant applications would be judged against other applications made during the award period.

The applications would be reviewed by a group comprised of business/property owners, Economic Development Corporation staff, Chamber of Commerce staff and Village staff (the OASIS Team). Applications would be reviewed based on the number of eligible features being improved, the quality of those improvements and how well the proposal addresses the goals of the program. The Team would then make a recommendation for approval to the Village Manager or Village Council. Grants less than \$15,000 would be approved by the Village Manager. Grants of \$15,000 or more would need approval from the Village Council.

Projects will be reviewed in the context of the recommendations contained within the 1999 Ogden Avenue Commercial Corridor Master Plan and Village’s Strategic Plan. The categories described below will be used to judge applications.

- **Category 1 – Site Improvements:**  
Examples of site improvements include consolidating driveway accesses to Ogden Avenue, removal of nonconforming parking spaces, installing stormwater management strategies, removing pavement and adding landscaping, providing cross-access between properties, installation of public sidewalks and installation of exterior site lighting.
- **Category 2 – Landscaping:**  
Examples of landscaping include screening of off-street parking areas with shrubs, ornamental grasses and shrubs, installing landscaping to improve water run-off quality, installation of foundation plantings, installing ornamental fences, construction of outdoor café spaces and installation of shade trees.
- **Category 3 – Building Façade:**  
Examples of improvements to building facades include major renovations that update a building’s appearance (a “major renovation” affects more than 50% of existing exterior walls fronting Ogden Avenue or adjacent side streets), installation of a canopy or awning, adding transparent windows, adding pedestrian-friendly doors and shrubs, installing parapet walls

and decorative cornices that hide mechanical equipment and installation of decorative lighting fixtures on the building.

- **Category 4 – Signs:**

Examples of improvements to signage include removal of non-conforming signs and installation of code-compliant signs and removal of box-type wall signs and replacement with channel letter signage.

As a condition of receiving the grant, applicants will be given a choice of installing a public sidewalk or providing the Village with an easement for a public sidewalk. In either case, additional grant money will be awarded to the applicant for either 50% of the cost of completing the sidewalk or \$1,000 for the easement. A written report on each application will be prepared by the OASIS Team with recommendations for awarding the grant. The report will accompany any funding recommendations brought to the Village Council.

The OASIS Team believes the OASIS Program will help the Village achieve its goal of making Ogden Avenue a vibrant major corridor.

**ATTACHMENTS**

Ordinance/Draft Policy

OASIS Grant Application Packet



# Village of Downers Grove

## Official Village Policy Approved by Village Council

Description:	<b>Ogden Avenue Site Improvement Strategy Program</b>	
Res. or Ord. #:	<b>Ord.</b>	Effective Date: <b>09/14/10</b>
Category:	<b>Planning &amp; Community Development</b>	
	<input checked="" type="checkbox"/> New Council Policy	
	Amends Previous Policy Dated: _____	
	Description of Previous Policy (if different from above): _____	

ORDINANCE NO. \_\_\_\_\_

### **AN ORDINANCE ADOPTING AN OGDEN AVENUE SITE IMPROVEMENT STRATEGY PROGRAM**

WHEREAS, the Village has the authority, pursuant to the laws of the State of Illinois, to promote the health, safety, and welfare of the Village and its inhabitants, to prevent the spread of blight, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes.

WHEREAS, the Village is authorized under the provisions of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, *et seq.*, as amended (the “TIF Act”), to finance redevelopment in accordance with the conditions and requirements set forth in the TIF Act.

WHEREAS, to stimulate and induce redevelopment pursuant to the TIF Act, the Village has, after giving all notices required by law and after conducting all public hearings required by law, adopted the following ordinances:

1. Ordinance No. 4247, adopted February 6, 2001, titled “An Ordinance Approving the Ogden Avenue Corridor Redevelopment Plan and Project” (the “Redevelopment Plan”);
2. Ordinance No. 4248 adopted February 6, 2001, titled "An Ordinance Designating the Ogden Avenue Corridor Redevelopment Project Area”;
3. Ordinance No. 4249, adopted February 6, 2001, titled "An Ordinance Adopting Tax Increment Financing for the Village of Downers Grove”.

WHEREAS, in an effort to promote revitalization of the Ogden Avenue commercial corridor the Village wishes to establish the Ogden Avenue Site Improvement Strategy Program (“OASIS Program”);

WHEREAS, the OASIS Program is made available to provide a significant impact on the exterior of properties, thus improving the economic vitality of the Ogden Avenue commercial corridor;

WHEREAS, the goals of the OASIS Program are to provide financial assistance to property and business owners in order to provide more attractive sites, improve traffic circulation for vehicles and pedestrians, improve existing building appearance, and improve signage, in accordance with the Ogden Avenue Commercial Corridor Master Plan and the Village's Strategic Plan;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

**ELIGIBLE PROJECTS:**

A. **SITE IMPROVEMENT**

1. Lighting Fixtures, Fencing,

- This includes installation of exterior lighting fixtures which are associated with a building façade or within a parking area. Decorative fencing around parking areas, adjacent properties and refuse screening are also included in this category and sidewalks.

2. Access Consolidation, Cross Access, or Pedestrian Improvement

- This includes driveway consolidation on Ogden Avenue, cross access between businesses, and installation of pedestrian walkways and sidewalks.

