



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Kristy Merrill

Trustees
Yasmeen Bankole
Liza Gutierrez
Syed Hussaini
James Kemper
Herb Porter
Bob Prigge

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK ECONOMIC DEVELOPMENT COMMITTEE

REGULAR MEETING

2121 W. Lake Street, **Room 212**, Hanover Park, IL 60133

Tuesday, November 8, 2022
12:30 p.m.

AGENDA

1. **Call to Order**
2. **Acceptance of Agenda**
3. **Townhall**
Persons wishing to address the public body must register prior to Call to Order.
Please note that public comment is limited to 5 minutes per speaker.
4. **Approval of Minutes – October 11, 2022**
5. **Old Business**
 - 5-a. **Business of the Year**
 - Promotion needed
 - 5-b. **Façade Grant Update**
6. **New Business**
 - 6-a. **EDC Recommendations:**
 - Businesses for *Spotlight on Business* articles in next Hi-Lighter
 - Next Level Northwest candidates – speak to Business Mentorees
 - 6-b. **Business Mentoree List – review any contact made**
7. **New Business Welcomes**
 - 7-a. **New businesses**
 - Zen Ramen & Grill – 1553 Irving Park
 - PT Solutions Physical Therapy – 7458 Barrington

- Elite RF – 1700 Tower Drive

7-b. Recap Welcome Visits Prior Month

- Issas Venezuelan – member Farfan
- Espiritual Botanica – member Zanfardino
- Good Deal – Chair Tobin, member Shah

8. Development Updates

9. Committee Member Events

a. Bartlett Area Chamber Events (BACC)

- Rocky Patel Cigar Lounge Grand Opening – Nov. 9th @ 5-10pm at 1051 Lake Street, Hanover Park
- Cocktails & Contacts at Bannerman's Sports Grill – Nov. 16 @ 5-7pm at 858 S. Route 59, Bartlett
- Women in Business Luncheon – Nov. 30 @ 11:30am – 1:00pm at O'Hare's Pub & Restaurant, 391 Bartlett Plaza, Bartlett
- BACC Annual Holiday Luncheon – Dec. 8 @ 11:30am – 1:30pm at Villa Olivia, 1401 Lake Street, Bartlett
- Cocoa Crawl – Merry & Bright – Dec. 10 @ 11am – 4pm, starts at the Bartlett Public Library District, 800 S. Bartlett Road, Bartlett

b. Northwest Hispanic Chamber Events (NWHCC)

- Power Summit Panel II – Nov. 11 @ 6:30-8:30pm – Harper College, Palatine

c. Women's Business Development Events (WBDC)

- Elevate Childcare Business Cohort – Thursdays @ 1-3pm, Oct. 13 – Nov. 17
- 2022 Food & Beverage Industry Virtual Engagement Week – Nov. 7-10 (virtual)
- WBE Certification...Know Before You Apply – Nov. 10 @ 9-10:30am (virtual)
- Starting Your Business in Illinois – Nov. 15 @ 9-10am

10. Upcoming Village Events

Visit the Village website for complete details on upcoming events for 2022:

- November 11 - Veteran's Day Observance
- November 26 – Dec. 9 - Deck the House: Holiday Decorating Contest
- December 2 – Tree Lighting Ceremony
- December 1-24 – Letters to Santa

11. Adjournment



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VILLAGE OF HANOVER PARK ECONOMIC DEVELOPMENT COMMITTEE

REGULAR MEETING

Village Hall – Room 214
Hanover Park, IL
Tuesday, October 11, 2022, 12:30 p.m.

MINUTES

1. CALL TO ORDER

Chairperson Tobin called the meeting to order at 12:34 p.m.

PRESENT: Members: Calatayud, Cox, Farfan, Gudenkauf, Revollo,
Shah, Zanfardino & Chair Tobin

ABSENT: Members: Classic Computer Systems, Hanover Park
Community Bank

ALSO PRESENT: Director Govind, Admin Sjodin

2. ACCEPTANCE OF AGENDA

Chair Tobin requested a Voice Vote to accept the Agenda.

