



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, May 7, 2018
7:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

E. Fire Award Program Expansion (Economic Development Coordinator Hannah) (Discussion Only) (15 Minutes)

1. Economic Development Coordinator Hannah will lead a discussion on the possible expansion of the Fire Award Program to the Roosevelt Road TIF District.

F. Sign Code Updates (Planning and Development Director Hulseberg) (Discussion Only) (30 Minutes)

1. Planning and Development Director Hulseberg will lead a discussion on potential amendments to the Sign Code.

G. Civic Center Renovation Project (Assistant Village Manager Holmer) (Discussion Only) (30 Minutes)

1. Assistant Village Manager Bill Holmer will update the Board on the status of the Civic Center Renovation Project.

H. Village Links/Reserve 22 Quarterly Report and Village Links Restaurant Remodel Plans (General Manager Vesevick) (Discussion Only) (45 Minutes)

1. General Manager Vesevick will present the Village Links/Reserve 22 Quarterly Financial Report.
2. General Manager Vesevick will present plans to possibly update the dining room at Reserve 22.

I. Other Items

J. Adjournment



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/07/18 07:00 PM
Department: Administration
Department Head: Angela Andrianopoulos
Category: Discussion Item
Prepared By: Meredith Hannah

SCHEDULED

AGENDA ITEM (ID # 3285)

DOC ID: 3285

Economic Development Coordinator Hannah will lead a discussion on the possible expansion of the Fire Award Program to the Roosevelt Road TIF District.

Background:

During the July 14, 2014 Village Board meeting, the Board approved the creation of a Fire Prevention Award Program for properties located in the Central Business District. The program was created to assist business and property owners with meeting life safety code improvements and assisting in preserving the unique building stock within the downtown. The program supports the installation of fire alarm and sprinkler systems in buildings located in the Central Business District. The program was created independent of the existing downtown interior improvement award program, and applicants could not apply for both programs.

In July 2017, the Village Board determined the program could be run in conjunction with the downtown interior improvement award if necessary to assist with new businesses opening. Since inception, the Fire Prevention Award Program has facilitated the life safety improvements to nine (9) businesses/properties in the downtown and has invested a total of \$76,000 over four (4) years.

Subject:

The current Fire Prevention Award Program is available to all downtown business/property owners with the following stipulations:

1. Projects must have a minimum budget of \$2,000.
2. All contractors working on the project must be registered with the Village's Planning and Development Department prior to building permits being issued.
3. Award applicants will be reviewed on a case-by-case basis.
4. The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.
5. Eligible Improvements include only:
 - a. Fire Alarm systems, including any needed electrical service improvements;
 - b. Fire sprinkler system installations or upgrade, including any needed water service improvements.
6. The Fire Prevention Award is not a reimbursement or direct payment for the costs of fire safety improvements. Rather, the award is designed to encourage business owners to make their own investment into fire prevention. Awards are only valid if the fire prevention improvements in question are completed within a year of the date of the Award approval.

For the Roosevelt Road TIF Corridor, staff proposes the addition of the following criteria:

1. Façade improvements must be made to the existing property in order to be eligible for the Fire Prevention Award Program.
2. Eligible Improvements only include fire sprinkler systems, not alarms.
3. All other rules would still apply.

Budget Impact:

Since the current Fire Prevention Award program is only available to downtown properties, it has been funded by the Downtown TIF along with the Downtown Interior Improvement and Façade (downtown properties only) Award programs since 2016.

Staff proposes expanding the program to Roosevelt Road businesses within the Roosevelt Road TIF (see attached map) and funding the program with the Roosevelt Road TIF. Currently there is \$19,000 in the Roosevelt Road TIF Fund. The 2017 tax rate sheets from DuPage County indicate there will be \$83,000 of increment for FY2018. We had budgeted \$40,000. Therefore, staff is recommending allocating \$30,000 of the additional increment for the fire award program which would allow for two \$15,000 maximum awards or a greater number of smaller awards.

Strategic Plan Initiative:

Strategic Issue II: ECONOMIC DEVELOPMENT. Engage in progressive and proactive economic development to attract and retain key businesses to foster a vibrant business community by strategically increasing the Village's footprint, adding housing variety and increasing downtown commercial growth and residential density.

Expanding the Fire Prevention Award Program encourages new and expanding businesses in the Roosevelt Road TIF corridor to make investments to the existing properties and assist with life safety improvements to the Village's business district.

Action Requested:

Discuss and provide direction to Staff regarding the proposed expansion of the Fire Prevention Award Program.

List of Attachments:

Current Fire Prevention Award Application

ATTACHMENTS:

- FirePreventionAward2017 (PDF)
- Roosevelt Road TIF District (PDF)

VILLAGE OF GLEN ELLYN

Fire Prevention Award Program
Application Packet



Village Manager's Office
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

VILLAGE OF GLEN ELLYN
Fire Prevention Award Program
As of June 12, 2017

Purpose

The goal of the Village of Glen Ellyn Fire Prevention Award Program is to assist businesses and property owners with meeting life safety code improvements and assisting in preserving the unique building stock within the downtown. The program supports the installation of fire alarm and sprinkler systems in buildings located in the C5A and C5B business districts. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive Fire Prevention Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the fire safety improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Commercial property owners or business owners in the Central Business Districts (C5A or C5B) who meet the application requirements are invited to submit applications.
- Projects must have a minimum budget of \$2,000.

Financial awards are available to business owners or property owners, for no more than \$15,000, per building, per unit, and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 24,999.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.
- Award applicants will be reviewed on a case by case basis.
- The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.

Eligible Improvements

This program provides awards for installation of fire safety and suppression systems. Types of improvements include but are not limited to:

- Fire Alarm systems , including any needed electrical service improvements;
- Fire sprinkler system installations or upgrade, including any needed water service improvements;

In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

The Fire Prevention Award is not a reimbursement or direct payment for the costs of fire safety improvements. Rather, the award is designed to encourage business to make their own investment into fire prevention. Awards are only valid if the fire prevention improvements in question are completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Village Manager.

Required Submittals With Application:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Application and Approval Process

Submission and approval of a complete award application is required prior to the completion of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application, including all required submittals, to the Economic Development Coordinator.
- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the Village Board. Village staff will attempt to review applications within 4 weeks of submittal.
- The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.

Award Process

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

VILLAGE OF GLEN ELLYN**Fire Prevention Award****REQUIRED SUBMITTALS WITH APPLICATION:**

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- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION**COST**

TOTAL PROJECT COST:

AMOUNT OF AWARD REQUESTED:

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Fire Prevention Award Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements identified in support of the award are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

Applicant Name (PRINT)

Applicant Signature

Date: _____

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date: _____

*****Office Use Only*****

Application is: _____Approved _____Denied

Village President

Date

Economic Development Coordinator

Date

VILLAGE OF GLEN ELLYN
Fire Prevention Award
Award Request Certification

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- A signed and notarized Applicant's Affidavit for Award form provided by the Village of Glen Ellyn
- Contractor's Affidavit for Award (attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

APPLICANT'S AFFIDAVIT FOR AWARD

STATE OF ILLINOIS)
) SS
 COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at _____ (the "Premises") and has applied for a Fire Prevention Award from the Village of Glen Ellyn, in the amount of \$ _____, for interior improvements to the following commercial structure: _____(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$_____ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

 Date

 Signature

SUBSCRIBED AND SWORN to
 before me this ____ day of
 _____, 20____.

 Notary Public

CONTRACTOR'S AFFIDAVIT FOR WORK COMPLETED

STATE OF ILLINOIS)
) SS
 COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Employee (strike one) of _____ Construction Company (the "Contractor") and has completed work for _____, (the "Applicant) recipient of the Village of Glen Ellyn Fire Prevention Award Program.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment by the Contractor for the Applicant.