3. Stormwater

- This includes the installation of detention area or best management practices.

B. **LANDSCAPE IMPROVEMENT**

1. Landscaping

- This includes the installation or replacement of new landscaping and green space to comply with current ordinance requirements.

2. Stormwater

- This includes the installation of detention area or best management practices.

C. **FAÇADE IMPROVEMENT**

1. Exterior Woodwork and Architectural Materials

- This includes improvement or repair, cleaning, refinishing, restoring, or replacement of exterior woodwork or architectural materials.

2. Masonry

- This includes masonry improvements, repairs, restoration or tuckpointing.

3. Windows and Doors

- This includes the replacement, installation or restoration of windows (including display, ornamental, upper-story and storm windows) and exterior doors.

4. Cornices, Parapets, Awnings, Canopies and Roofs

- This includes the installation or repair of cornices, parapets, awnings, canopies or roofs when part of the facade renovation; or independently, when it is a visible part of the façade from Ogden Avenue or required by Village ordinance to screen rooftop mechanical units and vent stacks.

D. **SIGNAGE IMPROVEMENT**

1. Signs

- This includes the installation or replacement of signs to comply with current Village ordinances.

2. Financial Assistance: Property owners and business owners (“Owners”) located within the Ogden Avenue TIF District may be eligible for a grant award from the Village for up to fifty percent (50%) of the total cost of the work for certain improvements made to their buildings or property in accordance with the following guidelines:

a) **Interior Parcels less than 1 acre**

<b>Type of Project</b>	<b>Eligible for a Grant Award up to 50% of the Cost of Work (up to the maximum noted herein) The total maximum award shall not exceed \$50,000</b>
Signage Improvement - coordinated for retail center or monument sign	\$2,500 for parcels less than 100 ft. wide; \$5,000 for parcels between 100 ft. and 259 ft. wide; \$7,500 for parcels 260 ft. wide or greater
Wall Signage for Single Tenant (only for business that were in operation before May 2005)	\$3,000
Landscape improvement	\$20,000
Site improvement	\$20,000
Façade improvement	\$10,000

b) **Corner Parcels or Parcels Greater than 1 Acre or individual Tenant Spaces in Excess of 5,000 sq. ft.**

<b>Type of Project</b>	<b>Eligible for a Grant Award up to 50% of Work (up to the maximum noted herein) The total maximum award shall not exceed \$75,000</b>
Signage Improvement - coordinated for retail center or monument sign	\$7,500
Wall Signage for Single Tenant (only for business that were in operation before May 2005)	\$3,000
Landscape improvement	\$40,000
Site improvement	\$40,000
Façade improvement	\$15,000

c. **Conditions:**

1. Only exterior improvements to properties and buildings as described above will be eligible for a grant award. Internal elements will not be eligible. Generally, exterior maintenance (e.g. painting, parking lot resurfacing, seal-coating, replacing dead landscaping, etc.) will not be considered; however, in some cases maintenance may be eligible if it is an essential component of a project and is a permanent improvement to the property (e.g. tuck-pointing, replacing windows and doors).
2. Improvements to buildings, parking lots and uses which do not meet current zoning requirements will not be eligible.
3. Improvements requiring zoning variations may be eligible for project funding; however, no part of the zoning variation process will be funded.
4. A bonus of 25% of the maximum grant award amount for particular project categories may be provided for projects combining multiple categories. For example, a 10,000 square foot tenant on a 1.5-acre lot proposing landscape improvements and façade improvements would be eligible for up to \$68,750 ( $\$40,000 \times 1.25 + \$15,000 \times 1.25$ ) assuming a total project cost of \$137,500.
5. For single tenants in multi-tenant buildings, the maximum grant award for the tenant will be limited by the percentage of space the tenant occupies in the building. For example, if a tenant occupies 25% of a building on a parcel less than 1 acre in size, the maximum façade improvement grant award would be \$2,500.

3. **Sidewalk Easement or Construction Required as a Pre-Condition:**

In order to promote the Ogden Avenue Master Plan, and prior to receipt of any grant award, the applicant must either grant a sidewalk easement approved in a form acceptable to the Village and receive an additional \$1,000 of grant funds and/or install a sidewalk on the property along Ogden Avenue and receive an additional 50% of grant funds for the cost of the installation.

4. **Procedures:**

The OASIS Team will evaluate all submittals. The OASIS Team is comprised of Village staff, Economic Development Corporation representatives and Downers Grove Area Chamber of Commerce and Industry representatives. Only complete applications will be evaluated by the review team. Projects will be evaluated on a qualitative basis and will be evaluated against one another. The intent of the initiative is to encourage comprehensive development in the TIF district. One or more application deadlines will be established by the Village.

*1. Pre-Application Meeting (OPTIONAL)*

Prior to making a formal application, the prospective applicant is encouraged to meet with the OASIS Team. During this meeting, the prospective applicant is familiarized with the program and the application process. A general discussion of needs and ideas of all parties, design alternatives and general cost parameters will be discussed. An application packet may be obtained at this time, as well as, information about the *Ogden Avenue Master Plan*.

*2. Complete and Submit Application*

The first round of applications should be completed and submitted to the Community Development Department by an established due date included in the application packet. The OASIS Team will review the application for completeness within 10 working days of application deadline.