All Ayes.

Agenda accepted.

3. PRESENTATIONS/REPORTS – None

4. APPROVAL OF MINUTES – September 13, 2022

Chair Tobin requested a Voice Vote to accept the Minutes.

All Ayes.

Minutes accepted

5. OLD BUSINESS

5-a. Business After Hours 2022 Recap

- The food was great; maybe add a few new restaurants next year
- A few guests did not realize it was outdoors (although the flyer did indicate the event was in the new Village Center on Ontarioville Road)
- One committee member noted that maybe signs should be placed in the Metra lot indicating parking was available (the event flyer did say to park in the Metra lot though)
- Director Govind commented that the event was not open to the public, so signs in the Metra lot may draw the public in
- Adding *Hello My Name Is* name tags would help with networking
- The 10 x 20 tents were sufficient, however maybe adding two tents with high-top tables and chairs would be a good idea so it is easier to eat and socialize
- For 2023, a date between July 4th and Labor Day will be selected – possibly July 25th or August 1st to ensure warmer weather and a better turnout

6. NEW BUSINESS

6-a. Cook County Grow Grant

- There will be two help sessions to assist businesses in applying:
Wed. 10/12/22 @ 10am – 1pm at Hanover Park Branch Library
Thu. 10/13/22 @ 1pm – 4pm at The Education & Work Center
- Member Farfan will be there to help businesses apply. He commented that businesses have told him they had applied for other grants and did not receive any money, so they were wary of applying for more.
- The BACC will distribute the help sessions flyers at the Chamber 101 event on Oct. 12th

6-b. Business of the Year 2022

- The process will remain the same regarding nominations, interview questions and scoring categories
- Member Calatayud suggested adding an interview question that asks the business what value they bring to their customers or what make them stand out from other businesses
- The deadline to submit nominations will be 12/1/2022
- This year there should only be one business category; not one for small and one for large businesses since most people do not know much about the large businesses

Motion by member Gudenkauf, seconded by member Calatayud to eliminate the business category of 50+ employees.

Voice Vote: All Ayes

Motion carried.

6-c. EDC Recommendations

Spotlight on Business:

- Range USA was suggested since they are new, but would be too political
- Good Deal also was suggested and would be great for the holidays
- Other suggestions were A&A Music, Styin' Bella and Rosa Maria Sazon

Business Mentoree List:

- Member Zanfardino sent emails to his mentorees about the Source Grow Grant. He also commented that if he is unable to speak with the owner when doing a New Business Welcome, he tries to call back a day or two later to make sure it was received.

- Member Farfan suggested inviting new businesses to attend an EDC meeting and thank them for choosing Hanover Park.

7. New Business Welcomes

7-a. New Businesses

- Issas Venezuelan Food – Member Farfan will deliver
- Espiritual Botanica – Member Zanfardino will deliver
- Good Deal – Chair Tobin and Member Shah will deliver

7-b. Recap Visits

- Sisu Furniture – member Gudenkauf will visit before next EDC meeting
- My Celebration Party Room – member Gudenkauf commented that she did not get an answer when trying to call
- Idania’s Salon – member Farfan commented that the owner was not available so he left the folder off with an employee

8. DEVELOPMENT UPDATES – Director Govind

- The Stearns & Redford townhomes concept plan has been submitted
- A concept plan for townhomes at Church & Lake has been submitted
- A developer is coming in to discuss Lake & Barrington Road
- Staff will be attending ICSC next week to draw development into Hanover Park

