

Meeting Agenda
Business Development Commission
July 11, 2018, 6:30 p.m.
Hampshire Village Hall
234 S. State Street

1. Call To Order
2. Public Comments
3. Review of the June 13, 2018 minutes for approval
4. Update on the website for the village
5. Downtown
 - A. Beautification Committee
 1. Discuss nominated members (Great Work Eileen!!!)
 - a. Kam Dumoulin
 - b. Michelle Bunkowske
 - c. Jill Van Riet
 - d. Jeanie Mayer
 2. Discuss the scope of their work
 - a. What are the goals? Be specific
 - b. What are the metrics to measure progress
6. List of potential Companies
 - A. Distribute the list
 - B. Discuss selling points (see bullet point list)
 - C. Set goal for completion
 - D. Prioritize Entrepreneurs
 1. Should we put together a training system?
 2. Who is capable
 3. Curriculum
7. Company Profile
 - A. Jeannie Mayer (thank you)
 - B. How frequently
 - C. First 5 companies we should highlight

7. Signage

- A. Review David's Plan
- B. Discuss whether we make a recommendation to the board

8. Rt. 72

- A. Review of Digital Plat of Survey
- B. What should the sales pitch look like
- C. When should we start...after calling companies? Divide the group up and work on in parallel?

9. Should the BDC have an opportunity to give our advice on other business topics in the village?

- A. Where do we fit on things not originated in our group
- B. If we should be more involved how can we accomplish this?

9. Update on things going on in the village

- A. Progress of Copper Barrell on State (Liquor Liscence Approved)
- B. New Strip Malls (Engineering working on plans for IDOT to be done by next week)
- C. Update on Loves project (breaking ground July 16?)
- D. Country Truck (Industrial Park Zoning Approved)
- E. Former Palazollos location

10. Adjourn

Meeting Minutes
Business Development Commission
June 13, 2018
Hampshire Village Hall

Call to order at 6:46pm

Present: Commissioners Mike Armato, Eileen Fleury and David Pizzolato, Trustee Ryan Krajecki, Village President Jeff Magnussen

Absent: Art Zwemke, Mike Gazzola

Meeting minutes from 5/9/18- Michael Armato made a motion to approve the minutes. David Pizzolato Second.

Website will go live July 1, 2018. Very user friendly and mobile friendly as well. A lot more apps available for the community to do one stop research, bill pay, etc.

Candidates for open position:

Discussion on each of the candidates that have applied :

Susie Kopacz

Michelle Bunkowske

Jill Van Riet

Elizabeth Serediuk

Vivian Knell

Bruce Burklow

Discussion on thoughts of each candidate and the committee unanimously agreed on Susie Kopacz as the newest member of the committee.

DOWNTOWN:

Beautification Committee was discussed and Eileen Fleury volunteered to serve as the liason to the committee.

The team will be decided on by Fleury. She will be contacting the applicants that were interested in the BDC position.

The team needs to keep the following goals in mind for beautification:

-Assist in attracting investors, answering suggestions of residents.

ACTION ITEM: Solidify team to present to village board for approval at July 5th board meeting

New Flag Committee in Hampshire. Flag day June 14th will be the first event the flags will be displayed, with plans for additional flags and locations for July 4th.

SURVEY RESULTS

Dave Pizzolato shared the results of the survey.

What type of businesses the community want to see in Hampshire, large businesses were a high request.

Bar/Tavern- Rookies, Village Tavern, Plank Road Tap Room

Bakery- Country Donuts, Herbs, A Piece of Cake and Sweet Dreams.

Candy/IceCream- Milkhouse

Coffee Shop- Country Donuts, Starbuck

Floral- Everything Floral

Grocery- Big Business Names

Hardware-ACE

Restaurants- Corner Grill, Sammy's, El Faro

Destination Businesses- Reams Meat Market, Sweet Dreams

Grocery was a big item, but big market businesses

Suggestions from Survey regarding beautification upgrades:

Annual and perennial planting

Furniture and fixtures

Unique Street Lighting

Parks and open spaces

Decorative Sidewalks

Water Fountain

Public Art and Murals

Consistent color scheme

Other Ideas:

Parking

Dog Park

Consistent color palette for rehab

More volunteer opportunities to help beautify the village

Farmer's Market

Concerts

Entertainment

Food Trucks

When asked if anyone wanted to start a business:

- Florist

- Hardware Store

- Salon

Mike will pass on those interested in starting a businesses to Mike Reid to contact them for more info.

Discussion on contacting other businesses to see if they wanted to open a business location in Hampshire. Trustee Krajecki, President Magnussen, Dave Pizzolato volunteered to call various businesses to ask if there is interest. Krajecki will compile a list of potential businesses that we would like to see succeed in the village.

SIGNAGE

Suggestions made that we need more signage and would like to present an idea to the village board. Dave Pizzolato will research different options to present at the next meeting.

Hampshire Business Profile

- The committee decided it was important to profile local businesses and showcase them once a month to give recognition to our local businesses.

- Mike Armato has a suggestion for a "Shop Hampshire" project to keep the community aware of what we have for businesses in the area.

- Look into a journalist, President Magnussen will reach out to Denise Moran and Jeanne Mayer to see if they are interested helping showcase businesses to raise awareness.

Eileen Fleury made a motion to table Route 72 discussion to next meeting. Dave Pizzolato second.

Happenings:

Copper Barrell looking to open end of July

Joe Lazar mall has some issues, may not be able to break ground till spring of 2019

Love's Park at truckstop-Zoning to come back July 5th and breaking ground July 9th.

Sofia's set to go in to Palazzolo's as of now.

June 18th-rebranding meeting 6:30 at village hall.

Dave Pizzolato made a motion to adjourn with a second by Mike Armato at 8:32 pm

Next Meeting July 12th at 6:30pm

Bar/Tavern/Pub

Bakery

Rookies - Huntley	Country Donuts - Elgin
Plenty for me	Sweet Natalies, Geneva, IL (gluten free/dairy free offerings)
Rookies	Panera
Not needed. We have more than enough alrea	Elleson's in Sycamore
Pollyanna, two brothers, nothing big but good	Herbs
Bandidos	Sweet Dreams Sycamore
Rookies	Panera
Prairie on State Sycamore	Heidi's bakery, geneva
Rookies, Micro Brew	Ice cream shop with outside seating
Plank road tavern	Panera
Chilis	Bunt cakes
PJ's Courthouse in Sycamore	Sweet dreams sycamore
Taphouse grill (st.charles)	Latsis Bakery in Genoa
Big Grove Brewery, Iowa City, IA	Swiss Maid (Harvard)
Randall Road House/Carpentersville	Country Donuts
Parkside, Huntley	Loving Oven
Moretti's, LITH	Sweet dreams - sycamore
Buffalo wild wings	Piece of Cake, West Dundee
Emmetts	Azteca bakery
Moretti's, LITH	Herbs
Buffalo wild wings	Hahn's (Geneva)
Emmetts	Francos
Pub 47 Huntley	sweet spot in whitewater wi
Poison ivy (roscoe)	Piece of Cake Bakery
Iron Horse (Algonquin)	Herbs Elgin
Fattys	Crumpets in Genoa
parkside pub in huntley	Panera bread
Pub 47 Huntley	Herbs