*3. Approval of Project by the Village*

Within 30 days of the application deadline, the OASIS Team will meet to review and rank the complete grant applications against each other in order to establish an order of merit. By ranking projects the OASIS Team will recommend funding of the highest ranked projects first. The OASIS Team will utilize the review criteria included in the application packet to rank applications. Recommendations from the OASIS Team will be forwarded to the Village Manager for consideration. Grant awards recommended by the OASIS Team less than \$15,000 may be authorized by Village Manager; however, grant awards in excess of \$15,000 must be authorized by the Village Council.

*4. Execution of the Site Improvement Reimbursement Grant Agreement*

In conjunction with the award of the grant, the applicant will be required to enter into a Site Improvement Reimbursement Grant Agreement with the Village specifying the responsibility of the grant recipient. This agreement must be completed prior to the commencement of funded improvements. A typical agreement will reimburse the applicant, up to the agreed upon maximum, with the submittal of cancelled checks and final inspection.

*5. Begin Work*

After the Site Improvement Reimbursement Grant Agreement has been executed, a "Letter of Approval and Notice to Proceed" will be sent to the applicant from the Community Development Department, including an estimate of the total grant amount the applicant is eligible to receive once work is completed and cancelled checks for said eligible work have been received.

The applicant may begin work once all necessary permits have been issued. Prior to, or during construction, any on-the-job changes to the approved design must be reviewed and approved by the OASIS team and the Community Development Department. If changes involve permit related work, the Community Development department must also review and approve the change.

*6. Complete of the Project*

Upon completion of the project, the work is to be approved by an inspector(s) in the appropriate departments for compliance with the original design drawings, including any approved on-the-job changes and Village ordinances. In the event the Village finds the finished work product does not meet ordinance requirements or is not consistent with the approved grant application and any approved on-the-job changes, the Village will not be obligated to provide reimbursement for any of the work completed.

*7. Payment of the Grant*

Once the grant recipient receives final approval, he/she shall provide a request for reimbursement and all receipts (including copies of cancelled checks) for grant eligible work to the Community Development Department. The Village of Downers Grove will provide reimbursement up to the agreed upon maximum after eligible grant work has been inspected and certified as to its completion and compliance with the approved grant application.

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Ronald L. Sandack, Mayor

Passed:

Attest:

April K. Holden, Village Clerk

## Ogden Avenue Site Improvement Strategy

### O.A.S.I.S.

The Ogden Avenue Site Improvement Strategy (OASIS) Initiative is an incentive program for site, property, landscaping, signage, and façade improvements along Ogden Avenue, within the boundaries of the Ogden Avenue Tax Increment Financing (TIF) District in Downers Grove, IL.

The OASIS initiative is a community based revitalization effort to improve the economic vitality of the Ogden Avenue Commercial Corridor throughout Downers Grove in accordance with the recommendations of the Ogden Avenue Corridor Enhancement Initiative Team. It is funded by the Village of Downers Grove through the Ogden Avenue TIF District (map of district attached).

This workbook contains the following:

- Introduction and Background
- Frequently Asked Questions
- Geographic Boundaries
- Eligible Projects and Activities
- Scoring Criteria
- Approval Process
- Application

### **Introduction**

In an effort to enhance the appearance and stimulate the economic performance of the Ogden Avenue corridor within Downers Grove, the Village of Downers Grove, in conjunction with the Downers Grove Economic Development Corporation, the Downers Grove Area Chamber of Commerce and Industry and the property and business owners along Ogden Avenue in Downers Grove, has elected to initiate a site improvement matching grant program.

Recognizing that an attractive image and functionality are of key importance to the success of any commercial area, the Village of Downers Grove has elected to re-invest T.I.F. resources in order to enhance the image of the Ogden Avenue T.I.F. corridor. That image depends upon the appearance of the commercial area's individual building's appearance, property appearance, signage and site landscaping. These components are the most effective ways of upgrading the image and ultimately attracting more business. The OASIS initiative also affords a business or property owner the opportunity to reverse inappropriate past architectural improvements.

Many improvements do not need to be costly. Often time new landscaping or a new sign or awning canopy may be all that is needed.

In addition to building, signage and landscaping improvements, site modifications to improve vehicle access and navigation between businesses will also help customers patronizing businesses along the corridor. The flow of traffic has been cited by many Ogden Avenue business owners along the corridor as one of the most important assets to their business location as it allows many prospective customers to pass by and see their business. Sufficient and efficient ingress and egress to their businesses is essential to their success. Balancing this need for vehicular access with the Ogden Avenue Master Plan call for reduction in curb cuts can often times be costly.

**The Ogden Avenue Corridor Site Improvement Reimbursement Grant Program is designed to provide matching grants to commercial property owners or business tenants with property owner approval. These matching grants are intended to encourage site, property or building improvements generally including: building façades, landscaping, lighting, consolidation of driveway access, cross access between properties, construction of public sidewalks, improvements of public sidewalks and signage improvements. Any projects recommended for approval should be in accordance with the recommendations contained within the 1999 Ogden Avenue Commercial Corridor Master Plan and current Village ordinances. General site, building and property maintenance will not be included in this program unless proposed maintenance is an essential part of a larger improvement project.**

The program offers matching grants to serve as an incentive to stimulate private investment in improvement projects. The implementation of the Ogden Avenue Corridor Site Improvement Grant Reimbursement Program should result in a more attractive, functional, competitive and economically viable business district within Downers Grove.