9. COMMITTEE MEMBER UPDATES

- Member Calatayud (WBDC) explained “The Berwyn Shops” – they are a way to introduce a potential new business (home based or as a next step for an existing business) into a community. There are several small “sheds” set up in a row for selected businesses to set up their retail items, and the business must have a Business Plan. The business can have a shed for 6 months and will receive business training. There is a similar thing in Batavia called “Batavia Boardwalk Shops”
- Director Govind suggested that member Calatayud should invite someone from Batavia and Berwyn to attend an EDC meeting
- Member Gudenkauf (BACC) noted they will be having a Chamber 101 session to explain how the Chamber can help a business. There will also be a Fall Into Business luncheon on Oct. 26 at Villa Olivia. Casino Night will be in February
- Member Revollo (First Eagle Bank) noted that CD interest rates are increasing
- Member Farfan (NWHCC) commented they are working with the Elgin Mall to get some of the stores to come to Hanover Park. The Back to Business Grant is coming back for businesses started after 2020. Nov. 2nd is the next El Cafecito and Nov. 5th is Night at the Windy City Bulls
- Member Calatayud commented that Aisha McBurrows has left the WBDC to work at the Salvation Army, and they are hoping to hire a new person soon. Scale Up and Scale Up Higher will be coming in 2023. They will be hosting a TikTok webinar at noon on Oct. 12 to discuss everything you need to know about TikTok
- Chair Tobin (Hanover Park Branch Library) commented that for Hispanic Heritage Month and Day of the Dead, pictures of loved ones that are deceased can be submitted to celebrate their lives

10. ADJOURNMENT

Motion by member Gudenkauf and second by member Shah adjourn the meeting.

Voice Vote: All Ayes

Motion carried. Meeting adjourned at 1:44 pm

Transcribed by:

Kathy Sjodin, Admin. Assistant
On this 11th day of October 2022

Gail Tobin, Chairperson

Hanover Park

BUSINESS OF THE YEAR 2022

NOMINATION FORM

Deadline for submitting nominations is Thursday, Dec. 1st

Nominate your favorite Hanover Park business for the Business of the Year Award!
All residents and businesses are encouraged to nominate outstanding local businesses that have great customer service, appearance and/or help the community.

Nominees must be located in the Village of Hanover Park, have been in business all of 2022 and will be judged in several categories including, but not limited to:

- Community Involvement
- Excellence in Customer Service
- Positive Image and Appearance

Economic Development Committee members will evaluate submissions in December to determine the winners. Winners will:

- Receive an award at a 2022 Village Awards Presentation at Village Hall
- Be highlighted on the Village Facebook Page
- Be featured in the Hanover Park Hi-Lighter Newsletter and Business Matters newsletter

BUSINESS NAME: _____

1. How does this business demonstrate **Community Involvement** (fund raisers, volunteering, donations)?

2. How does this business provide **Excellence in Customer Service**?

3. How does this business present a **Positive Image and Appearance**?

Thank you for your nomination!

Before leaving the business, please make a note of the outside and inside appearance of the business on the back of this form – building appearance, landscaping, window displays, signage, potted plants, cleanliness, organized displays, etc:



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FAÇADE IMPROVEMENT PROGRAM PROCEDURES & GUIDELINES

A. Purpose

The purpose of the Façade Improvement Program (Program) is to encourage the improvement and revitalization of the exterior of existing commercial buildings fronting public streets. The Village of Hanover Park (Village) promotes the improvement of existing facades to make properties more attractive and increase long-term property values. A goal of each of the TIF Districts is to improve the visual image of the are through building and streetscape improvements and enhance the value of properties.

The façade is the primary street-facing side or sides of a building. Corner buildings, with each side facing a street, shall be considered as having two facades. The façade shall include the building front from the sidewalk or grade level to the uppermost roofline, including the parapet wall or screen for mechanical equipment. A portion of the grant funds can also be used for streetscape and landscape improvements as part of a façade improvement project.

The Village encourages private property owners to work with the Village to promote the continued use and maintenance of existing commercial structures, with the expectation of achieving and maintaining quality building stock, architecture, landscaping and signs that are complementary to the commercial character of each neighborhood and enhance long-term property values and enjoyment by all residents of the community.

B. Eligible Properties

All commercial properties within TIF Districts 3, 4, and 5 are eligible for the Program. Properties must be used in whole or in part for commercial purposes. These could include mixed-use properties that contain, for example, retail or service uses on the first floor and office or residential on the upper floors. Institutional and publicly owned properties are not eligible for the Program. Properties that have previously received TIF financial assistance from the Village, are not eligible for the Program.