 Date

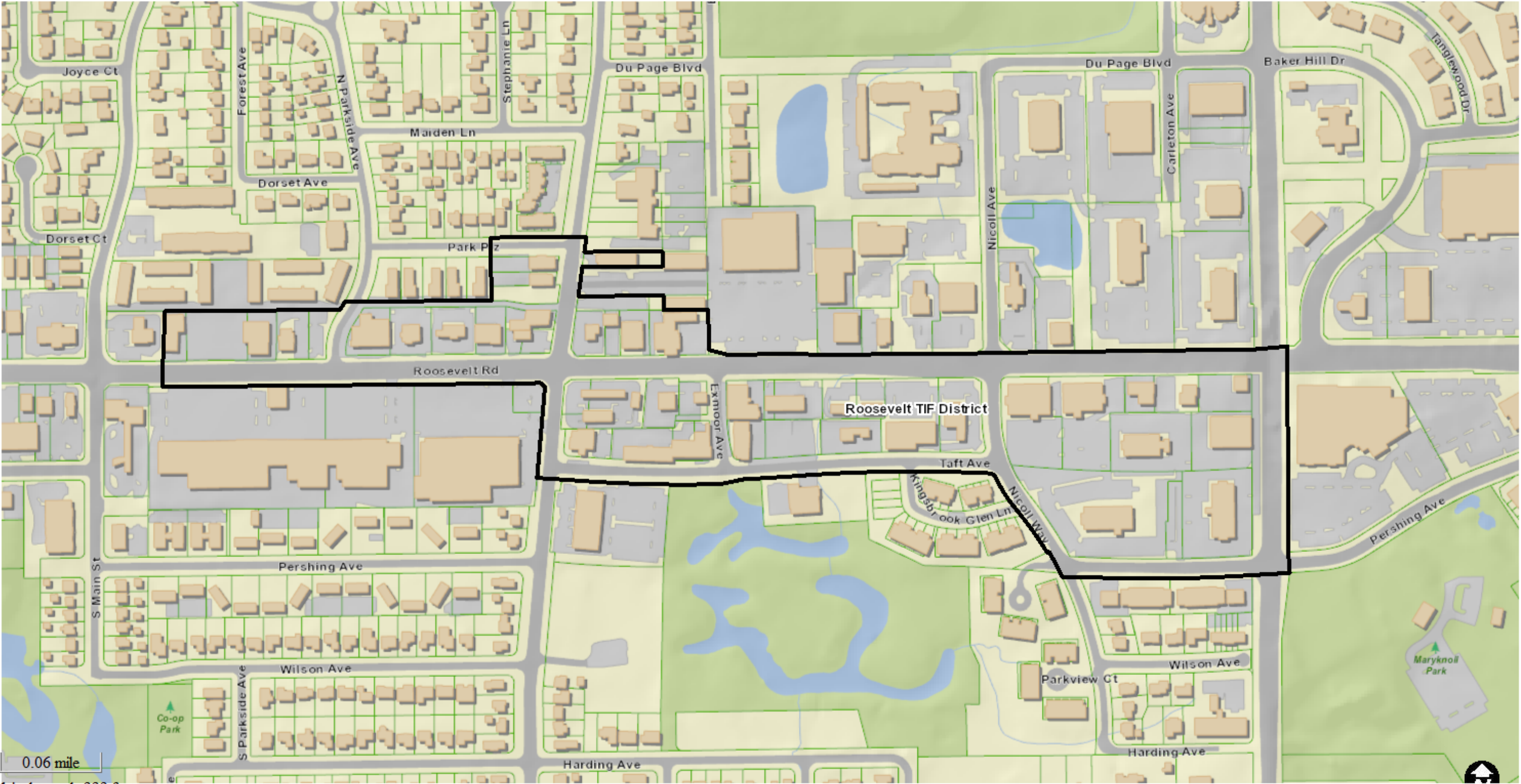
 Signature

SUBSCRIBED AND SWORN to
 before me this ____day of
 _____, 20____.

 Notary Public



Roosevelt Road TIF District



1 inch equals 333 feet

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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/07/18 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: John Sterrett

SCHEDULED

AGENDA ITEM (ID # 3288)

DOC ID: 3288 A

Planning and Development Director Hulseberg will lead a discussion on potential amendments to the Sign Code.

Background: In February of 2014, the Village Board adopted a comprehensive revision to the Village's Sign Code to replace the previous Sign Code written in 1993. The Sign Code was nearly completely rewritten with the goal of updating the regulations to reflect how signage has changed over the years. It was also expected that the revisions would reduce the number of requested Sign Code variations. Some of the key updates in the 2014 Sign Code included increasing the amount of size and area of commercial signage and differentiating between the types of signs such as wall signs, free-standing signs, awning signs, and marquee signs that are permitted on a property. Prior to the 2014 Sign Code, commercial businesses were allowed 1 primary wall sign with a surface area not to exceed 1 square foot per linear foot of building frontage for each establishment, with 0.5 square feet of wall signage per linear foot of establishment frontage allowed in the downtown. The provisions of the previous Sign Code were often vague and did not allow flexibility for additional signage. The current Sign Code now regulates each business district separately. Additionally, signs considered to be pole or pylon signs became prohibited in any district. While this prohibition prevents any new pole or pylon signs from being constructed there is no sign amortization provision to seek removal of existing pole or pylons by a certain date. Instead, these non-conforming signs are required to be brought into compliance if they are changed or altered.

Staff has performed extensive research on the number and types of sign variations approved since the adoption of the new Sign Code in 2014 and has compared these figures with variations granted during the 3 years prior to the 2014 adoption. A total of 31 sign variations associated with 11 different projects were approved during the 3 years prior to the adoption of the new Sign Code, from 2011 through 2013. The C3 District contained 23 of these 31 approved sign variations and the C5B district had 3 approved sign variations. Surface area of wall signage was the most common approved variation.

During the 3 years following the adoption of the current Sign Code, 45 sign variations associated with 16 projects were approved by the Village Board. This increase may be due to the increased activity in the commercial market and the increase in the number of new businesses coming to the downtown. Nearly half of these approved variations are contained within the C3 Service District in the Roosevelt Road corridor with 21 total sign variations associated with 8 projects. The C5A and the C5B Districts combined for 17 variations – up from only 3 during the 3 years prior to the 2014 adoption. The most common reason for sign variations since the new code has been to allow an increase in the maximum surface area of a sign and to increase the number of signs allowed on a property. Both of these types of variations were mostly associated with wall signage.

Although the frequency of sign variations in the C3 district along Roosevelt Road has decreased slightly since the 2014 adoption, the amount of sign variations approved in the C5 Districts, however, has increased. The most common type of variation approved in the C5 Districts was to

increase the allowable square footage of wall signs and the number of signs. Portions of the Sign Code, therefore, should be further evaluated and amended to address various circumstances that were not anticipated as part of the 2014 adoption. Staff is recommending the following revisions be reviewed and considered for amendment:

1. Incorporate provisions related to gas station signage.
2. Clarify that changes made to non-conforming signs also requires landscaping at the base of the sign to be brought into compliance.
3. Allow balloon displays in the C2 and C3 district as special event signage rather than prohibiting them.
4. Increase the allowable square footage for wall, awning, and marquee signage in the downtown.
5. Exclude wording and logos placed on the valance of an awning sign from the maximum number and square footage of awning signs.
6. Increase the allowable square footage of projecting signs in the downtown.
7. Revise a provision in the 2014 Sign Code that allows a sign on a building wall adjacent to either the Illinois Prairie Path or the Union Pacific railroad.
8. Increase setback distances for monument signs located along Roosevelt Road to reduce obstructed sight distance for vehicles.
9. Add a maximum timeframe that political campaign signs may remain up after an election has passed.
10. Add language preventing certain variation requests from the Sign Code.
11. Change language for sign variation review from the Architectural Review Commission to the Plan Commission.