Approved projects will entitle the property owner (or the business owner with property owner's approval), to receive a post completion funding grant for 50% of the eligible project costs. Maximum award eligibility depends on the scope of the project. Additional information is provided in this packet. This program is designed to work as a re-imbusement program. Details of re-imbusement criteria are provided in this packet.

## **F.A.Q.'s**

### **Why is your site appearance important?**

Your site is part of a larger corridor. The Village of Downers Grove has invested a significant amount of time and financial resources in an effort to improve its appearance. Examples of these improvements include new sidewalks, curb closures and street signage. The Village believes in business, first impressions are lasting impressions and the Village would like to maximize the first impression of your business. It is the storefront, signage, and landscape curb appeal that helps to sell a business and a business district to customers. An attractive appearance, combined with quality products, competitive prices and good service, creates a compelling image that will increase commerce, profits, and community pride.

### **Who's eligible for an Ogden Avenue Site Improvement Strategy Reimbursement Grant?**

Owners of property with conforming buildings and parking lots and uses within the Ogden Avenue TIF District are eligible to participate in the OASIS initiative. Those who are tenants of buildings in this same area are also eligible if the building owner's consent is provided in writing. Improvements to non-conforming buildings, parking lots and uses which do not meet current zoning requirements will not be considered. Projects which propose changes to meet conforming usage and zoning requirements must complete the entitlement process prior to consideration and must be approved by the appropriate authority prior to award of eligibility. For multi-tenant buildings, the most successful applications will include the entire property, site, building façade, site landscape area, or signage design. The dollar amounts granted to single tenants in a multi-tenant are based on that tenant's occupancy percentage and listed later in this packet.

### **Why are there no specific design guidelines listed?**

The Ogden Avenue Corridor in Downers Grove is currently a unique mix of commercial, residential and retail properties. Within each of these commercial, residential and retail property categories are several additional classifications. For example, the retail category includes grocery, automotive and general merchandise. These uses, while all approved and encouraged within the corridor, have different and unique characteristics that support their success. To apply one set of guidelines across these categories would potentially hamper their efforts and could work against the goals and objectives of corridor enhancement. Additionally, while the Ogden Avenue TIF District has defined boundaries, the Ogden Avenue Corridor does not. Specific design guidelines applied to the T.I.F. District that do not and can not be applied to the rest of the corridor could potentially create a disjointed, inconsistent appearance and be counter productive to the corridor enhancement goal.

### **How are projects judged?**

There is no point system used to evaluate projects. Rather, projects will be judged based on a qualitative analysis. Each category provides general guidance to applicants as to what elements the review team is looking for.

### **Are certain categories worth more than others?**

Generally, the review team will not put more weight on specific categories. However, the review team will place priority on projects that pay special attention to the recommendations of the 1999 Ogden Avenue Corridor Master Plan. The plan has many elements that are still pertinent today. Corridor beautification, site improvement, curb cut reduction, landscaping and pedestrian access are a few examples of these elements. By prioritizing projects with an emphasis on these categories, the Village believes that these goals will be more readily met.

### **Do I need another component to qualify for signage funding?**

No, upgrading signage are eligible expenses. The Village undertook a major initiative for signage in 2005. Sign compliance must be achieved by May 2012 per the existing Village ordinance. Many in the corridor and the T.I.F. District have already taken steps to comply. The Village recognizes the cost associated with new signage and the importance of new and attractive signage throughout the corridor.

### **What if I need a variance?**

If your project requires a variance to the Municipal Code, you are still required to complete the variance review process. Any grant application would be contingent on the variance being approved. If a variance request is subsequently denied, the grant applicant may modify the application to comply with code requirements for re-evaluation. If the applicant does not wish to modify the request, the application will not be considered. Under no circumstances will the costs associated with any variance process be eligible for grant award.

### **What types of projects are eligible for funding?**

The following projects are eligible for assistance under the program:

- Site Improvements
  - Consolidating of driveway access
  - Parking lot re-construction
  - Storm water management
  - Removal of nonconforming parking lot spaces and replacement with landscaping
  - Installation of vehicular access to adjacent parcel
  - Installation of public sidewalk
  - Improvement of public sidewalk
  - Installation of exterior site lighting

- Landscaping
  - Off-street parking lot screening with shrubs and ornamental grasses
  - Installation or replacement of building foundation plantings
  - Off-street parking lot screening with ornamental fences
  - Installation of perimeter trees
  - Installation of landscaping features to improve stormwater quality
- Building Façade
  - Major façade renovation (more than 50%)
  - Façade maintenance if part of a larger façade improvement project
  - Installation of awnings or canopies
  - Window and/or door replacement
  - Screening of rooftop mechanical equipment visible from Ogden Avenue or an Ogden Avenue cross street
- Signage
  - Replacement of non-conforming free standing signs with code-compliant monument sign(s)
  - Replacement of non-conforming building sign(s) with code-compliant building sign(s)
  - Replacement of box-type wall sign with internally illuminated individual channel letters

**What types of projects are NOT eligible for funding?**

Work financed under this program excludes:

- Interior remodeling
- Sprinkler system installation/upgrades
- Fire detection system installation/upgrades
- Parking lot resurfacing/seal-coating/re-stripping
- Roof replacement
- Demolition or acquisition of property
- Improvements completed or expenses incurred *prior* to improvements related to new construction or approval of application for grant award

**How much grant money is available?**

The Village of Downers Grove will determine the annual budget amount for the program. For FY2011, \$750,000 has been approved for the program to stimulate private investment. Total reimbursement, per applicant, is based on the project type. The table included herein provides a summary of grant amount eligibility. All listed below eligible for a grant award up to one-half the cost of the work up to the maximum award listed herein. See Appendix A and Table 2 for additional details.