C. Available Funding

This is a reimbursement grant. The applicant (owner, purchaser or tenant of a property) shall pay all design and construction expenses related to improvements to the exterior street facing façades of an existing building. The maximum amount of reimbursement shall be based on the following:

1. A minimum project cost of \$5,000;
2. The Village will reimburse up to a maximum of fifty percent (50%) of eligible project costs, or up to \$25,000 – whichever is less;
3. In no instance more than \$1,000 per one linear foot of storefront fronting a public street; and
4. If landscaping is proposed as part of a comprehensive façade improvement project, up to thirty percent (30%) of the grant funds can be applied towards landscaping/streetscaping improvements.

Applications and funding are available on a first-come, first-served basis, based on the date the application is submitted. Funding levels fluctuate from year to year, depending upon the Village's approved annual budget.

Applicant and Property owner must be in good standing with the Village of Hanover Park and not in arrears with any financial obligations to the Village, including, but not limited to, taxes, license fees, assessments, and/or utility bills.

D. Application Process

1. Review the Program information, including the eligibility requirements, to determine if the proposed project is likely to qualify for reimbursement under the Program. Applications are considered on a first-come, first-served basis.
2. Submit the Program application and all required information to the Community & Economic Development Department for review **PRIOR TO BEGINNING ANY WORK**. The following information shall be submitted:
 - a. Application
 - b. Narrative description and projected budget for scope of work to be performed
 - c. Current Photos of building exterior/façade
 - d. Business description (including product/service)
 - e. Evidence of title or control of property
 - f. Plat of Survey
 - g. Site plan (show proposed changes)
 - h. Elevations (show proposed changes and building materials)
 - i. Submit plans for the following, where applicable: landscape plans, exterior lighting, screening for mechanical equipment or refuse areas, signs or awnings
 - j. Proof of ownership (warranty deed or title insurance) and/or lease
 - k. Agreement (the Village can only sign this once it is complete); and
 - l. \$100 non-refundable application fee.
3. All plans and specifications shall comply with all applicable Village codes and ordinances

Design review of each project will be conducted by the Community & Economic Development (CED) Department. The project should be reviewed for compliance with the

goals and objectives outlined in the TIF District Plan. Approval must be received before an application can be accepted for the Program.

4. CED staff will determine whether the application can be approved administratively or whether the project will require approval from the Village Board. In general:
 - a. Projects with a project cost less than \$20,000 may be approved by the Village Manager, following review and recommendation from the Director of Community & Economic Development
 - b. Projects that cost \$20,001 or more shall be approved by the Village Board of Trustees
5. Applicant shall provide the Director of Community & Economic Development with at least two bids for each approved work item and notify staff as to the contractor selected. Actual construction may only begin after bids have been submitted and after execution of the Façade Improvement Program Agreement. No changes shall be made to the scope of work unless approved by the Director of Community & Economic Development. If the contract is awarded to other than the low bidder, reimbursement will be made on the basis of the low bid or the actual construction costs, whichever is lower.
6. The Village may approve the project as submitted, approve it with changes or deny it.
 - a. If the Village approves the project, the Village has the authority to enter into an agreement with the applicant, which explains the Program requirements and identifies the maximum amount that the Village agrees to reimburse the applicant. If actual costs exceed the estimates shown on the application, the applicant will be responsible for the full amount over the total estimate. The Village will not reimburse more than the total amount specified in the agreement.
 - b. If the Village approves the project with changes, the applicant shall make the recommended changes before the Village will proceed with executing an agreement.
 - c. If the project is denied, the applicant may only resubmit an application after the concerns of the Village are addressed.
7. The Village will notify the applicant that they may proceed with the Program, once the Village approves the agreement.
8. The applicant may submit a building permit and construction drawings to Inspectional Services for review, once the Village signs the agreement and issues the approval letter. Construction cannot begin until a building permit has been issued. The applicant is responsible for paying all building permit fees.
9. Any changes to the approved project will require the Owner/Applicant to submit the changes to the Village for review and possible amendment of the approved agreement.