Staff is also seeking Village Board discussion and direction on the following items:

- A. Evaluate enforcement of neon and open LED signs in the downtown to determine if the current regulations that prohibit new signs and allow existing signs to continue to be used is sufficient.
- B. Evaluate the expanding number of illegal real estate advertisement signs on building walls in the downtown.
- C. Clarify if video screens inside store windows should be permitted.

Further background on each of the above-listed suggested Sign Code changes is provided below.

1. Gas Station Signage

The Sign Code does not currently address gas stations which are unique uses that require a greater amount of signage than other commercial uses. Pump canopies will typically contain the fuel company name and logo (i.e. Shell or Mobil) on each side of the canopy that fronts a street, which typically amounts to 2 or 3 additional signs. Each side of each gas pump will often contain 2-3 advertising components that make up additional signage on the pump. This type of signage is generally consistent with Automatic Teller Machine (ATM) signage, which is considered exempt and not included in calculations of the total allowable number and size of signs on a premises. Currently, gas stations are required to seek a substantial amount of variations to the Sign Code because of their unique use. The last 4 gas stations to be approved by the Village had a combined total of 170 signs on the property. Most of these “signs” are actually logos and business names located on each gas pump. Consideration should be given to exempting certain types of signage associated with gas stations to address canopy signage and gas pump signage.

2. Landscaping for Non-Conforming Signs

The Sign Code requires 2 square feet of landscaping at the base of a free-standing sign for each 1 square foot of sign area. This landscaping is installed with new free-standing signs and whenever an existing non-conforming sign is modified or altered. The Sign Code is unclear regarding whether the required landscaping at the base of a free standing sign should be met when a non-conforming sign is modified or altered. The language should be clarified to clearly require landscaping for nonconforming freestanding signs that are required to be brought into compliance with the Sign Code.

3. Balloon Displays outside the Downtown

The current Sign Code allows business in the C5 Central Business district to have balloon displays without a special event permit provided they do not exceed a maximum of 2 bunches of balloons with no more than 6 balloons per bunch. These balloon displays are considered exempt signs because they attract attention to a business. These are allowed in the C5 district, but are not allowed without a special event permit in any other commercial district in the Village. Businesses located in the C3 Service Commercial district along Roosevelt Road will often inquire about special event signage, including balloon displays, for occasions such as grand openings, sales, etc. The amount of special event signage, however, is limited to banner signs only and would not allow balloon displays in the C3 district. Staff recommends that the C3 and C2 Commercial districts be allowed to have balloon displays in the same manner as the C5 district.

4. Maximum Allowable Square Footage for Building Signage in the Downtown

The current Sign Code allows each establishment in the downtown 1 building sign (either wall, awning, projecting, or marquee sign) with a maximum surface area of 0.5 square foot of business signage for every 1 lineal foot of establishment frontage. Recently, new businesses have requested variations for larger signs in the downtown for added visibility for motorists and pedestrians. Staff has researched nearby communities that have similar downtowns as Glen Ellyn to determine how building signage area is regulated elsewhere including Lombard, Wheaton, Lisle, Downers Grove,

and Hinsdale. All of these communities, with the exception of Wheaton, have a maximum surface area for wall signage of 1 square foot for every 1 lineal foot of establishment frontage. Wheaton allows up to 1.5 square feet for every 1 lineal foot of establishment frontage. Based on this research, staff is recommending that we amend the Sign Code to double the current allowable square footage of building signage in the downtown to 1 square foot of signage per lineal foot of establishment frontage.

5. Awning Signage

The current Sign Code allows each business in the downtown with street frontage to have 1 sign on the exterior elevation of the building, whether it be a wall sign, an awning sign, a projecting sign, or a marquee sign. The maximum area for a wall, awning, or marquee in the downtown is 0.5 square feet of signage for each lineal foot of establishment frontage of the business (recommended to be doubled in #4 above). The current Sign Code considers any lettering or logos placed on any part of the awning, including the valance, to be signage. Awnings that contain no lettering or logos are not considered signs and are not subject to the Sign Code. Since only 1 sign is permitted, commercial establishments that contain multiple awnings may only place lettering and logos on 1 of the awnings. This prohibits businesses with multiple awnings from containing lettering and logos on the valance without a variation, even if no other signage is placed on the main surface area of the awning. This issue arose with Edie Boutique's signage which required a variation in Glen Ellyn but the same signage was permitted in Park Ridge without the need for a variation. Staff researched Park Ridge's regulations and recommends that Glen Ellyn's awning regulations be amended to match Park Ridge's. Specifically, signage on an awning valance would be considered exempt from the Sign Code provided that the valance does not exceed 8 inches in height and no letter or logos exceed 6 inches in height. This is similar to the regulations in Park Ridge and would have allowed Edie Boutique to install their existing signage without a variation. Please see the attached photo of the constructed Edie's awning sign.

6. Exempt Projecting Signs in the Downtown from Regulation

The current Sign Code allows a business in the downtown the option of having a projecting sign in lieu of a wall, awning, or marquee sign, provided it does not exceed 6 square feet. The previous Sign Code allowed up to only a maximum of 4 square feet. These signs are focused on pedestrian traffic rather than vehicular and staff believes that this type of signage is important to increase the foot traffic in the downtown. To encourage the use of projecting signs, staff is recommending they be exempt from the size regulation provided they do not exceed the maximum square footage of building signage allowable (see paragraph 4) for the business. Please note that this may encourage all businesses in the downtown to install a projecting sign. Please see the attached photos for examples of projecting signs in the downtown.

7. Signage along Illinois Prairie Path and Union Pacific Railroad

When the Sign Code was updated, a provision was included to allow properties with rear building walls parallel to the Illinois Prairie Path or Union Pacific Railroad to have an additional sign along the rear building wall facing the railroad/Prairie Path. The current language has been misinterpreted by some to allow 2 signs on the front of businesses with their frontage facing the railroad/Prairie Path, such as Bombay Joe's. The allowance for an additional sign, was intended to provide exposure

for the rear of businesses located along either of these 2 corridors. Clarification should be provided for this provision.

8. Roosevelt Road Freestanding Sign Setbacks

The previous 1993 Sign Code required all signs to be a minimum of 55 feet from the centerline of Roosevelt Road. The revised 2014 Sign Code only requires a 5 foot setback from the property line which has been problematic. Recently, some signage that was installed 5 feet from the property line has posed visibility issues for motorists. The attached photo illustrates a monument sign that meets the minimum setback requirement but obstructs vehicle sight distance. We recommend the setback be increased from 5 feet to 10 feet to allow an improved line of sight for drivers.

9. Political Campaign Signs

Political campaign signs are considered exempt signs provided that they do not exceed 32 square feet in area. Per State Statute, only the size of political signs in residential districts can be regulated. Communities may not limit the number of political signs nor the amount of time that political signs are permitted to be displayed in residential districts. This Statute, however, only applies to residential districts therefore allowing the Village to place time limits on political signs in non-residential districts. Other exempt signs, such as real estate signs and temporary construction signs, are required to be removed once a specific circumstance has been achieved (such as a home being sold or a certificate of occupancy being issued). It is recommended that time limits be placed on political campaign signs located in non-residential districts as well, such as 1 week following the date of the election.

10. Permitted Variations

Some Plan Commissioners have questioned why the Glen Ellyn Sign Code allows variation requests for signs prohibited by the Sign Code such as free-standing signs in the C5A district and electronic signs in the Downtown Districts. Many other communities do not permit variations for prohibited signs. Staff suggests the Plan Commission consider a proposed Sign Code amendment to eliminate variations for prohibited signs.

11. Dissolution of Architectural Review Commission

With the dissolution of the Architectural Review Commission in July 2017, the Sign Code needs to be updated to reflect that the review and recommendation for variations from the Sign Code has been transferred to the Plan Commission.