1. Interior parcels less than 1 acre size	Potential Grant Award
• Landscape Improvement	\$20,000
• Site Improvement	\$20,000
• Façade Improvement	\$10,000
• Signage Improvement	
Parcels <100 ft. wide	\$2,500
Parcels >100 ft. and <259 ft.	\$5,000
Parcels >260 ft. wide	\$7,500
• Wall Signage (Single Tenant Only) (Business in operation pre 2005)	\$3,000

Total Grant may not exceed \$50,000

2. Corner parcels, parcels greater than 1 acre or individual tenant spaces > 5000 square feet	
• Landscape Improvement	\$40,000
• Site Improvement	\$40,000
• Façade Improvement	\$15,000
• Signage Improvement	\$7,500
• Wall Signage (Business in operation pre 2005)	\$3,000

Total Grant may not exceed \$75,000

## EXAMPLES

### EXAMPLE 1:

If a petitioner, with a property less than 1 acre in size and less than 100 feet wide and not on a corner is seeking a grant for signage improvements to install a new monument sign and complete site landscaping. The maximum grant award would be up to \$2,500 or half the project cost (whichever is less) for the sign and up to \$20,000 for landscaping (whichever is less). If the total cost of the proposed sign improvement is \$2,500 and the landscaping is \$10,000, the petitioner would be eligible for a \$1,250 grant from the Village for the sign and \$5,000 for landscaping for a total of \$6,250.

### EXAMPLE 2:

If a petitioner, with a property less than 1 acre in size and not on a corner is seeking a grant for both façade and landscape improvements the maximum award amount would be up to \$30,000 or half the project cost (whichever is less). If the total cost of the façade and landscape improvements is \$60,000, the petitioner would be eligible for a \$30,000 grant from the Village.

### EXAMPLE 3:

If a single tenant occupying a space within a multi-tenant building, located on a property less than 1 acre in size and not on a corner, is seeking a facade grant, the maximum grant award amount would be reduced to equal to the percentage of the building occupied by the tenant or half the project cost (whichever is less). Therefore, if the tenant occupied half of all the multi-tenant building space, the maximum grant award for the subject facade would be \$5,000 or half the project cost (whichever is less).

### **What is the application process for the program?**

After participating in an optional pre-application meeting with the Community Development Team, obtain an application from the Community Development Department or online at <http://www.downers.us>

Two separate submittal deadlines will be offered. The first submission deadline is December 1, 2010 with a total grant amount of \$250,000. The second submission deadline will be February 14, 2011 with a total grant amount of \$250,000.

Submit the completed application by the posted deadline (included in application packet). Complete applications will include:

- Applicant identification and property owner identification
- Proof of property ownership if applicable
- Property location
- Written project description, site plan or architectural rendering as appropriate
- Written consent from the property owner if the applicant is a lease tenant
- Two cost estimates of the project
- Schedule for completion of the project

The OASIS team will review all applications for completeness and require additional submittals as necessary. Within 10 days of submittal deadlines, applications are reviewed and ranked by the OASIS team. Upon recommendation by the OASIS team, grant awards less than \$15,000 may be approved by the Downers Grove Village Manager. Grant awards greater than \$15,000 will require review and approval by the Village Council prior to grant award distribution. Upon final approval by the Village Manager or the Village Council, written notification will be provided to those individuals whose projects are chosen to receive funding through the OASIS program within 10 business days.