Poison ivy (roscoe)	Herb's
Iron Horse (Algonquin)	Sweet Dreams or Ellisons in Sycamore
Fattys	Family Bakery - great aroma
parkside pub in huntley	Herbs bakery, elgin
Lodi Brewery	Panera bread company
Banditos	Caputo's-So Elgin
BUFFALO WILD WINGS	Panera
Nikos Lafox	Herb's Bakery
Village squire	Any
Village tavern	local owned
Chasers (Niles IL)	Swiss Maid
Randall Road House	Konrad's Bakery - Crystal Lake
Bulldog Ale House	Country Donuts
Pub 47-Huntley	Country Donuts Elgin,IL
Buffalo wild wings	Mary's Market, Rockford
PUB 47	Country Donuts, Elgin
Village Tavern	Franco's Bakery & Deli, Streamwood
The Walnut in Elgin	A Piece of Cake - Dundee
Karlsbad in Genoa	A Piece of Cake (East Dundee)
Duke's Alehouse, Crystal Lake	Small family owned
Emmett's Brewing Company, East Dundee	Country Dounuts
Randall Road House	Can be within the grocery store
Village tavern Schaumburg	Herbs in elgin
Rookies	Polka Dot Bakery or Latsis
Rookies	Konrads Lake in the Hills
Plank Road Tap Room (Elgin)	Polka Dot
Any decent bar with music/bands	Ellisons
River Street, E Dundee	Deerfield Bakery
That we have	
There are already two or three	
Tap House Bar and Grill Hanover Park	
Mott's Lounge	

Ski's
Rookies

Bowling Alley

Candy/Ice Cream Store

Coffee Shop

Global bowling	Morkes - Huntley	
Elgin Lanes	Manny's, Huntley (fits many categories)	Manny's, Huntley (fits many categories)
St. Charles Bowl	Menchie's	Starbucks
Poplar Creek hoffman estates	Culvers	Peet coffee
Bowlero	Oberweis	Starbucks
Glow bowl (Marengo)	The Confectionary in DeKalb	Town House Books in St. Charles
Marengo	Oberweis	Starbucks
Glow bowl	Julie Ann's Frozen Custard	Crystal Lal Starbucks
Brunswick	Oberweis	Shawn's Coffee Shop
Glow bowl, Marengo	31 flavors	Starbucks
Four seasons	Graham Geneva	Starbucks
Mardi Gras Sycamore	Milk Pail in Pingree	Starbucks
Brunswick zone	Choclate (Geneva)	Starbucks
Four Seasons	Kilwins, Geneva, IL	The Corner Grind in Elburn
Glo Bowl	Manny's Gelato/Huntley	Starbucks
Glo-bowl fun center	Pete's Castle - Genoa	Coffee drop shop (Geneva)
Brunswick	Morkes, Huntley	Meg's Daily Grind, Rockford, IL
Glo-Bowl Fun Center/Trio Grille, Marengo	Van's, West Dundee	anything except starbucks
Glo Bowl, Marengo	Oberwise	Country donuts
Four Seasons, Sycamore	Milk house	Country Donuts, Elgin, Crystal Lake
	Kimbers	Starbucks
	Milk House	Starbucks
	The one in Sycamore	
	Dairy Queen	Starbucks (Huntley)
	Don't need. We have DQ.	Jitterz and shakes
	Al's Creamery	Crumpets
	Menchie's Frozen Yogurt	Graham's 318
	Milk House	Starbucks

Milk House, Pingree Grove Starbucks
Around the Corner Candy, East Dundee StarBucks
Kimmer's Ice Cream, St. Charles Starbucks
Cookie dough - Naperville Peet's Coffee
Milk house Starbucks
Ollie's (DeKalb) Starbucks
No Starbucks
Manny's gelato, Huntley, IL Shawn's Coffee Shop, Sycamore
Cathy's in st. Germain wi Panara-Algonquin
Around the corner candy store dundee Einsteins
Oberweis Meg's in Rockford
Panera
Country Donuts
Rockford Roasting Company
Starbuck's
Arcadium Coffee, St. Charles
Starbucks
Starbucks
Please no Starbucks
Already have Dunkin' Donuts
Starbucks.
Corner grind - Elburn
Corner grind (elburn)
Starbucks
No chain
Starbucks
Starbucks
Starbucks
star bucks
Starbucks (Elgin)
Starbucks!!! Panera!!! Any coffee shop would be amazin

Florist	Grocery Store (big – I can buy everything I need)	Hardware Store
Carefree (dekalb)	Sullivan's - Marengo	Ace
Carefree (dekalb)	Sullivan's, Marengo	Ace - Genoa
Carefree (dekalb)	marianos	Ziegler's Ace, Huntley
Blooming flowers - elk grove village	Fresh market, elgin	Menards
Everything Florist	Butera	Home Depot
Town and country elgin	Woodman's	Ace Hardware
SUPERTARGET	Mariano's!	Ace was good or Menards
Huntley Floral	Aldi (chain)	Ace
Rolling Meadows Florist, Rolling Meadows	Butera/Genoa	ace/true value
Jewel-Huntley	Sullivan's	Ace
Ftd	Woodman's, Carpentersville	Ace
Genoa Flower	Aldis	Ace
Anything local	Trader joes	Tobinson's Ace Hardware
local owned	Marianos	Ace Genoa
Debi's Designs S. Elgin Florist, Marengo Flor	Blue goose	Ace
Everything Floral, Genoa	Trader Joes	Ace
Everything Floral, Genoa	Butera	Ace
Everything Floral	Marianno's	Ace
	Tony's Fresh Market	Ace
	Publix	Ace
	Sullivans	Menards
	Mariano's	Ace (chain)
	Blue Goose, St. Charles	Ace, Genoa
	Woodman's	Ace Hardware
	Caputos family owned & operated over 55 yrs	Ace
	Piggly Wiggly	Ace
	Sullivan's (Marengo)	Ace
	Mariano's	Ace
	Sullivan's	Ace Hardware, Genoa

Butera		
Caputo's		Ace
Butera		Ace
Fresh thyme farmers market		Ace
Whole Foods or Hy Vee		Home Depot
Blue Goose St. Charles		Ace, Genoa
Hy Vee		Ace
Caputos		Menards
Mariano's		Ace
Butera, Valli Produce, Marianos,		Ace
Inbodens		Ace (Huntley)
Trader Joe's		Ace
Butera		ace
Aldi		Ace
Trader joes		Ace
Butera		Ace
Inboden's (DeKalb IL)		Ace
Trader Joss		Ace hardware Genoa
Trader Joe's		THE HOME DEPOT
Sullivans		Ace
Blocks, cleaned up		Menards
Aldi		Ace
Lanark food market- Lanark il		Ace hardware
Blue Goose		Home Depot
Fresh market (Geneva)		Ace
Walgreens		Home Depot
Mariano		Ace Hardware
Aldi, Huntley		Ace
Butera		Lowes
Traders joes		Ace Hardware
Aldi		Lowes-Lake in the Hills
Butera		Farm & fleet
		Ace
		Ace

Fresh Thyme	
Small Jewel (this is such a thing)	
7 Eleven	
Buyers Market	
Butera	
Aldi- everywhere	
Angelo Caputo's Fresh Market	
Caputo's-So. Elgin	
Trader joes	
Blue Goose	
Aldi	
Aldi	
Inbodens, DeKalb	
Aldi's	
Aldis	
Butera	
Caputo's - South Elgin	
Aldi	
Trader Joe's	
Aldi	
aldi	
	Ace hardware or local
	Ace
	Ace!
	Ace
	ACE or independant
	Ace
	Ace Hardware
	Ace
	ACE
	Ace/family owned
	Ace Hardware
	Ace Hardware
	Ace Hardware (Genoa)
	Ace
	Ace
	Ace
	Ace
	Ace hardware - Zieglers Huntley Rt 4
	Ace
	Home Depot
	Home Depot
	Home Depot
	N/A
	Ace hardware, Lowe's, home depot
	Ace Harware