Village Board Action: We welcome Village Board comments on any of the above listed proposed Sign Code amendments prior to review by the Plan Commission. Staff is also seeking Village Board feedback on 3 downtown signage code enforcement issues. We are seeking direction because enforcement involving a significant number of downtown businesses/property owners is likely to generate some negative commentary. Prior to proceeding, we would like to confirm Village Board support of these actions.

A. Neon and Open LED Signs

The use of neon or LED window signs, such as “Open” signs, of any type is prohibited in the C5 District in order to preserve the downtown’s historic character. There are approximately 17 such

signs that exist in the C5 Downtown District which predate the adoption of the new Sign Code. Planning & Development staff have allowed these signs that predated the adoption of the 2014 Sign Code to remain in place as legal non-conforming signs. Any new or replacement neon signs in the C5 district are considered prohibited. Since there are more than 17 existing neon signs in the downtown, businesses believe they are permitted and therefore continue to purchase and install them. Code enforcement staff are experiencing great difficulty in having newly installed signs removed. Staff is seeking direction regarding whether or not the Village Board believes neon signs should be permitted in the downtown. If not, would the Village Board support the removal of all such signs by a date certain, for example, December 31, 2018?

B. Real Estate Listing Signs

Prior to 2004, Village staff was aware of only 1 or 2 real estate listing signs that had been installed illegally in the downtown. These signs were in the northeast quadrant of the downtown and advertised homes for sale. This type of signage has never been permitted by the Village's Sign Code and staff is unaware of any community that allows this type of signage. At the time, because the amount of these illegal signs was so few, it did not become a code enforcement priority. Thus, the signs were not required to be removed. Similar to the issue with neon signs in the downtown, property owners believe they are permitted and continue to install new ones.

Over the last few years, the number of these signs has increased dramatically. Staff has noticed that within the last 2 years, these signs are beginning to appear throughout the downtown. Staff counts at least 8 of these signs in the downtown at this time. Building owners are installing these illegal signs and then leasing the space to real estate agents to advertise their listings. The signs are mainly located in the northeast quadrant of the downtown. In October 2017 an illuminated real estate listing sign was installed in front of the former Katy's space on the south end of Main Street next to Fire and Wine. Please see the attached photos of these illegal signs.

Because of the continued increase in these signs over the last few years it is necessary to move forward with enforcing the Sign Code to remove these illegal signs. Staff would like to confirm that the Village Board supports the enforcement of this provision. If the Village Board is not in support of enforcement, should staff prepare some limitations regarding the number of such signs that would be permitted (e.g.; one sign per block in the downtown)?

C. Video Displays in Storefront Windows

Staff has recently been made aware of video displays that have been placed in downtown storefront windows for the purpose of advertising. Please see attached photos. These types of signs are specifically prohibited in the Sign Code. Before these signs become prevalent throughout the downtown, such as neon signs and the real estate listing signs, staff recommends that enforcement be taken to require the removal of these video displays. Staff is seeking direction on the enforcement of these signs.

Attachments: Sign Variations Chart 2011 – 2016
Downtown Awning Sign Research Chart
Edie Boutique Awning Signage Photo

Projecting Signage Photos
Illegal Real Estate Signage Photos
Illegal Video Display Photos
Monument Sign Setback Photo

ATTACHMENTS:

- Sign Variation Research Chart 2011-2016 (PDF)
- Downtown Awning Sign Research Chart (PDF)
- Edie Boutique Awning Signage Photo (PDF)
- Projecting Signage Photos (PDF)
- Illegal Real Estate Signage Photos (PDF)
- Illegal Video Display Signage Photos (PDF)
- Monument Sign Setback Photo (PDF)

Approved Sign Variations
2011 - 2013

#	Business Name	Address	Sign Type(s)	Number of Variations	Variation Type(s)	Date Approved	Ordinance	Variation(s) Requested
1	Willowbrook Wildlife Rehabilitation Center	525 South Park Boulevard	Freestanding	5	1. Type 2. Height (2) 3. Area 4. Number	7/22/2013	6154	1. To allow incidental signage in the CR Conservation Recreation District which is otherwise not permitted 2. To eliminate sign height requirement of 5 feet for primary signage 3. To waive the requirement for maximum height of incidental signage 4. To waive the requirement of the maximum area for incidental signage 5. To waive the maximum number of incidental signage permitted
2	Baskin Robbins/Dunkin Donuts	651 Roosevelt Road	Freestanding Wall	2	1. Number 2. Area	6/24/2013	6147	1. To allow 4 primary signs in lieu of 1 permitted 2. To allow a wall sign with an area of 68.28 square feet in lieu of the maximum area of 11.99 square feet permitted
3	DuPage Medical Group	430 Pennsylvania Avenue	Wall	1	1. Height	4/8/2013	6122	1. To allow a wall sign with a height of 40.5 feet in lieu of the maximum height of 25 feet permitted
4	Career Vision	526 North Main Street	Projecting	2	1. Area 2. Projection	1/14/2013	6110	1. To allow a projecting sign with an area of 8.2 square feet in lieu of the maximum area of 4 square feet permitted 2. To allow a sign to project 2 feet 10 inches from the building wall in lieu of the maximum projection of 2 feet 8 inches permitted
5	Glen Ellyn Market Shopping Center	285 Roosevelt Road	Wall	1	1. Height	11/26/2012	6090	1. To allow a primary wall sign with a height of 27 feet 6 inches in lieu of the maximum height of 25 feet permitted
6	Oberweis Dairy	515 Roosevelt Road	Freestanding Wall Projecting Awning	4	1. Number 2. Area (2) 3. Height	10/22/2012	6084	1. To allow 11 primary signs in lieu of the maximum 2 permitted 2. To allow primary signage with a total area of 276 square feet in lieu of the maximum total area of 156 square feet permitted 3. To allow incidental signage with a total area of 294 square feet in lieu of the maximum total area of 15.6 square feet permitted 4. To allow incidental signage with a maximum height of 20 feet 7 inches in lieu of the maximum height of 10 feet permitted
7	Jewel-Osco	599 Roosevelt Road	Wall	4	1. Number 2. Area (2) 3. Height	6/11/2012	6036	1. To allow 4 incidental signs in lieu of the maximum of 3 permitted 2. To allow primary signage with a total area of 327 square feet in lieu of the maximum total area of 132 square feet permitted 3. To allow incidental signage with a total area of 184 square feet in lieu of the maximum total area of 13.2 square feet permitted 4. To allow incidental signage with a height of 19 feet 2 inches in lieu of the maximum 10 feet permitted
8	Haggerty Chevrolet	300 Roosevelt Road	Freestanding Wall	4	1. Number 2. Area (2) 3. Height	6/11/2012	6035	1. To allow 4 primary signs in lieu of the maximum 2 primary signs permitted 2. To allow incidental signage with a total area of 92 square feet in lieu of the maximum total area of 12 square feet permitted 3. To allow 2 traffic directional signs with areas of 6.1 square feet each in lieu of the maximum area of 4 square feet permitted 4. To allow incidental signage with a height of 17 feet in lieu of the maximum height of 10 feet permitted
9	McDonalds	445 Roosevelt Road	Freestanding Projecting	2	1. Number 2. Area	5/14/2012	6031	1. To allow a total of 6 incidental sign in lieu of the maximum 4 permitted 2. To allow incidental signage with a total area of 99.48 square feet in lieu of the total area of 80.71 square feet permitted
10	Pickwick Place	650 Roosevelt Road	Freestanding Wall	3	1. Number 2. Area (2)	3/26/2012	6014	1. To allow 2 primary signs in lieu of the maximum 1 permitted 2. To allow primary signage with a total area of 50 square feet in lieu of the maximum total area of 23 square feet permitted 3. To allow 2 address signs with areas of 8 square feet each in lieu of the maximum area of 2 square feet permitted
11	Giordano's	455 Roosevelt Road	Freestanding	3	1. Number 2. Area 3. Setback	9/12/2011	5957	1. To allow 4 primary signs in lieu of the maximum 1 permitted 2. To allow primary signage with a total area of 147 square feet in lieu of the maximum total area of 110 square feet permitted 3. To allow a freestanding sign to be located 48 feet from the center line of the public right-of-way in lieu of the minimum 55 foot setback required