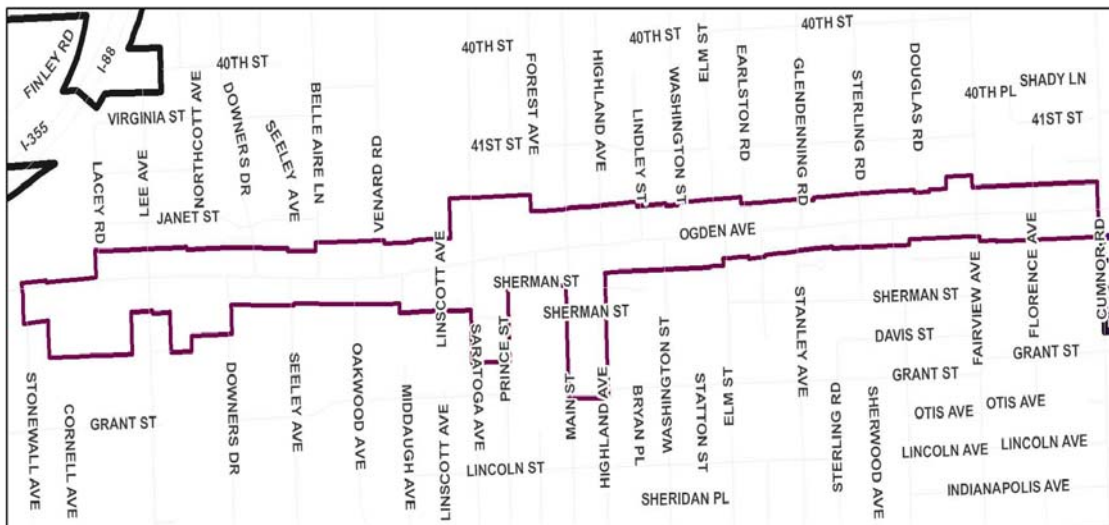
### **How do you get reimbursed?**

- Adhere to the design plan on which the funding agreement was based.
- Have written pre-approval by the Community Development Department of any changes of the work in progress.
- Complete the project within 12 months of the year following the award approval.
- Submit cancelled checks to the Community Development Department for re-imbusement of pre-approved, eligible grant amount.
- Upon completion of final inspection the applicant will be reimbursed for up to 50% of the total actual, eligible and approved cost.

**Geographic Boundaries**

Applications will be received for all commercial properties with frontage, or within the Ogden Avenue Tax Increment Finance District (see attached map)

**Ogden Avenue TIF District**



## **Definitions**

### **SITE IMPROVEMENT**

#### **1. Lighting Fixtures, Fencing,**

- This is for the exterior lighting fixtures which are associated with a building façade or within a parking area. Decorative fencing around parking areas or adjacent properties and is also included in this category.

#### **2. Access Consolidation, Cross Access, or Pedestrian Improvement**

- Efforts to consolidate driveways on Ogden Avenue and provide cross access between businesses are encouraged by this category. Installation of pedestrian improvements (e.g. sidewalk to business entrance from Ogden Avenue, etc.) is also encouraged.

### **LANDSCAPE IMPROVEMENT**

#### **1. Landscaping**

This category is for installation of new or replacement of landscaping to comply with current code requirements. Decorative fencing around parking areas or adjacent properties and refuse screening are also included in this category.

**FAÇADE IMPROVEMENT** (no funding for maintenance of unless part of or the result of a larger project)

#### **1. Exterior Woodwork and Architectural Materials**

- This category refers to the improvement or repair, cleaning, refinishing, painting, restoration, or replacement of exterior woodwork or architectural materials.

#### **2. Masonry**

- This category refers to masonry improvements, restoration, tuckpointing, or adding new.

#### **3. Windows and Doors**

- This category refers to the replacement, installation, repainting or restoration of historic windows (including display, ornamental, upper-story and storm windows) and exterior doors.

#### **4. Cornices, Parapets, Awnings, Canopies and Roofs**

- This category is for the installation of cornices, parapets, awnings, canopies or roofs when part of facade renovation, or independently, when it is a visible part of the façade from Ogden Avenue or required by the Municipal Code to screen rooftop mechanical units and vent stacks.

### **SIGNAGE IMPROVEMENT**

#### **1. Signs**

- This category is for the removal and replacement of existing signs and/or the installation of new signs.

## Evaluation

The OASIS Team will evaluate submittals. The OASIS Team is comprised of Village staff, Economic Development Corporation representatives and Downers Grove Area Chamber of Commerce and Industry representatives. Only complete applications will be evaluated by the review team. Projects will be evaluated on a qualitative basis.

Projects will be evaluated against one another. The intent of the initiative is to encourage comprehensive development in the TIF district. Projects will not receive partial funding.

### 1. OPTIONAL: Pre-Application Meeting

Prior to making a formal application, the prospective applicant is encouraged to meet with the OASIS Team. During this meeting, the prospective applicant is familiarized with the program and the application process. A general discussion of needs and ideas of all parties, design alternatives and general cost parameters will be discussed. An application form may be obtained at this time, as well as, information about the *Ogden Avenue Master Plan*. To schedule an appointment, please Community Development Department at 630-434-5515. No meetings will be held without an appointment.

### 2. Complete and Submit Application

The first round of applications should be completed and submitted to the Community Development Department by December 1, 2010. The OASIS Team will review the application for completeness within 10 working days of application deadline.

### 3. Approval of Project by the Village

Within 30 days of the application deadline, the OASIS Team will meet to review and rank the complete grant applications against each other in order to establish an order of merit. By ranking projects the OASIS Team will recommend funding of the highest ranked projects first. The OASIS Team will utilize the review criteria included in this packet to rank applications.

Grant awards recommended by the OASIS Team less than \$15,000 may be authorized by Village Manager.

The Downers Grove Village Council is responsible for approving any grant reimbursement application in excess of \$15,000. Village Council action will occur within 60 days of the application deadline, recommendations from the OASIS Team will be forwarded to Village Council for approval.

#### 4. Execution of the Site Improvement Reimbursement Grant Agreement

A Site Improvement Reimbursement Grant Agreement specifying the responsibility of the grant recipient and the Village of Downers Grove must be executed after the Village Manager or Village Council selects award winners. This agreement must be completed prior to the commencement of funded improvements. A typical agreement will reimburse the applicant, up to the agreed upon maximum, with the submittal of cancelled check and final inspection.

#### 5. Begin Work

After the Site Improvement Reimbursement Grant Agreement has been executed, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the Community Development Department, including an estimate of the total grant amount the applicant is eligible to receive once work is completed and cancelled checks for said eligible work has been completed.