Restaurants

Cracker Barrel
Corner Grill - Genoa
Manny's, Huntley (fits many categories)
Panera Bread
Red Robin, Chipotle
Outback
Chick filet
Sushi station
Grill/bbq Mexican food
panera
Panera
Lou Malnati
Nat's on Maple, Taxco, Francesca's, Hot Dog Stand
Rookies
Sammys
Chipotle
Mexican or hot dog joint
Corner Grill
Riverside pizza, village tavern - south Elgin
Parkside in Huntley
Sweet Berry, South Elgin; Corner Grill, Genoa;
Cooper's hawk
Corner grill(Genoa)
Alchemy, Rockford, IL
Corner grill - Genoa
Corner Grill, Genoa
El Faro
Village Squire, West Dundee
Chipotle

Chilis
Brunch cafe
Bistro Wasabi (Algonquin), Bangkok Thai (Algonquin),
Hazels
taco bell
Corner Grill
Pub 47
Wing Stop
Village Squire
Jesters
Corner Cafe in Genoa
Sushi
The Manor (family sitdown)
Paul's family restaurant, elgin
Randall Road House
Sycamore Parkway Restaurant, Sycamore
Georgia's-Algonquin
Cheesecake factory
Faros
Burger joint, Hot dogs, Italian Beefs also someone who can deliver
Paisano Pizza, Elburn
Lucha Cantina, Rockford
Sammy's Mexican Bar and Grill, Elgin, Panara, Culver's
Any place that has dinner hours and good for families
Burrito parilla / carol stream
Ivy's-Wheaton, Lou Mainati's
Woow sushi, Algonquin
Rock n Grill, LITH. Fradillios, Algonquin
Algonquin Sub Shop (Algonquin)
Armand's, elmhurst
Kumas in Rockford and Naperville
El Faro

Sammy's
Morettis Elgin
Texas Roadhouse
Arbys
Any
Lou Malnatis Pizzeria
Coopers Hawk (South Barrington)

VILLAGE OF HUNTLEY



FACADE IMPROVEMENT ASSISTANCE PROGRAM

PROGRAM OVERVIEW, APPLICATION AND AGREEMENT

VILLAGE OF HUNTLEY
DEVELOPMENT SERVICES DEPARTMENT
10987 MAIN STREET
HUNTLEY, IL 60142
(847) 515-5252

WWW.HUNTLEY.IL.US

JUNE 2014

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I. PROGRAM PURPOSE

The Village of Huntley Façade Improvement Assistance Program is designed to promote the revitalization of Downtown Huntley and the surrounding area in accordance with the goals and recommendations of the Downtown Revitalization Plan and the Village's Commercial Design Guidelines. The program will provide financial assistance for façade renovations to help property owners and lessees rehabilitate and restore the exterior of existing buildings. The financial assistance is in the form a matching grant up to \$10,000 that will be paid by the Village of Huntley.

II. ELIGIBLE APPLICANTS

Applicants may be the owner or lessee of an eligible building within the target area identified in Section III. A lessee's eligibility is subject to written consent of the building owner for all proposed improvements.

III. ELIGIBLE BUILDINGS

The Façade Improvement Assistance Program is intended to provide financial assistance to promote the continued use of existing buildings within the Downtown Tax Increment Financing (TIF) District. Eligible buildings must meet the following criteria:

- The proposed improvements must be to an existing building within the TIF District.
- The building shall not be used solely for residential purposes.
- The building and/or property shall not have any current zoning, building or property maintenance code violations.

IV. ELIGIBLE IMPROVEMENTS

The Façade Improvement Assistance Program is intended to encourage exterior improvements that preserve and enhance the character of the Village and help create a pedestrian friendly atmosphere. Projects within or adjacent to the downtown shall comply with the design guidelines found within the Downtown Revitalization Plan and projects located outside of the downtown shall comply with the Village's Commercial Design Guidelines. Eligible improvements shall include:

- Design professional fees
- Brick cleaning
- Tuck pointing
- Painting, except for the painting of previously unpainted brick or stone
- Wall façade repair and improvement
- Original architectural features repair and replacement
- Exterior doors
- Windows and window frames
- Shutters
- Awnings without signage
- Exterior lighting
- Streetscape elements
- Landscaping
- Stairs, porches, railings
- Roofs, when visible from a public right-of-way
- Exterior improvements for ADA compliance
- Other improvements that are visible from a public right-of-way and have a positive impact on the appearance of the building.

V. INELIGIBLE PROJECTS

The Façade Improvement Assistance Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvement, parking lot resurfacing, signage or interior remodeling. Furthermore, the program will not provide assistance for the painting of previously unpainted brick or stone, sandblasting brick or stone, or any other abrasive cleaning method that may damage or destroy an original architectural feature.

VI. PROGRAM TERMS

The terms of the Façade Improvement Assistance are summarized as follows:

- a) The total project costs may be reimbursed up to fifty percent (50%) of verified eligible expense, up to a maximum of \$10,000.
- b) The value of proposed improvements must be at least \$1,000 to qualify for the program.
- c) The project must meet all applicable building code and zoning ordinance requirements.
- d) Each eligible improvement will be funded only once.
- e) The maximum aggregate amount of all grants approved for a building or property within any five (5) year period shall be limited to \$20,000.
- f) The property owner and lessee will be responsible for maintaining the façade improvement(s) without alterations for a period of no less than five (5) years, unless otherwise approved by the Village Board.
- g) Project costs that are begun before Village Board approval of the Façade Improvement Agreement will not be eligible for reimbursement funding.
- h) A grant shall not be awarded to any business or property owner who has received other financial incentives from the Village for a particular business or property.
- i) Qualified applicants may serve as their own contractor, but in this case, only material costs will be covered by the grant.
- j) Improvements must be completed within six (6) months from the date of the grant approval. A six (6) month extension may be allowed provided there is demonstrated hardship.
- k) Upon completion of work, the owner or lessee must submit copies of all architect's invoices, contractor's statements, invoices, proof of payment, and notarized final lien waivers to the Director of Development Services, as evidence that the owner or lessee has paid the architect and contractors. Payment of the approved grant amount will only be authorized upon completion of all work items as originally approved and receipt of all required documents.
- l) Failure to abide by the terms and conditions of the Façade Improvement Assistance Program will result in forfeiture of program funding.
- m) Grant funding is subject to Federal and State Taxes and is reported to the Internal Revenue Service on a form 1099. Property owners and lessees should consult their tax advisor for tax liability information.
- n) The total number of grant applications that may be approved within a fiscal year is dependant on the amount appropriated for the Façade Improvement Assistance Program for that fiscal year.

VII. APPLICATION REVIEW PROCESS

An applicant must first meet with the Director of Development Services prior to completing the application to determine if the property/building and the proposed improvements are eligible for the program and review application requirements.

Applications for the Façade Improvement Assistance Program will be accepted on a first-come first-served basis. Only completed applications that include all required submittal documents will be accepted for consideration by the Village Board.

Once received, the Development Services Department will review the application for accuracy and completeness. If the application is determined to meet the program and application requirements, it will be forwarded to the Village Board for consideration on the next available meeting agenda. If the application receives Village Board approval, the applicant must enter into an agreement with the Village. A draft of the agreement is included as part of this guide.

An application for the Façade Improvement Assistance Grant Program shall include the following documents:

- a. Completed and signed Façade Improvement Assistance Program Application
- b. Current photographs of the property to be improved (all elevations visible from a public right-of-way)
- c. Historical photograph of the property to be improved (if available)
- d. Drawings of the proposed improvements (drawings do not have to be professional architectural renderings, but must be to scale so that the Village can understand the proposed project)
- e. Color and material samples, if relevant
- f. Written description of the scope of the proposed project
- g. Preliminary estimate of cost for all proposed improvements

VIII. SELECTION CRITERIA

Every project will be evaluated by the Village Board for the value of aesthetic improvement to the Village of Huntley and scope of the proposed work. Other criteria that will be considered:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Revitalization Plan Design Guidelines and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain or enhance the character of the building and surrounding area

IV. COMPLETION OF WORK

All improvements must be completed within six (6) months of the execution of the Façade Improvement Agreement. A maximum extension of six (6) months may be granted by the Village Manager if the extension is justified by the particular circumstances. If the work is not completed by the end of the extension, the Village's obligation to reimburse the property owner or lessee for the project is terminated.