Total Projects Involving Sign Variations 11 Average Number of Variations per Project 2.81

Total Sign Variations Approved 31

Approved Sign Variations
2014-2016

#	Business Name	Address	Sign Type(s)	Number of Variations	Variation Type(s)	Date Approved	Ordinance	Variation(s) Requested
1	A Different Box of Crayons	439 Pennsylvania Avenue	Freestanding Wall	4	1. Number 2. Area 3. Setback 4. Type	12/12/2016	6455	1. To allow 3 signs in lieu of the maximum 1 sign permitted 2. To allow a wall sign with an area of 36 square feet in lieu of the maximum area of 17.25 square feet permitted 3. To allow a freestanding sign to be located 2.75 feet from the property line in lieu of the minimum distance of 5 feet required 4. To allow a sign to be attached to an existing light pole on private property which is otherwise prohibited
2	Barone's Pizza	475 Pennsylvania Avenue	Wall	1	1. Number	12/12/2016	6454	1. To allow 3 signs on the property in lieu of the maximum 1 sign permitted
3	Storm Inspired Showroom	530 Pennsylvania Avenue	Wall	1	1. Area	11/14/2016	6450	1. To allow a wall sign with an area of 18 square feet in lieu of the maximum area of 9 square feet permitted
4	Desitter Flooring	444 Roosevelt Road	Freestanding	2	1. Area 2. Type	4/11/2016	6394	1. To allow a freestanding sign with an area of 72 square feet in lieu of the maximum area of 50 square feet permitted 2. To allow an existing pole sign on the property to remain which is otherwise be prohibited
5	Glen Hill North Office Complex	800 Roosevelt Road	Freestanding	2	1. Area 2. Height	1/25/2016	6383	1. To allow traffic directional signage with an area of 40.5 square feet in lieu of the maximum area of 4 square feet permitted 2. To allow traffic directional signage with a height of 9 feet in lieu of the maximum height of 4 feet permitted
6	Chocolaterie Stam	530 Pennsylvania Avenue	Wall	2	1. Area 2. Height	1/18/2016	6382	1. To allow a wall sign with an area of 190 square feet in lieu of the maximum area of 13 square feet permitted 2. To allow 2 signs in lieu of the maximum 1 sign permitted
7	Mattress Firm	369 Roosevelt Road	Freestanding Wall	5	1. Number 2. Area (4)	8/24/2015	6346	1. To allow a 2 freestanding multitenant signs in lieu of the maximum 1 freestanding multitenant sign permitted 2. To allow a wall sign on the north building elevation with an area of 93 in lieu of the maximum area of 44.17 square feet permitted 3. To allow a wall sign on the north building elevation with an area of 131 square feet in lieu of the maximum area of 39.17 permitted 4. To allow a wall sign on east building elevation with an area of 55 square feet in lieu of the maximum area of 39.17 permitted 5. To allow a freestanding multi-tenant sign with an area of 77 square feet in lieu of the maximum area of 65 square feet permitted
8	Buttermilk and Honey	10 North Park Boulevard	Freestanding Wall	2	1. Location 2. Type	6/8/2015	6325	1. To allow a wall sign on south building elevation where one would otherwise not be permitted 2. To allow a pole sign which is otherwise prohibited
9	Marché	496 North Main Street	Wall Awning	1	1. Number	4/20/2015	6308	1. To allow 6 signs in lieu of the maximum 2 permitted
10	Dunkin Donuts	1090 Roosevelt Road	Freestanding Wall	4	1. Number 2. Area 3. Base Material 4. Setback	2/9/2015	6300	1. To allow 3 signs in lieu of the maximum 2 permitted 2. To allow a wall sign with an area of 65.6 square feet in lieu of the maximum area of 29.25 square feet permitted 3. To allow the base of a freestanding sign to be constructed with a different material than the primary material of the principal structure 4. To allow a freestanding sign to encroach into the required 30-foot sight triangle
11	Ross Dress for Less	579 Roosevelt Road	Wall	1	1. Area	11/24/2014	6274	1. To allow a wall sign with an area of 470.5 square feet in lieu the maximum area of 115 square feet permitted
12	Forest Glen Elementary School	561 Elm Street	Freestanding	2	1. Number 2. Internal Illumination	10/27/2014	6270	1. To allow a 2 freestanding signs in lieu of the maximum 1 permitted 2. To allow an internally illuminated sign which is otherwise not permitted
13	Young's Appliances	500 Crescent Boulevard	Freestanding Wall	8	1. Number 2. Type (4) 3. Setback (2) 4. Landscape	10/27/2014	6269	1. To allow 2 signs in lieu of the maximum 1 permitted 2. To allow a freestanding sign which is otherwise not permitted 3. To allow a pole sign which is otherwise prohibited 4. To allow neon tube lighting which is otherwise prohibited 5. To allow a rotating sign which is otherwise prohibited 6. To allow a portion of the sign to extend over the public right-of-way which is otherwise prohibited 7. To allow a freestanding sign to maintain a 0 foot setback in lieu of a minimum 5 foot setback required 8. To allow no landscaping at the base of sign in lieu of the minimum 2 square feet of landscaping per 1 square foot of sign area required
14	Glen Crossings Shopping Center	462 North Park Boulevard	Freestanding Wall	3	1. Number 2. Area 3. Location	7/14/2014	6246	1. To allow 2 multitenant signs in lieu of the minimum 1 permitted 2. To allow a wall sign with an area of 46.5 square feet in lieu of maximum 35 square feet permitted 3. To allow a multitenant sign to be mounted on an exterior wall which is otherwise not permitted
15	Pet Supplies Plus	299 Roosevelt Road	Freestanding Wall	4	1. Number 2. Area (3)	6/23/2014	6244	1. To allow 3 signs in lieu of the maximum 2 permitted 2. To allow 2 wall signs each with an area of 82.13 square feet in lieu of maximum area of 71.3 square feet permitted 3. To allow a total of 214.26 square feet of signage in lieu of the maximum total area of 120 square feet permitted 4. To allow more than 25% of the area of traffic directional signage to be used to advertise a business
16	Glen Ellyn Evangelical Covenant Church	277 Hawthorne Boulevard	Directional Signs Freestanding	3	1. Height 2. Area 3. Base Material	6/9/2014	6242	1. To allow traffic directional signage with a height of 4.02 feet in lieu of the maximum height of 4 feet permitted 2. To allow traffic directional signage with an area of 10.57 square feet in lieu of maximum area of 4 square feet permitted 3. To allow the base of a freestanding sign to be constructed with a different material than the primary material of the principal structure

Total Projects Involving Sign Variations 16 Average Number of Variations per Project 2.81

Total Sign Variations Approved 45

Downtown Awning Signage Research
April 3, 2018

Community	Maximum Area Permitted	Maximum Number Permitted	Signage on Valance included in Number/Area
<i>Glen Ellyn</i>	0.5 square feet of signage per 1 lineal foot of establishment frontage	1	Yes
<i>Wheaton</i>	1.5 square feet of signage per 1 lineal foot of establishment frontage	1	Yes
<i>Naperville</i>	1.5 square feet of signage per 1 lineal foot of establishment frontage	No Limit provided all signage for establishment is less than maximum area permitted	Yes
<i>Downers Grove</i>	1 square foot of signage per 1 lineal foot of establishment frontage	No Limit provided all signage for establishment is less than maximum area permitted	Yes
<i>Lisle</i>	1 square foot of signage per 1 lineal foot of establishment frontage	1	Yes
<i>Lombard</i>	Signage permitted on awning valance only and only 10" in height	No Limit	No
<i>Park Ridge</i>	Height is limited to 50% of awning height. Width is limited to 25% of awning height.	1	No, provided that only the business name, logo, and/or address appears on the valance, the valance is no more than 8" in height, and the lettering or logo is no more than 6" in height
<i>Elmhurst</i>	1 square foot of signage per 1 lineal foot of establishment frontage with a 50 square foot maximum	No limit provided all signage for establishment is less than maximum area	Yes
<i>Hinsdale</i>	Awning Signage is Prohibited	Awning Signage is Prohibited	Awning Signage is Prohibited