Assuming the Village has issued all necessary permits, work may begin. Prior to, or during construction, any on-the-job changes to the approved design must be reviewed and approved by the OASIS team and the Community Development Department. If changes involve permit related work, the Community Development department must also review and approve the change.

#### 6. Complete of the Project

Upon completion of the project, the work is to be approved by an inspector(s) in the appropriate departments for compliance with the original design drawings, including any approved on-the-job changes, Village building codes, zoning ordinances, and sign ordinances. In the event the Village finds the finished work product does not meet code requirements or is not consistent with the approved grant application and any approved on-the-job changes, the Village may not provide reimbursement for work completed.

#### 7. Payment of the Grant

Grant recipients shall provide a request for reimbursement and all receipts (including copies of cancelled checks) for grant eligible work to the Community Development Department. The Village of Downers Grove will provide reimbursement up to the agreed upon maximum after eligible grant work has been inspected and certified as to its completion and compliance with the approved grant application. If you have specific questions about payment, please contact the Community Development Department at 630-434-5515.

## Application

A printable version of the Ogden Avenue Site Improvement Reimbursement Grant Application is available on-line at [www.downers.us](http://www.downers.us) A paper copy of the application is available on the next page. Three (3) copies of the complete application, including any support documentation are due by the application deadline(s).

### Application for Site Improvement Reimbursement Grant Program

Applicant is:	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Name of Business/Building:	
Address/Property ID # of Project Property:	
Owner's Name AND TITLE:	
Owner's Mailing Address:	
Owner's Business Phone:	
Owner's Fax:	
Owner's E-Mail:	
<i>PLEASE ONLY COMPLETE THE REST OF THIS TABLE IF TENANT IS THE GRANT APPLICANT.</i>	
Tenant Name AND TITLE:	
Tenant Mailing Address:	
Business Phone for Tenant:	
E-Mail for Tenant:	

**Disclosure of Beneficiaries/Trust Disclosure:**

The information requested below must be completed and attached to any grant application submitted to the Village of Downers Grove. This form is used to ensure that the applicant has a recognized, vested interest in the property. This form is required by persons applying for permits, licenses, approvals or benefits from the Village of Downers Grove  
Village of Downers Grove

**DISCLOSURE OF BENEFICIARIES**

1. Grant Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Nature of Applicant (Please circle one):
  - a. Natural Person
  - b. Corporation
  - c. Land Trust/ Trustee
  - d. Trust/Trustee
  - e. Partnership
  - f. Joint Venture
4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:
5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.  
VERIFICATION I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_. \_\_\_\_\_ Notary Public

## Appendix A

### **Ogden Avenue Site Improvement Strategy (OASIS) Grant Program**

The Ogden Avenue Site Improvement Strategy (OASIS) is a program that offers matching grants to business and property owners seeking to make improvements to their sites in the Ogden Avenue TIF Corridor. The goals of the OASIS program are:

- Provide more attractive sites
- Improve traffic circulation for vehicles and pedestrians (on private property as well as the street)
- Improve existing building appearance
- Improve signage and reduce visual clutter

These goals are based on the findings of the 1999 Ogden Avenue Commercial Corridor Master Plan and Village's Strategic Plan. Projects will be reviewed in the context of the recommendations contained within those documents. The categories described below will be used to judge applications.

Applications are judged on a qualitative basis. The OASIS Program is competitive and all applications will be judged against one another – regardless of the number of improvements proposed. The OASIS team will judge applications based on the number of features being improved by an application, the quality of those improvements and how those address the goals of the program. The best projects will be awarded a matching OASIS Grant. Each category contains examples of improvements that are identified as important components to fulfill the goals listed above. The successful project will include multiple elements of the categories below.

**Category 1 – Site Improvements:**

Examples of site improvements include consolidating driveway accesses to Ogden Avenue, removal of nonconforming parking spaces, installing stormwater management strategies, removing pavement and adding landscaping, providing cross-access between properties, installation of public sidewalks and installation of exterior site lighting.

Projects should seek to beautify the property and improve traffic circulation on site and on Ogden Avenue. The OASIS Team will give special consideration to projects at major intersections (Main St, Saratoga Ave, Fairview Ave and Lee Ave).

Improvement proposed: Yes No

Comments:

**Category 2 – Landscaping:**

Examples of landscaping include screening of off-street parking areas with shrubs, ornamental grasses and shrubs, installing landscaping to improve water run-off quality, installation of foundation plantings, installing ornamental fences, construction of outdoor café spaces and installation of shade trees.

Projects should seek to beautify the property and improve green space. The OASIS Team will give special consideration to landscaping projects that combine elements to improve on-site stormwater management.

Improvement proposed: Yes No

Comments:

**Category 3 – Building Façade:**

Examples of improvements to building facades include major renovations that update a building’s appearance (a “major renovation” affects more than 50% of existing exterior walls fronting Ogden Avenue or adjacent side streets), installation of a canopy or awning, adding transparent windows, adding pedestrian-friendly doors and shrubs, installing parapet walls and decorative cornices that hide mechanical equipment and installation of decorative lighting fixtures on the building.

Projects should seek to use high-quality materials and designs. Building façade improvements should enhance the commercial nature of the corridor and complement nearby high-quality buildings. Examples of high-quality buildings include: 42-76 Ogden Avenue, 217 Ogden Avenue, 225 Ogden Avenue, 400 Ogden Avenue, 401 Ogden Avenue, 639 Ogden Avenue, 807 Ogden Avenue, 1000 Ogden Avenue, 1148 Ogden Avenue, and 1601 Ogden Avenue.