Upon completion of the façade improvements, the funding recipient must schedule a final inspection and submit copies of all architect's invoices, contractor's statements, invoices, proof of payment, and notarized final lien waivers to the Director of Development Services.

THIS IS A REIMBURSEMENT PROGRAM – ARCHITECTS, CONTRACTORS, AND SUPPLIERS MUST BE PAID BEFORE PAYMENT FROM THE VILLAGE IS MADE TO THE APPLICANT

V. QUESTIONS

For more information on the Façade Improvement Assistance Program or to schedule a pre-application meeting, please contact the Village of Huntley:

Charles Nordman, AICP
Director of Development Services
Village of Huntley
10987 Main Street
Huntley, IL 60142

Phone: (847) 515-5252
Email: cnordman@huntley.il.us

APPENDIX



VILLAGE OF HUNTLEY
FAÇADE IMPROVEMENT ASSISTANCE PROGRAM APPLICATION
Development Services Department
10987 Main Street
Huntley, IL 60142
Phone: 847-515-5252

PROPERTY INFORMATION (building for which assistance is sought):

Business Name(s) _____

Address _____

Property Identification Number (PIN #) _____

APPLICANT INFORMATION:

Name _____

Mailing Address _____

Phone _____

Email _____

PROPERTY OWNER INFORMATION (if different from Applicant):

Name _____

Mailing Address _____

Phone _____

Email _____

PROPOSED IMPROVEMENTS (Check all that apply):

- Brick Cleaning
- Tuck Pointing
- Painting
- Wall façade repair or improvement
- Original architectural features repair and replacement
- Exterior doors
- Windows and window frames
- Shutters
- Awnings
- Exterior lighting
- Streetscape elements
- Landscaping
- Stairs, porches, railings
- Roof
- Exterior improvements for ADA compliance
- Other _____

DESCRIPTION OF PROPOSED WORK: _____

PRELIMINARY COST ESTIMATE \$ _____

VILLAGE OF HUNTLEY FAÇADE IMPROVEMENT ASSISTANCE PROGRAM APPLICATION

I agree to comply with the guidelines and standards of the Village of Huntley Façade Improvement Assistance Program and I understand that this is a voluntary program, under which the Village has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature _____ Date _____

Print Name(s) _____

If the applicant is other than the owner, the owner must complete the following:

I certify that I am the owner of the property located at _____, and that I authorize the applicant to apply for assistance under the Village of Huntley Façade Improvement Assistance Program and undertake the approved improvements.

Signature(s) _____ Date _____

Print Name(s) _____

<i>- Office Use Only -</i>	
<i>Date Received:</i> _____	
<i>Submittal Checklist:</i>	
Completed and signed Façade Improvement Assistance Program Application.....	<input type="checkbox"/>
Current photographs of the property to be improved.....	<input type="checkbox"/>
Historical photograph of the property to be improved (if available).....	<input type="checkbox"/>
Drawings of the proposed improvements.....	<input type="checkbox"/>
Color and material samples.....	<input type="checkbox"/>
Written description of proposed project.....	<input type="checkbox"/>
Preliminary estimate of cost.....	<input type="checkbox"/>



VILLAGE OF HUNTLEY
FAÇADE IMPROVEMENT ASSISTANCE PROGRAM AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____, between the Village of Huntley, Illinois (hereinafter referred to as “VILLAGE”) and the following designated OWNER/LESSEE, to witness,

Owner Name: _____

Lessee’s Name: _____

Name of Business: _____

Address of Property to be Improved: _____

Property Identification Number(s): _____

WITNESSETH:

WHEREAS, the VILLAGE has established a Façade Improvement Assistance Program (“Assistance Program”) for buildings located within the Downtown Tax Increment Financing District (“TIF District”) as approved by the Village Board of Trustees on January 10, 2013; and

WHEREAS, said Assistance Program is administered by the VILLAGE and is funded from the Downtown Improvement Fund for the purposes of enhancing economic development opportunities in the Village; and

WHEREAS, pursuant to the Assistance Program, the VILLAGE has agreed to participate, subject to its sole discretion, in reimbursing OWNER/LESSEE for the cost of eligible exterior improvements to eligible buildings within the TIF District up to a maximum of one-half (1/2) of the approved contract cost for such improvements, as set forth herein; and

WHEREAS, the OWNER/LESSEE’s property is located within the TIF District, and the OWNER/LESSEE desires to participate in the Assistance Program pursuant to the terms and provisions of this agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the VILLAGE and the OWNER/LESSEE do hereby agree as follows:

SECTION 1: With respect to the façade improvements to the building and related eligible improvements, the VILLAGE shall reimburse OWNER/LESSEE for the cost of

improvements to the OWNER/LESSEE's property at a rate of fifty percent (50%) of such costs up to a maximum amount of \$_____.

The actual total reimbursement amounts per this Agreement shall not exceed \$_____ for the facade and related eligible improvements. The improvement costs, which are eligible for VILLAGE reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the VILLAGE. Such plans, design drawings, specifications, and estimates are attached hereto as Exhibit I.

SECTION 2: No improvement work shall be undertaken until its design has been submitted to and approved by the Village Board. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within six (6) months from the date of such approval. The OWNER/LESSEE may request a six (6) month extension provided there is demonstrated hardship.

SECTION 3: The Director of Development Services shall periodically review the progress of the contractor's work pursuant to this Agreement. Such inspections shall not replace any required permit inspections by the Building Inspectors. All work which is not in conformance with the approved plans, design drawings and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and terms of this Agreement.

SECTION 4: Upon completion of the improvements and upon their final inspection and approval by the Director of Development Services, the OWNER/LESSEE shall submit to the VILLAGE a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the design professional, contractor, and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the improvement related work. In addition, the OWNER/LESSEE shall submit to the VILLAGE proof of payment of the contract costs pursuant to the design professional and contractor's statement and final lien waivers from all design professionals, contractors, and subcontractors. The VILLAGE shall, within forty-five (45) days of receipt of the design professional's and/or contractor's statement, final invoices, proof of payment, and lien waivers,

issue a check to the OWNER/LESSEE as reimbursement for one-half of the approved construction cost estimate or one-half of the actual construction cost, whichever is less, subject to the limitations set forth in Section 1 hereof.

SECTION 5: If the OWNER/LESSEE or the OWNER/LESSEE's contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the Village Manager to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the VILLAGE shall cease and become null and void.

SECTION 6: Upon completion of the improvement work pursuant to this Agreement and for a period of five (5) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of five (5) years following completion of the construction thereof, the OWNER/LESSEE shall not enter into any Agreement or contract or take any steps to alter, change or remove such improvements, or the approved design thereof, nor shall the OWNER/LESSEE undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are first submitted to the VILLAGE and any other additional review body designated by the Village Manager, for approval. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the plans, design drawings, and specifications approved pursuant to this Agreement. OWNER/LESSEE shall execute and record a restrictive covenant at the VILLAGE's request.

SECTION 7: The OWNER/LESSEE releases the VILLAGE from, and covenants and agrees that the VILLAGE shall not be liable for, and covenants and agrees to indemnify and hold harmless the VILLAGE and its officials, officers, employees, and agents from and against, any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvement, including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30/0.01 et seq.). The OWNER/LESSEE further covenants and agrees to pay for or reimburse the VILLAGE and its officials, officers, employees and agents for

any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against, or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The VILLAGE shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

SECTION 8: Nothing herein is intended to limit, restrict or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises which is unrelated to the façade improvement provided for in this Agreement.