X:\Plandev\PLANNING\CODES\SIGN CODE\Update 2018\Research\Downtown Awning Signage.xlsx

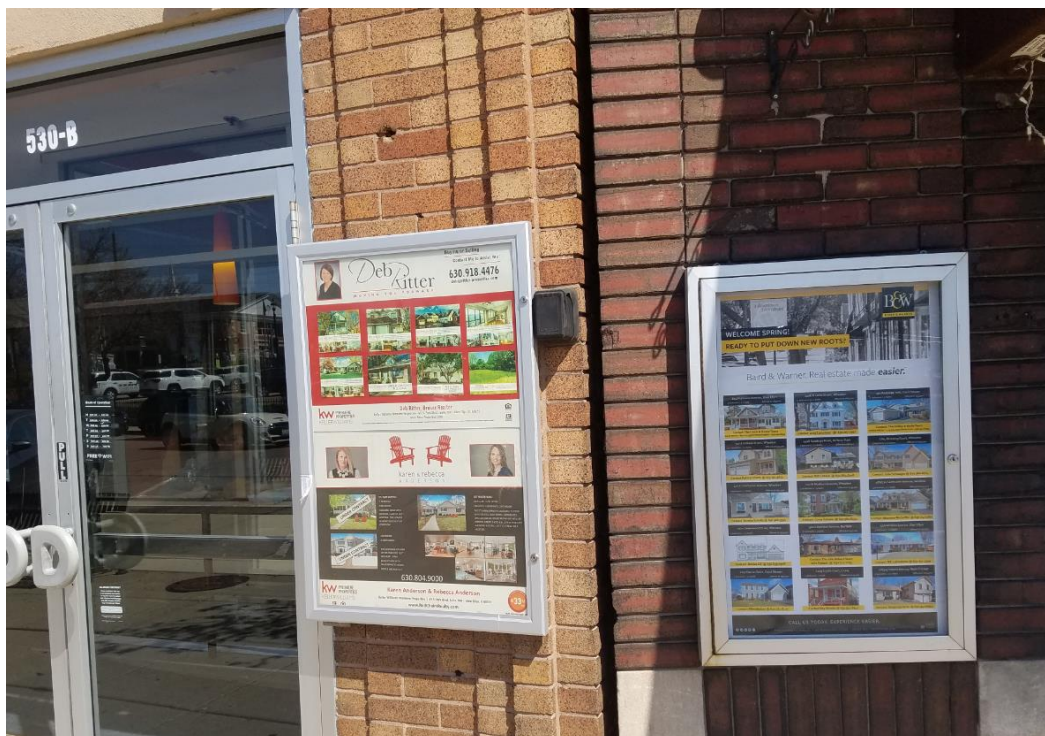
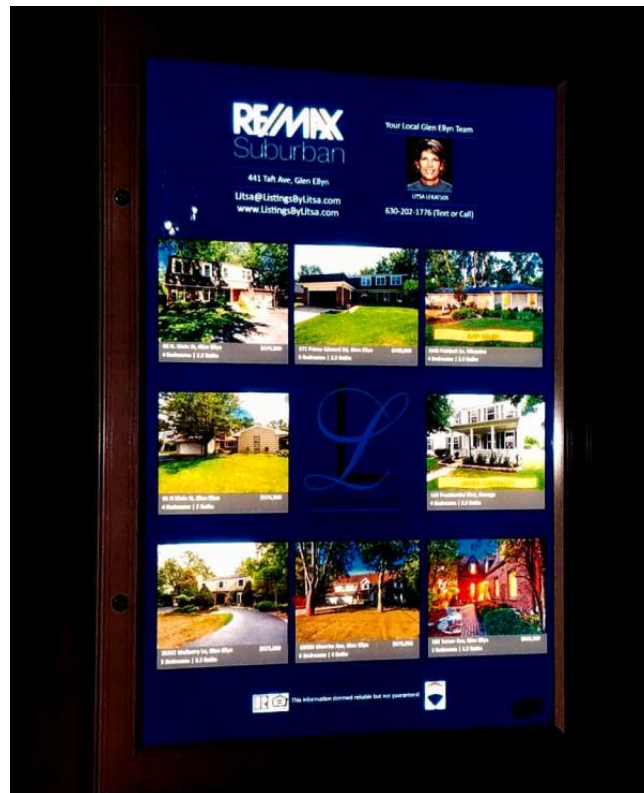
Edie Boutique Awning Signage Photo



Projecting Signage Photos



Illegal Real Estate Signage Photos



Illegal Video Display Signage Photos



Monument Sign Setback Photo





Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/07/18 07:00 PM
Department: Administration
Department Head: Mark Franz
Category: Discussion Item
Prepared By: William Holmer

SCHEDULED

AGENDA ITEM (ID # 3291)

DOC ID: 3291

Assistant Village Manager Bill Holmer will update the Board on the status of the Civic Center Renovation Project.

BACKGROUND

In 2017, the Village Board approved a plan to renovate the Civic Center to better align internal staff efficiencies and work areas, along with improving space to lease to the College of DuPage as part of a new collaboration which will bring Innovation DuPage to the Civic Center. Subsequently, the Village Board approved contracts with Dewberry Architects and Leopardo Construction, Inc. (LCI) to compete the design and construction, respectively.

The project will remodel space on all three floors of the building with the most extensive of the renovations taking place on the first floor. The space most recently occupied by the Police Department will be remodeled to accommodate the operations of both the Village's Planning & Development Department and the independent College's Innovation DuPage project. Also on the first floor, the Cashier's office and the two rooms behind it will be remodeled to allow for the consolidation and relocation of the entire Finance Department. The renovations on both the second and third floors are much smaller in scope. Staff has decided to proceed with a one phase approach to the project instead of completing the first floor and then beginning work on the second and third floors. This should reduce the construction time and offer economies of scale by avoiding unnecessary return visits by subcontractors. However, it will result in some staff working in the gymnasium during the project.

ISSUES

Environmental

Prior to construction, it became necessary to perform an environmental assessment of the Civic Center. We engaged the services of an assessment company to evaluate asbestos and lead content throughout the construction areas. Thus far, we have found asbestos in a portion of the space previously occupied by the Police Department. We have not found significant levels of lead in any of the spaces. We are preparing to seek quotes from abatement companies to perform the asbestos work.

Pricing

Pricing on this project is structured similarly to the Police Department construction. LCI is developing a guaranteed maximum price (GMP) for the entire project while, at the same time, breaking out the costs to account for the fact that the project is being funded by both the Village and the College. As with the Police Department, LCI will seek competitive bidding from subcontractors throughout the Civic Center project.

LCI is preparing a GMP; however, we are already in discussions about reducing costs. You may recall that the College has a budget of \$2,000,000, while the Village set a budget of \$1,350,000 for a total of \$3,350,000. Staff understands the budget and knows that the GMP can't exceed the funds budgeted for the project.