E. Construction Process

1. Construction on the project may begin once a building permit is issued. All work shall be completed in accordance with the approved agreement and building permit plans. Work shall begin within 90 days of the agreement being approved unless otherwise approved by the building official and must be completed within one year of the building permit being issued.

F. Reimbursement Process

1. Once construction on the project is complete and the final inspections by Inspectional Services are done, the applicant shall notify the Community & Economic Development Department. The applicant is responsible for all payments for services related to the project. The Village will only reimburse the applicant up to fifty percent (50%) of qualifying expenses to a maximum of \$25,000. The applicant shall submit the following information for review upon completion of the project:
 - a. Owner's Sworn Statement,
 - b. Statement regarding architectural services (if applicable),
 - c. Contractor's Sworn Statement, and
 - d. Final Lien Waivers.
2. Once the Community & Economic Development Department inspects and approves the completed project, and reviews and approves all construction information, the Village will reimburse the applicant for costs, in accordance with the approved agreement.
3. Complete documentation needs to be submitted to ensure timely reimbursement by the Village. Reimbursement may be delayed or revoked if work is not completed in accordance with the approved building plans or agreement, or if all the required documentation is not submitted.

G. Maintenance of Improved Facades

The Village encourages the applicant to retain the approved improvements for at least five years after the improvements are made. Application for reimbursement for new façade changes for a given property will not be accepted until at least five years after the prior reimbursement date.

H. Program Guidelines

1. Eligible Improvements

The following are examples of activities that may be eligible for reimbursement. The project is more likely to be funded if an improvement entails one or more of the activities listed below. All projects will be evaluated based on how they meet the purpose of the Program, as defined in Section A.

- **Awnings and Canopies:** Installation of permanent awnings and canopies.
- **Exterior Walls:** Repair, restore or rebuild vertical or parapet walls, including cleaning, sealing, tuckpointing, patching, painting or replacement of siding or masonry.
- **Exterior Building Materials:** Removal of exterior building materials on the façade that are not original or are in excess to the building.
- **Exterior Doors:** Repair, restore, replace, and install doors and hardware used to provide public access.
- **Exterior Windows:** Install, replace or repair windows, frames, sills, glazing or glass.
- **Shutters:** Repair, restoration, replacement or addition of exterior shutters, where they relate to exterior windows.
- **Gutters and Downspouts:** Install, replace or repair gutters and downspouts.
- **Stairs, Sidewalks, Porches, Porticos, Railings or Colonnades:** Repair, replace or install these exterior elements where they affect access to the building.

- **Signs:** Installation of permanent wall signs, monument signs, etc. in conjunction with a comprehensive façade improvement project.
- **Outdoor Seating Areas:** The installation of hardscape or permanent structures related to outdoor seating areas.
- **Exterior Lighting:** On the front of a building.
- **Landscaping:** Install and/or maintain plantings of trees, shrubs, and perennials on private property immediately adjacent to the street side of a building.
- **Screening of mechanical equipment or utilities at grade or on the roof:** Installation of screening, such as fencing or landscaping, which is visible from the street.
- **Fencing:** Decorative metal fencing that is visible from the street.
- **Code Improvements:** Exterior improvements required to make the building ADA compliant or to meet life, safety, building or zoning regulations.
- **Dumpster enclosures**

2. Non-Eligible Improvements

Properties that have previously received TIF financial assistance from the Village, are not eligible for the Program.