SECTION 9: This Agreement shall be binding upon the Village and upon the OWNER/LESSEE and its successors, to said property for a period of five (5) years from and after the date of completion and approval of the façade improvement provided herein. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(s)/LESSEE(s) of the provisions of this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

VILLAGE OF HUNTLEY

Village Manager

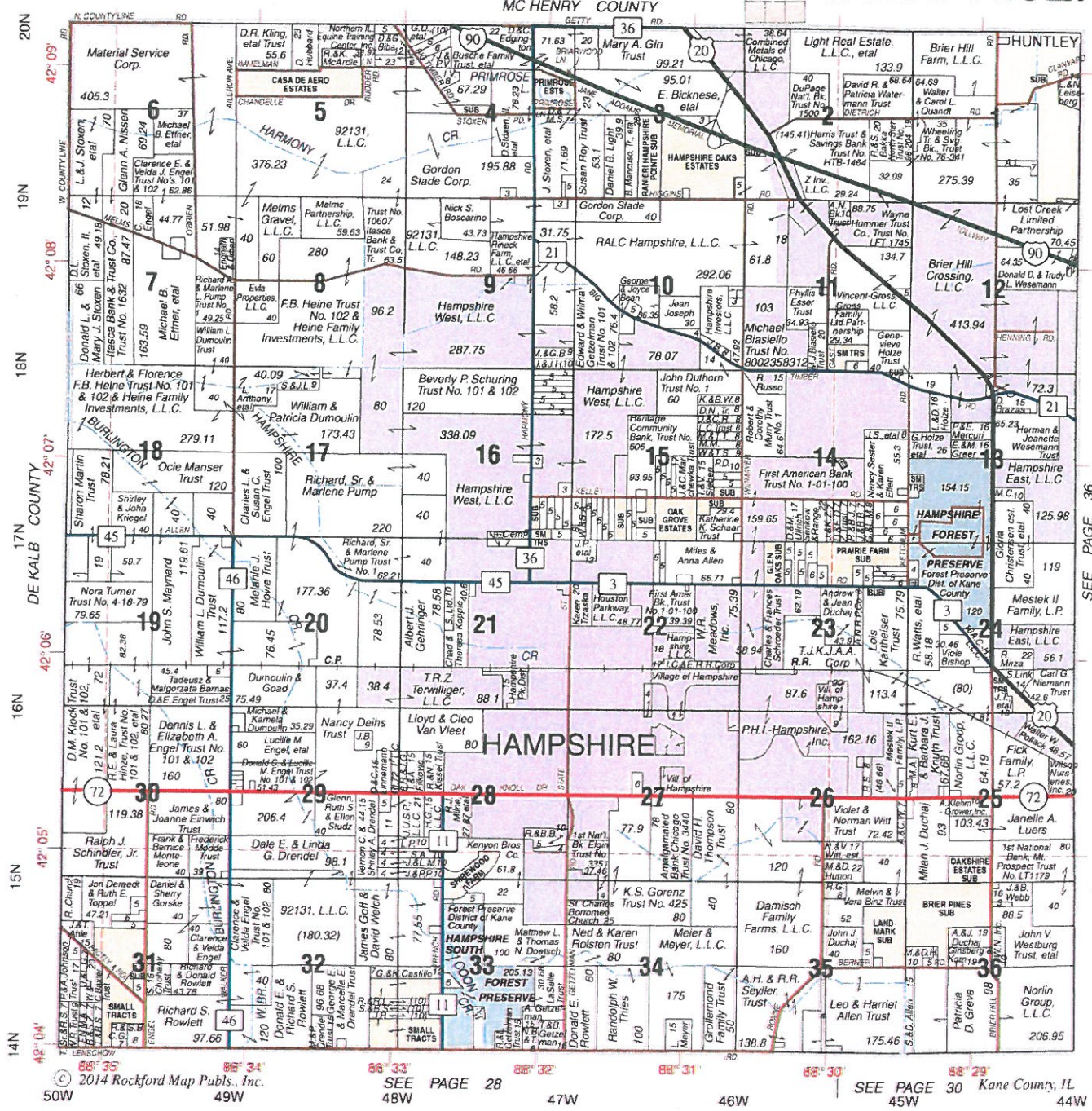
LESSEE (if applicable)

ATTEST:

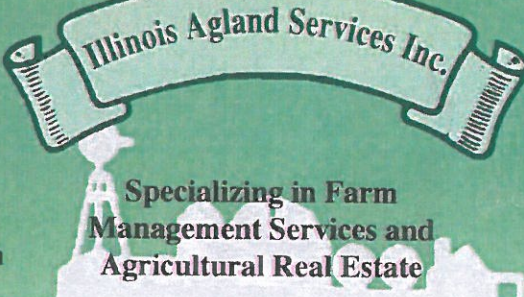
Village Clerk

HAMPSHIRE

T.42N.-R.6E.



Illinois Agland Services Inc.
 2004 Island Rd.
 Harvard, IL 60033-9635
 Ph: 815-943-7161
 Fax: 815-943-3236
 illinoisaglandservice@gmail.com