HVAC & General Building Maintenance

It is important to begin a discussion about facility maintenance regarding the Civic Center. We anticipate some costly maintenance items in the future that simply have not been addressed, in large part, due to cost. The windows will need replacement because we experience leakage. However, the immediate concern, which is not new, is the HVAC system. There have long been concerns about the HVAC system during both winter and summer months. In the winter, some spaces do not get enough heat; and, during the summer some spaces are too cool. Temperature control is difficult in most areas. This is exacerbated by the building envelope as mentioned above. Additions to the building in past years have resulted in a split HVAC system - some of the building is served by roof top units while other parts of the building are served by a boiler/hot water system. Several space heaters operate throughout the building as staff tries to keep warm. While this is not part of the current renovation project, we asked Dewberry and LCI to evaluate the system and provide some options for improvements. They conducted a cursory review and came up with a couple of options: (1) a complete "fix" of the system would replace boilers, add heating elements, reroute ducts and diffusers, etc. and could cost \$750,000 - \$1,000,000; (2) add supplemental baseboard heating in certain areas. This is not as simple as it sounds because the current electrical system can't handle any additional load; therefore, we would need to upgrade the electrical system for the building. This option could cost approximately \$100,000 - \$150,000. While, perhaps, this is not the "best practice" approach it would help provide supplemental heat at a lower cost as compared to a complete system overhaul.

It is also necessary to mention that the current boiler is two years beyond its useful life and will need to be replaced in the near future. The current renovation was not intended to address the HVAC system. However, we may be able to contribute contingency money toward improvements should there be funds remaining after the project.

Again, the purpose of introducing this topic is to begin the dialogue and seek direction from the Board for future planning. Ideally, any work toward either option would take place now because we are doing construction on the building. However, funding either option is an issue.

RECOMMENDATION

There is no recommendation for the Board; however, staff is planning to present the GMP for consideration at the May 14, 2018 Village Board meeting.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/07/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Discussion Item
Prepared By: Lindsey Kaminsky

SCHEDULED**AGENDA ITEM (ID # 3289)**

DOC ID: 3289

General Manager Vesevick will present plans to possibly update the dining room at Reserve 22.

Background:

The Village Links expanded its Food & Beverage operations by constructing a new Restaurant, Patio, Bar and Banquet facility in 2013, with the grand opening of Reserve 22 in August. The new facility opened with much fanfare, as the community responded positively to the beautifully designed restaurant, bar, and banquet room, which offered views of the golf course like no other establishment in Glen Ellyn. Initial revenue projections have been more than doubled in the first four years, each year posting an operational profit.

Issues:

While the banquet business at Reserve 22 continues to grow at a steady pace, the restaurant and bar have proven to be more seasonal, relying on golfers and warm weather to attract the bulk of its patrons. During the summer, the main patio, which many consider to be the best in DuPage County, continues to successfully draw patrons willing to wait up to an hour for al fresco dining. Even during this time, the Dining Room often turns at only 50% capacity, with guests often opting instead to wait for patio seating,

Over the four years, 63%-70% of restaurant and bar revenues are realized in the warmer months of May through September. The remaining 7 months account for only 35%. Reserve 22 is generally regarded as a “golf course restaurant”.

Revenues produced in the off season have proven to not effectively cover operational expenses. In an effort to boost revenues in the off season, staff intends to, among other things, create a more desirable restaurant experience by upgrading décor. A recent survey showed that a small percentage of patrons viewed the ambiance in the dining room to be sterile, and unappealing, relative to the rest of the facility. Another common complaint included the general noise level when the facility is full of patrons. The survey indicated that those patrons would visit more regularly with improved ambiance, a response rate of 28%.

Strategy

Food & Beverage Director, Brad Chapple, who joined the team in July 2017, has led efforts to evaluate overall performance, and has made recommendations consistent with meeting our goals. Based on his analysis, staff has identified three areas of improvement which would attract more off season business, and strengthen our peak season volume.

1. Interesting menu items with consistent high quality

2. High levels of service
3. More interesting and inviting atmosphere

Reserve 22 has recently (January 2018) hired Executive Chef Thomas Fota, with more than 20 years of experience as an Executive Chef and Executive Sous Chef, to improve menu options, provide more specials, and improve the quality and consistency of the offerings.

Reserve 22 has recently (April 2018) hired Rainn Incardone, with 22 years of experience in the service industry, to drastically improve the guest experience by improving the levels of service offered.

Reserve 22 staff, along with the Recreation Commission, sought proposals from interior designers to improve guest experience of the restaurant, by upgrading the décor of the dining room. Kreka Design of Franklin Park was retained to submit a concept aimed to increase traffic, particularly in the off season.

Project Outline/Schedule

The scope of the project includes the inclusion of more intimate banquette seating, improved lighting, and noise reduction features, as well as interesting wall and window treatments. The project work would take place near the end of the summer months, while the patio is still open (early September) in order to disrupt the least amount of business. All other service areas will remain open during construction. The goal is to open the renovated dining room by October 15, 2018.

Expected Results

Industry experts (Restaurantowner.com) indicate that restaurants should make upgrades every 4-5 years, to keep its clients engaged. By creating a warmer, more desirable atmosphere, in addition to its commitment to provide an enhanced menu and high service levels, Reserve 22 conservatively expects to generate a minimum of 15% increase in sales, or an average of over \$200,000 annually. While we expect that the majority of the increase will be realized in the off season, in season interest is also expected to increase. The payout from profits would equate to about 5 years.

RESERVE 22 Dining Room Project Simple Analysis			
Year	Sales May - September	Sales October - April	Total Annual Sales
2014	835,463	354,711	1,190,174
% of annual	70%	30%	
2015	1,026,266	578,811	1,605,077
% of annual	64%	36%	
2016	1,016,267	591,460	1,607,727
% of annual	63%	37%	
2017	995,941	556,357	1,552,298
% of annual	64%	36%	
Average Annual Sales (3 years)			1,588,367
Estimated 15% increase			238,255
Annual Profit Margin @ 10%			23,826
Project Cost			116,700
Projected payoff (in years)			4.9

Budget Impact

The Village Board approved \$35,000 for this project in the 2018 budget. The actual cost of the project, as proposed will be \$116,700, plus a contingency. The Village Links/Reserve 22 proposes to fund this project out of its Cash Reserves, and will have no impact on the General Fund. This larger investment may necessitate postponement of some planned capital replacement items for 2018.

Strategic Plan

Strategic Issue V: Village Links/Reserve 22 mission is to enhance the quality of life in Glen Ellyn by offering outstanding recreational and dining opportunities, while providing storm water protection, at no costs to the taxpayer.

Enhancing the dining room atmosphere will increase the Reserve 22 revenues and overall profit margin of the restaurant.

Recommended Action

Village Links/Reserve 22 is seeking an increase of \$93,370 to the approved 2018 Village Links/Reserve 22 Budget, and to approve the recommendation by Staff and the Recreation Commission to execute the Dining Room Renovation for a total amount of \$128,370, which includes project cost of \$116,700, and a 10% contingency.

Presentation

Joanna Kolakowski, from Kreska Design of Franklin Park, IL, will make a detailed presentation of the project, and be available to answer any questions.

Attachment
Contract

ATTACHMENTS:

- kreska proposal Reserve 22 ADD 2 4-2-2018 (PDF)

kreska consultants, llc

2626 park street,
franklin park, il 60131
c. 847.962.4155
e. joanna@kreskaconsultants.com
www.kreskaconsultants.com

November 10th, 2017
REV. November 13th, 2017
ADD #1 December 28th, 2017
ADD #2 April 2nd, 2018

VIA EMAIL

The Village Links / Reserve 22 of Glen Ellyn
ATTN: Jeff Vesevick
General Manager
485 Winchell Way, Glen Ellyn, IL 60137
630-469-8192
jvesevick@villagelinksgolf.com

**RE: Consulting Services Proposal for Interior Design Package for Reserve 22
ADD #2 Construction Documentation
and Construction Management Services**

Dear Brad,

KRESKA CONSULTANTS prides itself on bringing projects in on time and on budget. Our established relationships with professional service providers and contractors assure a successful project. Our attentiveness and persistence allow us to quickly and effectively bring project to completion.

