

Committee Members:  
Justin Gough  
Bill Poletti  
Frank Menn  
Pat Baeske  
Harry Zimmerman

**A G E N D A**  
**COMMUNITY COMMITTEE**  
Wednesday, October 19, 2016 – 7:00 p.m.  
Council Chambers  
Fairview Heights City Hall  
10025 Bunkum Road

**Public Participation**  
Approval of Minutes – [September 21, 2016](#)

***Parks & Recreation***  
***Alderman Justin Gough, Chairman***

1. [Parks and Recreation Director's Report](#)
2. Update on Projects: Presentation Showing Projects Completed During This Fiscal Year
3. Pavilion #5 Design Approval – Recommend Approval for the New Design
4. Recreation Center – Update on Status

***Development***  
***Alderman Bill Poletti, Chairman***

1. [Economic Development Director's Report](#)

***Planning***  
***Alderman Pat Baeske, Chairman***

1. [Land Use & Development Director's Report](#)
2. [Home Kitchen](#)
3. [ZBA 05-16, Area/Bulk Variance – 238 Circle Drive, Birdsong](#)
4. [PC 14-16 Development Plan, Commercial Bakery, 815 Lincoln, Elizabeth Toepfer](#)
5. [PC 15-16 Development Plan, Self-Storage, Longacre Drive, JQP Properties LLC](#)

**THE CITY OF FAIRVIEW HEIGHTS**  
**COMMUNITY COMMITTEE MINUTES**  
**Wednesday, September 21, 2016 - 7:00 p.m.**  
**City Council Chambers**  
**10025 Bunkum Road, Fairview Heights, IL**

**Committee Members in attendance** – Justin Gough, Pat Baeske, Harry Zimmerman, Bill Poletti Mayor Mark Kupsky, Ex-officio

**Committee Members absent** – Bill Poletti, Frank Menn

**Other Aldermen and Elected Official in attendance** – Pat Peck

**Staff in attendance** - Parks & Recreation Director Angie Beaston, Land Use Director Tim Tolliver, City Attorney Jim Gehrs

**Recorder** – Cheryl Kleb

**Public Participation**

None.

**Approval of August 17, 2016 Minutes**

Motion and second to approve said minutes as written were made by Aldermen Harry Zimmerman/Pat Baeske. The motion carried by voice vote and was unanimous.

**Planning Committee**

*Alderman Pat Baeske, Chairman*

**Land Use & Development Director's Report**

Director Tolliver presented his written report to Committee for review. There were no questions.

**PC 11-16 Zoning Map Amendment, 10207 Lincoln Trail, St. John UCC**

Director Tolliver informed Committee that the petitioner withdrew request. No action was taken.

**PC 12-16 Development Plan, Senior Housing, St. John UCC**

Director Tolliver informed Committee that the petitioner withdrew request. No action was taken.

**PC 13-16 Special Use Permit, 5701 Perrin Road, Penni Livingston**

Director Tolliver briefed Committee on PC 13-16 Special Use Permit, 5701 Perrin Road, Penni Livingston. Planning Commission recommended approval of the request

Motion and second to recommend to City Council an Ordinance to approve PC 13-16 regarding the special use permit for professional office in accordance with the Planning Commission recommendation were made by Aldermen Harry Zimmerman/Justin Gough. The motion carried by voice vote and was unanimous.

**Development Committee**

*Mayor Mark Kupsky, Acting Chairman*

**Economic Development Director's Report**

Director Malloy's written report was presented to the Committee for review. There were no questions.

**Parks & Recreation Committee**

*Alderman Justin Gough, Chairman*

**Parks Director's Report**

Director Beaton presented her written report for review by the Committee. There were no questions.

Mayor Kupsky recommended that committee and staff decide on a name for the new park located in the Lexington Drive area.

**Adjournment 7:25 p.m.**

Submitted By:

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Recorder

# PARKS AND RECREATION DEPARTMENT

## INTER OFFICE MEMO

TO: Elected Officials

FROM: Angela Beaston, Director of Parks and Recreation

DATE: October 17, 2016

SUBJECT: Parks & Recreation Committee Agenda Overview

### Director's Report

The following is a synopsis of the Parks and Recreation Department:

The Parks and Recreation Department did an excellent job with the Fall Festival this year, we had beautiful weather and a wonderful turn out of children and families in our community. Thank you to everyone that helped by donating money, cakes and volunteer hours. Each and everything that was done behind the scenes made the event a huge success.