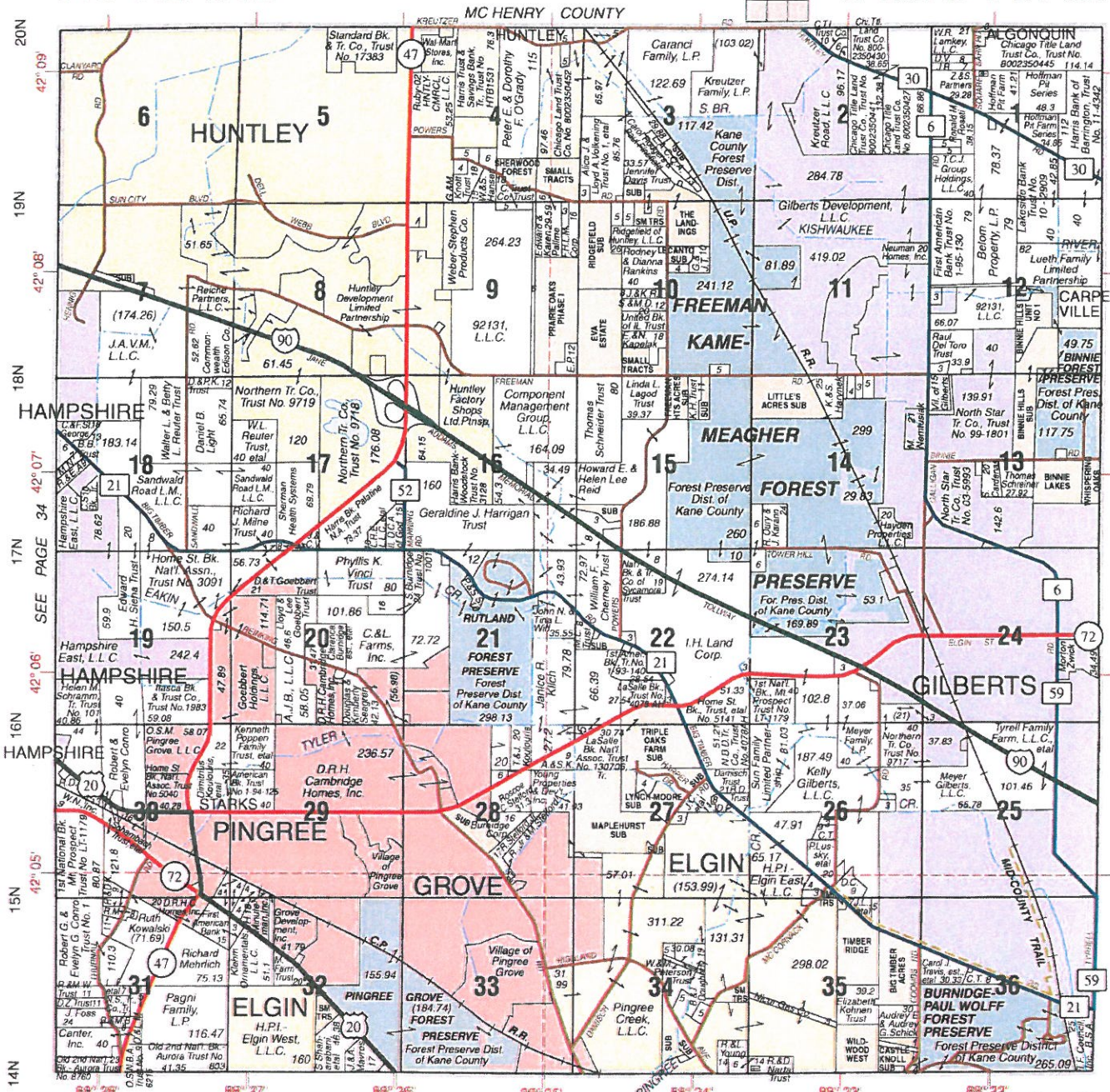


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VSEI
 Vanderstappen Surveying & Engineering, Incorporated
 Est. 1994

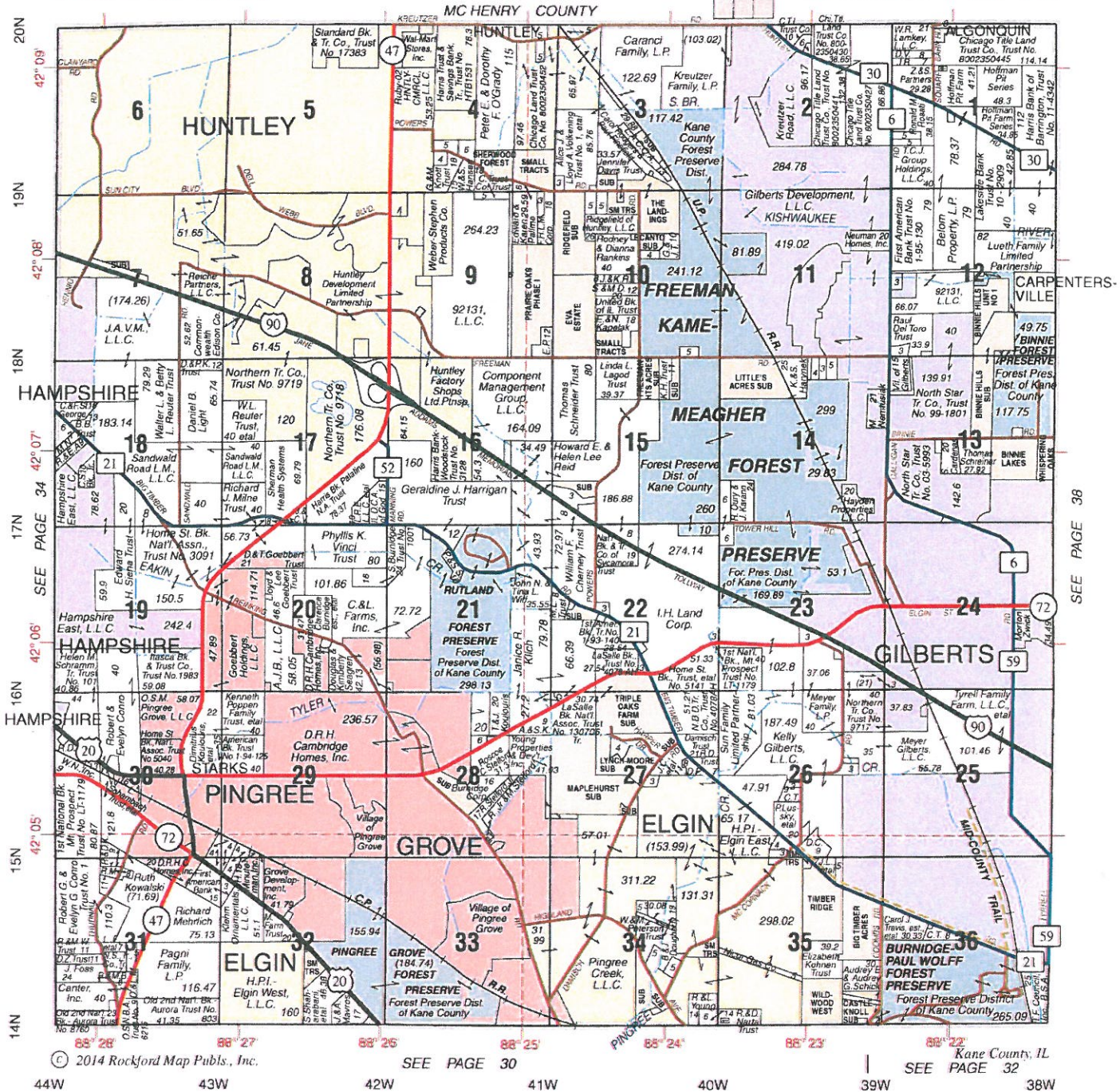
815-337-8310
 Fax: 815-337-8314

- Lots - Residential/Commercial
- GPS
- Topography
- Subdivisions
- Construction Staking
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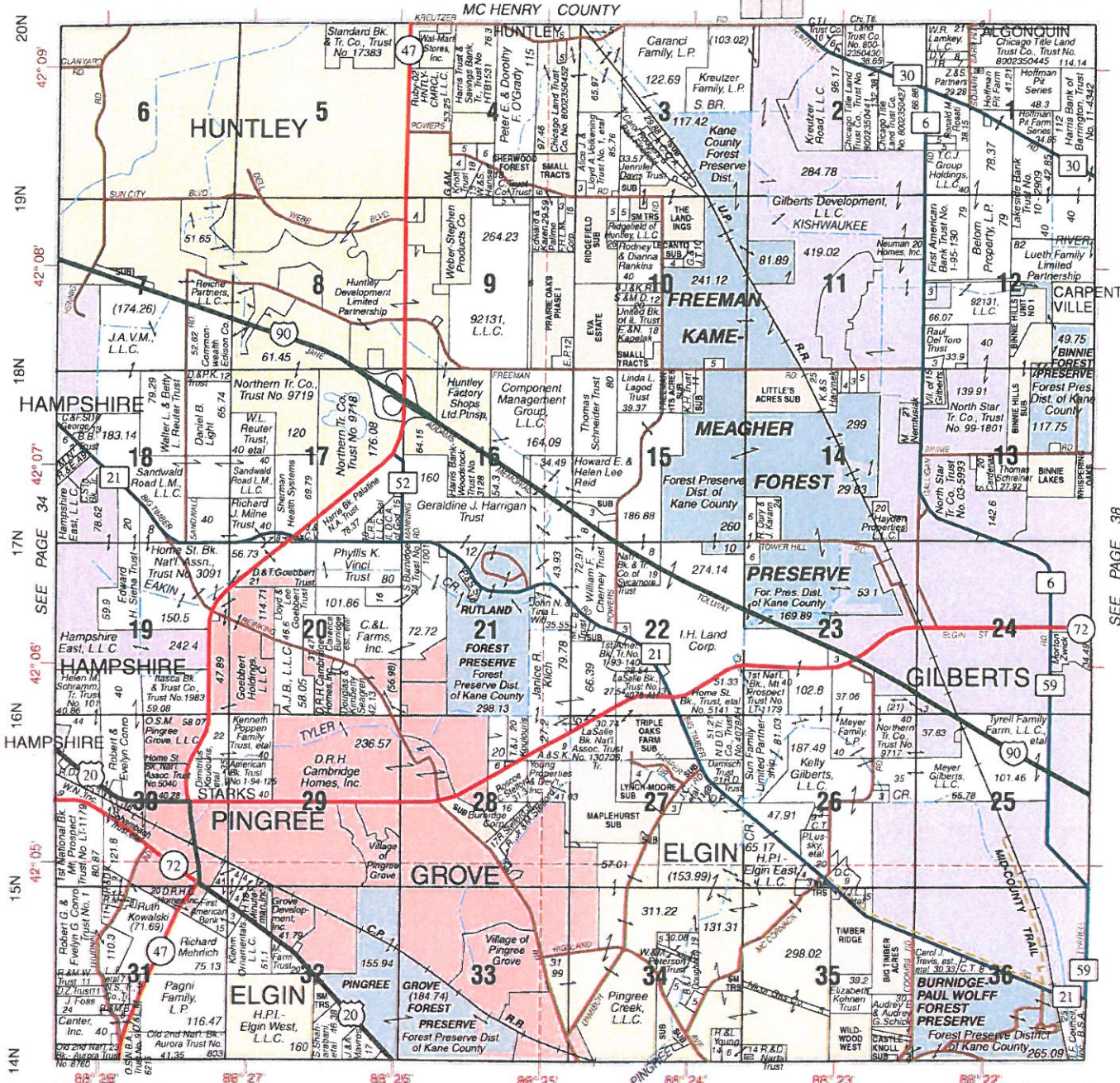
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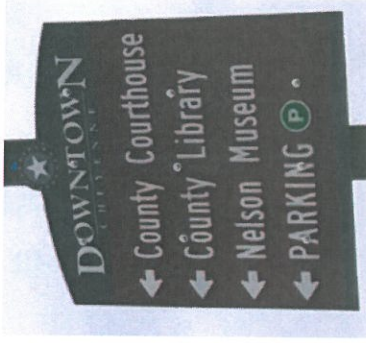
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The Village of Hampshire