Improvement proposed: Yes No

Comments:

**Category 4 – Signs:**

Examples of improvements to signage include removal of non-conforming signs and installation of code-compliant signs and removal of box-type wall signs and replacement with channel letter signage

The successful project will bring the property into compliance with the Village’s sign ordinance. Projects should seek to use high-quality materials and designs. The signage should be designed to enhance the business’ visibility from Ogden Avenue while removing visual clutter from the corridor.

Improvement proposed: Yes No

Comments:

**Overall Project Comments:**

**OASIS Team Recommendation:**

**Grant Distribution**

<b>Interior Parcels less than 1 acre</b>		<b>Corner Parcels or Parcels Greater than 1 Acre or individual Tenant Spaces in Excess of 5,000 sq. ft.</b>	
<b>Type of Project</b>	<b>Eligible for a Grant Award up to One-Half the Cost of Work (total grant may not exceed \$50,000)</b>	<b>Type of Project</b>	<b>Eligible for a Grant Award up to One-Half the Cost of Work (total grant may not exceed \$75,000)</b>
Signage Improvement (e.g. coordinated for retail center, single use buildings, & monument/site signage)	\$2,500 for parcels less than 100 ft. wide \$5,000 for parcels between 100 ft. and 259 ft. wide \$7,500 for parcels over 260 ft. wide	Signage Improvement (e.g. coordinated for retail center, single use buildings, & monument/site signage)	\$7,500
Landscape improvement	\$20,000	Landscape improvement	\$40,000
Site improvement	\$20,000	Site improvement	\$40,000
Façade Renovation (e.g. access, lighting, etc.)	\$10,000	Façade Renovation	\$15,000
Wall Signage for Single Tenant (only for business that were in operation before May 2005)	\$3,000	Wall Signage for Single Tenant (only for business that were in operation before May 2005)	\$3,000

**Table 2: Grant Distribution**

**Notes:**

1. Only exterior improvements to properties and buildings as described above will be eligible. Internal elements will not be considered. Exterior maintenance (e.g. painting, parking lot resurfacing, seal-coating, replacing dead landscaping, etc.) will not be considered. Some maintenance may be considered if it is an essential component of a project and is a permanent improvement to the property (e.g. tuck-pointing, replacing windows and doors)
2. Improvements to buildings, parking lots and uses which do not meet current zoning requirements will not be considered.



**Required Documentation For Submittal:**

1. If you are proposing an alteration to a building the following documents must be submitted (collated and stapled into packets) with the applicants name and address on the front page. Please submit legible documents, not to exceed 11” x 17” in size.

- façade elevations (as determined necessary at pre-application meeting\*), including height, length and width measurements
- Color scheme of the proposed addition or alteration
- Building material samples (roof, siding, chimneys, etc.) if applicable
- site plan with building outline and proposed changes
- Cut sheets for proposed doors and windows, if applicable

If you have questions about this, please contact the Community Development Department. Specific questions about submittal requirements will be answered during the pre-application meeting.

2. If you are proposing landscape/or other site improvements the following documents must be submitted (collated and stapled into packets) with the applicants name and address on the front page. Please submit legible documents, not to exceed 11” x 17” in size.

- site plan with building outline and proposed changes to site
- landscape plan, if applicable (e.g. access, driveway consolidation, etc)

3. If you are proposing a new sign/awning/canopy the following documents must be submitted (collated and stapled into packets) with the applicants name and address on the front page:

- Color drawing of the sign/awning including measurements of free-standing sign and site plan showing sign location on a site
- Façade elevation showing sign/awning placement, if plan applicable

**Schedule Information:**

Anticipated Project Start Date: \_\_\_\_\_

Anticipate Project Completion Date: \_\_\_\_\_

NOTE: Completion Date should be prior within one year of the year following application.

**Architect / Designer for the Project (If Applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor for the Project (If Known):**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Itemized Activity Estimated

	Total Site Improvement Costs	Grant Eligible Project Costs*	TO BE COMPLETED BY CITY	
			Grant Contribution	Bonus Award
ESTIMATE 1 Contractor Name:				
ESTIMATE 2 Contractor Name:				

Two detailed contractor estimates are required. Please provide additional sheets with supporting detail as necessary.  
 This application for a Site Improvement Reimbursement Grant is hereby believed to be complete and accurate.

Owner Signature:

Tenant Signature:

*Print Owners Name:*

*Print Tenant Name:*

*NOTE: Tenant Signature only necessary if Tenant is applying for a Grant*

STATE OF ILLINOIS  
 COUNTY OF DUPAGE  
 VILLAGE OF DOWNERS GROVE

The foregoing petition was acknowledged before me by *[Type in Name of Notary]* on the day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public Signature:

*Notary Public Name:*

3 Copies of the completed application should be submitted to the Village Planning Team. Applications may be dropped off at the Village Hall from 8:00 am and 5:00 pm Monday – Friday, or mailed to:

ATTN: Community Development Department, Village Planning Team Leader  
 801 Burlington Avenue, Downers Grove, IL 60515

**3 copies of the complete application, including any support documentation are due by December 1, 2010.** Additional copies may be requested by OASIS team after the application deadline.