KRESKA CONSULTANTS, LLC proposes to provide Construction Project Management services for VILLAGE LINKS GLEN ELLYN DBA RESERVE 22; approx.: 1000 sf of space consisting of casual dining and host areas. Services to be provided are described below.

SCOPE OF SERVICES

CONSTRUCTION DOCUMENTS PHASE: \$4,500-\$10,000

Depending on the scope of work; this fee will depend on the extent of drawings requested by the Village.

- A. Based upon the final approved Design Development package; KRESKA CONSULTANTS will prepare a set of Construction Documents in conformance to applicable Building, Fire/Life Safety and ADA code requirements and in sufficient detail for contractor bidding and construction.
 1. KRESKA CONSULTANTS's will coordinate work with MEP Engineer in completion of Mechanical, Electrical and Plumbing design drawings and calculations. Fire Protection and Sprinkler work will be designed and permitted by a company licensed to do so and is not included in this proposal.
 2. If required, KRESKA CONSULTANTS's structural consultant will provide structural drawings and calculations. All work to be performed for an additional fee.
 3. When applicable; KRESKA CONSULTANTS will submit completed Construction Documents to the Building Department, Fire Department, Health and all authorities with jurisdiction over the project, for Plan Check. Complete necessary corrections and resubmit for final plan check approval.
 4. Any changes to scope of work, design or layout once RESERVE 22 final Design Documents package has been approved will result in additional fees.
- B. Included in this phase is (1) one meeting with RESERVE 22.

CONSTRUCTION PROJECT MANAGEMENT SERVICES; \$11,750.00

- 1) Manage construction and site set up process; delivering space ready to open. This is to include:
 1. pre-construction: finalize timelines with all parties (contractor, furniture vendors, contractors and RESERVE 22 Marketing team, etc)
 2. price out scope of work;
 3. purchasing and management of all equipment/materials and supplies
 4. construction oversight; weekly calls with major stakeholders, site visits as needed
 5. if necessary attend RESERVE 22 construction meetings
 6. resolve design and construction problems
 7. review contractor layout prior to commencement of construction
 8. monitor the construction progress for conformity to the Construction Documents
 9. administer request for information (RFI's) and submittals
 10. review shop drawings and samples for design intent and for compliance with information in the Construction Documents.
 11. if/when necessary assist & attend inspections
 12. review all change orders, for final sign off by RESERVE 22
 13. prepare construction punch-lists with RESERVE 22 Team, GC & Manager
 14. review contractor and subcontractor payment applications and lien waivers for payment by RESERVE 22
- 2) Manage project closeout, including coordination of GC/ as-built records, drawings and warranty info
- 3) Create project file and manage planner project management infrastructure

CONTRACTS

KRESKA CONSULTANTS acts as an advisor to RESERVE 22; all final selections and contractual arrangements with third parties are made solely by RESERVE 22, and such contractual relationship is between RESERVE 22 and vendor only. KRESKA CONSULTANTS is not a party to such contracts, and RESERVE 22 specifically indemnifies KRESKA CONSULTANTS for contractual liability with any vendors or outside parties.

ADDITIONAL SERVICES THAT ARE OFFERED BUT NOT INCLUDED IN THE FOLLOWING FEE ARE:

1. Storage Facility – construction materials storage for GC ease of access and pick up for each of the projects

PROPOSED FEE

KRESKA CONSULTANTS proposes to do the work described above for a Fixed Fee:

CONSTRUCTION DOCUMENTS (W/PERMIT): \$4,500.00 – 10,000.00

CONSTRUCTION PROJECT MANAGEMENT:\$11,750.00

PROJECT TOTAL: \$16,250.00

*** Total assumed lower cost CD's per conversation with the Village.**

KRESKA CONSULTANTS proposes to do the work described above for a Fixed Fee of as shown above excluding reimbursable expenses and additional presentation time. Proposed schedule for the work to take place; 3 weeks from the contract and deposit date.

Payment Terms: A non-refundable retainer in the amount of 25% of contract value in the amount of **\$4,062.50** is due at contract signing and will be applied to the last phase of services billed. All remaining fees must be paid in full prior to casual dining area re-opening. Invoices will be billed on monthly basis. All invoices to be paid within 15 days from the invoice date. A late fee, 10% interest will be added to all past due invoices. KRESKA CONSULTANTS reserves the right to cease any and all services due to delinquent payments. KRESKA CONSULTANTS shall notify the Client in writing (5) business days prior to ceasing services.

Terms and Conditions:

Limit of Liability: In recognition of the relative risks and benefits of the project to the Client, Owner and the Architect, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Architect (KRESKA CONSULTANTS) and his or her sub-consultants to the Client or Owner and to all construction contractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or

causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect and his or her sub-consultants to all those named shall not exceed the Architect's total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Marketing Release: In order to further demonstrate experience in similar projects, KRESKA CONSULTANTS shall be allowed to use the name and non-proprietary images identifying the scope, general layout, general location in its marketing material which includes but shall not be limited to: web site, social media, printed media (leave behinds), verbal descriptions, examples provided in formal requests for proposal and/or qualifications (RFP/RFQ) responses, etc. unless specifically prohibited by the Client and/or Owner prior to engaging in this contract. Samples of similar marketing materials can be provided upon request. In addition, KRESKA CONSULTANTS reserves the right to display at the construction site, advertising material consisting of but not limited to: construction signage, construction banners, etc. Said advertising material may display KRESKA CONSULTANTS's name, address, contact information and services provided. The aforementioned advertising material display location shall be coordinated with the Owner/Construction manager prior to its assembly.

Thank you again, for the opportunity to submit to you this project proposal. If it meets with your approval, please sign in the space below, returning a copy to KRESKA CONSULTANTS for our files.

If you have any questions regarding this proposal, please do not hesitate to call. We look forward to working with you.

Sincerely,
KRESKA CONSULTANTS, LLC.
 Joanna A Kolakowski

Village Links Glen Ellyn/ RESERVE 22
 Jeff Vesevick

Signature & Date: _____

Signature & Date: _____

STANDARD SCHEDULE OF FEES

STANDARD HOURLY RATES:

☐ Public Appearances	\$195.00
☐ Professional Time	\$155.00
☐ Administrative/CAD	\$65.00
☐ Outsource Plotting	COST
☐ Messenger/Overnight Service	COST
☐ Consulting Engineering Services	COST

REIMBURSABLE GENERAL EXPENSES:

☐ Mileage	.65C/MILE
☐ Parking	@COST
☐ Furniture & Fixtures	@COST

SERVICES LISTED BELOW ARE NOT INCLUDED; LISTED PURELY FOR INFORMATION PURPOSE ONLY TO ILLUSTRATE A LIST OF OTHER SERVICES AVAILABLE.

OTHER:

- A. Reimbursable expenses.
- B. Perspective drawings or renderings UNO
- C. Site Plan/Landscape Plan/Review
- D. Revisions or design changes to the approved plans required by the client or unforeseeable permitting requirements. Other than listed above.
- E. Any in-person agency meetings or hearings other than noted above.
- F. Plan Check, permit, assessment or utility connection fees.
- G. Permitting or planning for environmental remediation or clean-up of any contamination found on the existing site.

- H. Special studies or reports not listed above as included (sound, traffic, environmental, etc.)
- I. Architectural design work
- J. Structural/Civil review and work
- K. Mechanical, Electrical & Plumbing Engineering review and work
- L. ADA related issues related to existing structure as delivered by Landlord
- M. Signage & logo design, fabrication and installation/ Signage Drawings or Sign Permit Submittals
- N. Fire suppression System modifications design, permit, installation
- O. Exterior elevations Fixtures and millwork fabrication and installation