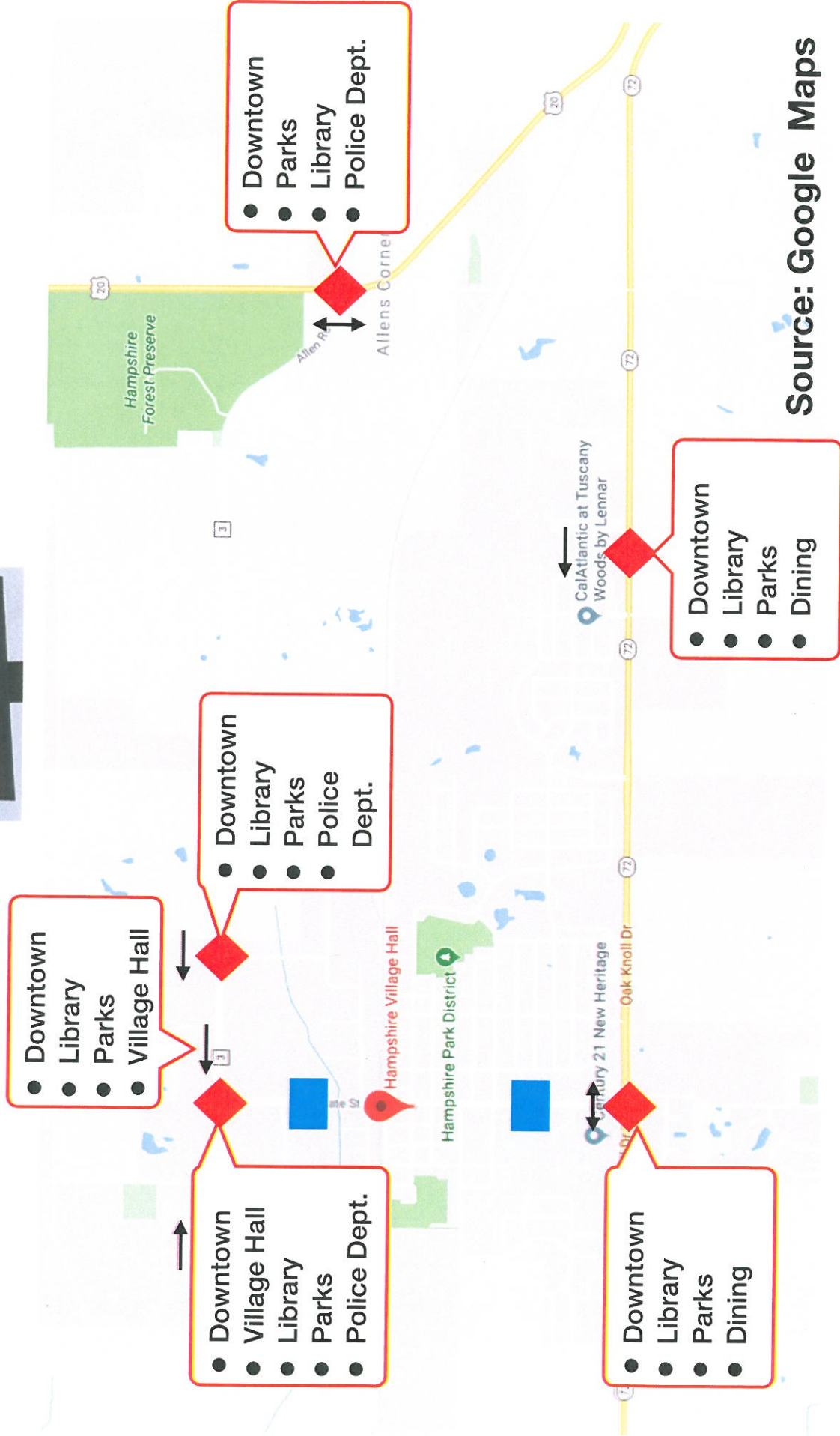
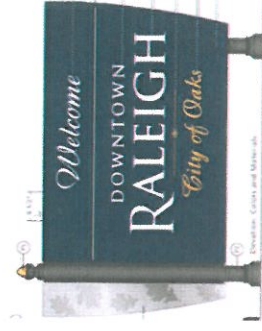
Way-finding Sign Location Proposal
July 2018