Generally, any work that is not visible from the street is not eligible. The following are examples of activities that are not eligible for reimbursement:

- Any work related to a façade not visible from the public right of way
- Routine maintenance of buildings, not part of comprehensive façade improvement.
- Disposal or clean-up costs.
- Extermination of insects, rodents, vermin and other pests.
- Installation of heating, ventilation and air-conditioning equipment.
- Plumbing work
- Fire suppression systems.
- Electrical wiring or service upgrades, except where needed to illuminate the exterior of the building or signs.
- Elevator installation or repair.
- Parking lots: bringing the lot or the number of spaces into compliance
- Furniture, moveable planters, heaters, lighting, temporary awnings and tents for outdoor seating areas.
- Architectural services: that portion directly related to the façade improvement.
- Construction services: that portion directly related to the façade improvement.
- Any other improvement that is not required as part of the eligible exterior improvements for which funding is requested.

I. **Design Considerations for Building Facades**

1. Applicants shall refer to the Zoning Ordinance and Sign Code for further direction on facades, signs and awnings/canopies.
2. Architectural style of projects should match the original facades of the building where possible. Major design elements, such as building heights, rooflines, and building materials and colors shall be harmonious with surrounding buildings.
3. Elements of architectural significance and original elements shall be restored, as much as possible.

4. Building windows shall add to a building's appearance and be an integral part of the overall design. Restoration of the original window size is encouraged. Filling in existing windows is discouraged.
5. Entrances to buildings shall be clearly defined without the need for signs. Open, transparent entrances for first floor retail spaces are more inviting to the public and are encouraged. Buildings of historic value shall have entrances restored to the original design. Protection of building entrances from the weather is desirable.
6. The use of mansard roofs and applied mansard fronts is not permitted.
7. Building Materials:
 - a. Materials, such as brick and stone, are encouraged. Artificial materials, such as Exterior Insulation Finish Systems (EIFS) are discouraged.
 - b. Facades with architectural historic value shall be returned to their original materials and character as much as possible.
 - c. The use of aluminum in window or storefront glazing shall have architectural finish.
 - d. The use of exposed plywood or plywood related materials shall not be allowed.
 - e. The use of security grilles and screens is discouraged.
 - f. Color schemes shall be harmonious with the existing structure and surrounding buildings.

Exhibit A: Application



Village of Hanover Park

APPLICATION & PERFORMANCE AGREEMENT Façade Improvement Program

Return Completed Form to:
Shubhra Govind, AICP
Director of Community &
Economic Development
P: 630-823-5780
E-mail: sgovind@hpil.org

WORK ALREADY CONTRACTED OR BEGUN IS INELIGIBLE FOR GRANTS.

Applicant is: _____ New to Hanover Park _____ Relocation _____ Expansion _____ Existing Business

APPLICANT INFORMATION		
Applicant Name		Date of Application (mm/dd/yy)
Applicant Address	City, ST, ZIP	Project Address
Phone () -	Fax () -	Email:
Year Established:	Years at your current location:	
Tenants:		

Width of storefront to be renovated (linear feet): _____

Please check planned improvements:

- Awning/Canopy Walls Doors Windows Shutters
 Gutters/Downspouts Signage Outdoor Seating Lighting Landscaping
 Fencing Code Improvements Dumpster Enclosure
 Stairs/Sidewalks/Porches/Porticos/Railings/Colonnades Screening Mechanical Equipment or Utilities
 Other (Please Specify): _____

REQUIRED FOR GRANT CONSIDERATION

- Business description (including product/service)
- Proposed project designs, façade drawings, and/or elevation/projection
- Narrative description and projected budget for scope of work to be performed
- Evidence of title or control of property;
- Plat of Survey
- Site Plan
- Proof of Ownership (warranty deed or title insurance) and/or lease
- Photos (not Polaroid-type) of building exterior/façade
- \$100.00 Application Fee

APPLICANT CANNOT BE IN ARREARS WITH ANY VILLAGE FINANCIAL OBLIGATION.

PERFORMANCE AGREEMENT

I hereby apply for a façade improvement program. I understand that the project must be approved by staff or the Village Board prior to my executing any contracts or beginning any work. I have read and signed the Program Guidelines, which are hereby made part of this Application. If approved, all work and submission of required documents must be completed within the time specified when application is approved. Failure to comply with this Agreement or requests from the Village may forfeit the grant.

Signature of Applicant

Print Name

Date