Building Awareness

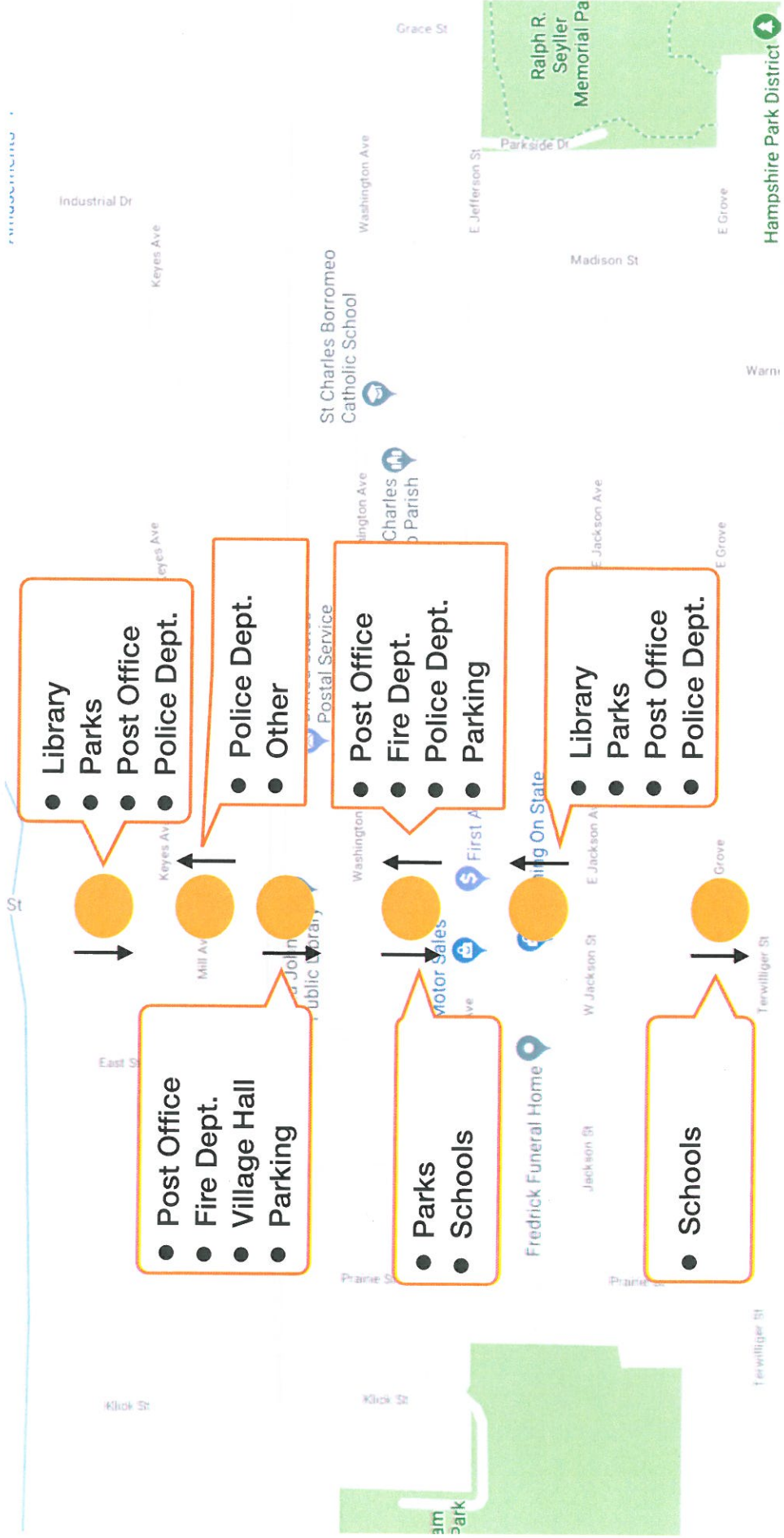
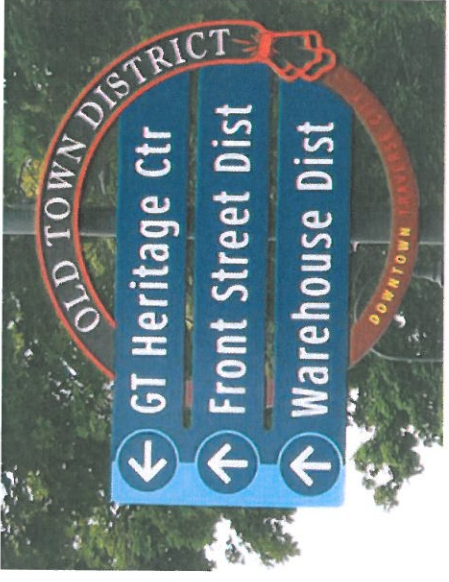


Defining Downtown (optional)

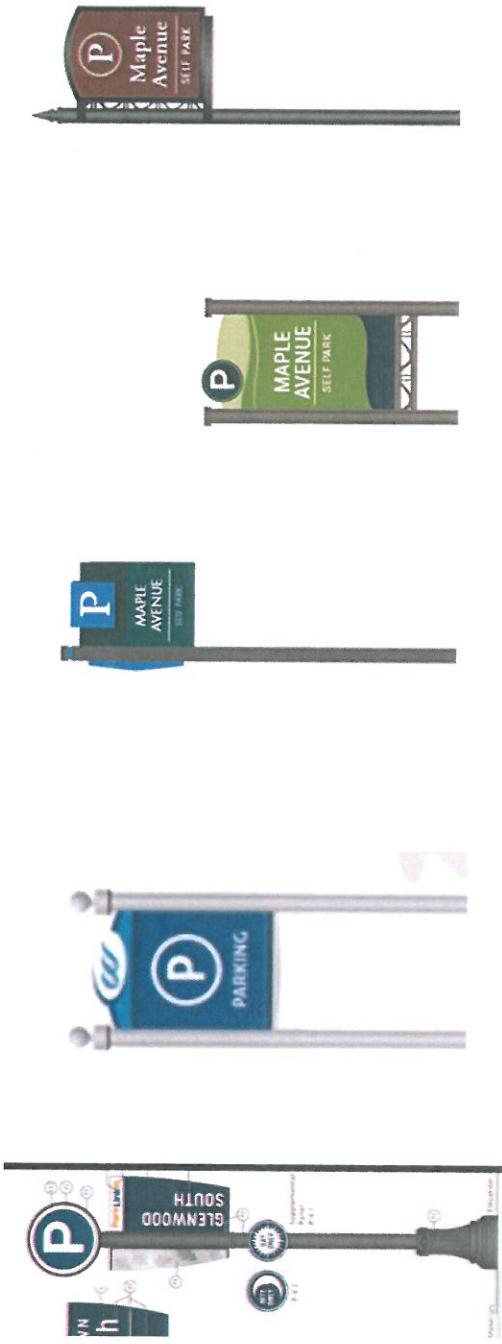


Source: Google Maps

Directional



**Public
Parking**



Source: Google Maps

Things to consider:

- **Leverage resident survey data to identify areas of needed awareness.**
- **All signage is a representation of the village, so it should stand out. It also should stick to a common theme for all way finding signs to allow users to easily identify them.**
- **Signs should be placed at decision points (not after them), drive people to unknown locations and in areas without competing signs around it.**
- **Ensure signage is placed before or at decision locations and not after them.**
- **Downtown doesn't necessarily need to have a naming convention added to define it (e.g. "historic", "old town", etc.)**
- **Since some people may not have good sight, the use of color should also be used to denote categories of locations (e.g. "Parks" would be green)**
- **Design should be able to allow for sections to be updated as locations change without the entire sign having to be replaced.**

Things to consider:

- Size of lettering on each sign should follow the Department of Transportation 2009 Edition Chapter 2D. Guide Signs — Conventional Roads
- Section 2D.06 Size of Lettering
 - 01- Sign legibility is a direct function of letter size and spacing. Legibility distance has to be sufficient to give road users enough time to read and comprehend the sign. Under optimum conditions, a guide sign message can be read and understood in a brief glance. The legibility distance takes into account factors such as inattention, blocking of view by other vehicles, unfavorable weather, inferior eyesight, or other causes for delayed or slow reading. Where conditions permit, repetition of guide information on successive signs gives the road user more than one opportunity to obtain the information needed.
 - 03-The principal legend on guide signs shall be in letters and numerals at least 6 inches in height for all upper-case letters, or a combination of 6 inches in height for upper-case letters and 4.5 inches in height for lower-case letters. On low-volume roads (as defined in [Section 5A.01](#)) with speeds of 25 mph or less, and on urban streets with speeds of 25 mph or less, the principal legend shall be in letters at least 4 inches in height for all upper-case letters, or a combination of 4 inches in height for upper-case letters and 3 inches in height for lower-case letters.



Things to consider:

- Signs have put up and have remained up for years, which add to clutter and signage “noise.” These will compete with way finding signs and should be taken down.

Rt. 72 - Tuscany Woods



Main St. - North of town