**Up-Coming Events:** Now is this time to start promoting the Christmas Spectacular which will be held Saturday, December 10<sup>th</sup> from 10 a.m. to 1 p.m. at the Four Points by Sheraton.

We are now accepting registration for the Youth Basketball League which is held at Pontiac School from January 7-February 25, 2017. Boys and Girls in grades 1<sup>st</sup> – 4<sup>th</sup> grade can register early to avoid a late fee.

The Parks Staff is busy cleaning and preparing the grounds for the 2017 spring and summer seasons. Fall and winter are the perfect time for the laborers to conduct general maintenance to the grounds and facilities in preparation for next year's peak season.

### Agenda Review

**Agenda Item #1 – Director's Report:** General discussion regarding items in report.

**Agenda Item #2 – Update on Projects:** Director will present a presentation showing the projects that have been completed so far during this fiscal year.

**Agenda Item #3 - Pavilion #5 Design Approval:** Recommend approval for the new design for Pavilion #5.

**Agenda Item #4 – Recreation Center:** Update on the status of the Recreation Center



*Angela Beaston*  
*Director of Parks & Recreation*

*City of Fairview Heights*  
*10025 Bunkum Road*  
*Fairview Heights, IL 62208*  
*(618) 489-2040 - Office*  
*(618) 489-2047 - Fax*  
*www.cofh.org*



# CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

## MEMORANDUM

**DATE:** October 14, 2016  
**TO:** **ELECTED OFFICIALS**  
**FROM:** Mike Malloy, Director of Economic Development  
**SUBJECT:** **DEVELOPMENT COMMITTEE AGENDA OVERVIEW**

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### **ECONOMIC DEVELOPMENT DIRECTOR'S REPORT:**

1. No items are on the Agenda that require action. Further, I will not be at the Committee meeting since I am on a scheduled vacation October 17<sup>th</sup> – 21<sup>st</sup>.
2. Director continues to work with O'Fallon City Administrator concerning placing City of Fairview Heights name on the St. Clair Square Water Tower.
3. Director is working with Kunkel Commercial Group to fill the former Regions Bank space on Bunkum Road.
4. Director continues to work with property owners along the alignment route of the South Corridor Trail between Old Lincoln Trail Park and Moody Park to obtain permanent 20' wide easements.
5. Director is working with the Southern Illinois Healthcare Foundation to construct a Senior Housing Complex and Clinic in the City. Several locations are under consideration.
6. Director is working with a Developer to construct an Assisted Living Center specializing in Memory Care in the City.
7. Two (2) smoke shops will be opening soon on Lincoln Trail. The spaces involve the former cleaners space adjacent to BP and the former Deeke Motorsports space at Union Hill and Lincoln Trail.

8. Cricket Wireless is in the process of occupying the former General Nutrition space which is in the Five Guys Strip Center on 159. The present Cricket Wireless store on Lincoln Trail is to remain open.
9. Staff has reconfigured the Hotel/Motel Grant Application packet to make it more user friendly. [The Application Packet is included in this packet.](#)
10. Staff has updated the Business Assistance Programs document to include recent TIF district creations. [The document is included in this packet.](#)
11. Director is working with the owner of Premier Car Connection to update the used car lot at 9101 St. Clair Avenue which is within the newly created TIF #4 and the City's Enterprise Zone.
12. A groundbreaking for the McKay NAPA Auto Parts store to be located at 10408 Lincoln Trail was held on October 4<sup>th</sup>.
13. A Ribbon Cutting for the new Fitopia Eatery in the St. Clair Square Food Court was held on October 7<sup>th</sup>.
14. A Ribbon Cutting for the new Heartland Healthcare facility at 5032 N. Illinois was held on October 11<sup>th</sup>.
15. The owners of Crossroads Shopping Centre recently repaved and striped the parking lot in front of the soon to be occupied spaces of Sky Zone and Ruler Foods.
16. [The latest unemployment figures for the area are attached.](#)
17. The VFW property on 159 is under contract and the Developer continues his due diligence.
18. SCS began drilling on the 72 acres on North 159 on October 5<sup>th</sup> to determine the extent of undermining. At present, every boring has hit coal and not a mine void. Further, preliminary borings show the mine to be 50 feet deeper than originally thought.

19. Director is working with an Awning Company to locate on St. Clair Avenue in French Village. Financial assistance is being sought via TIF #4 and the City's Enterprise Zone.



# **HOTEL / MOTEL TAX GRANT FUNDING PROGRAM**

## **Applicant Packet**

*Adopted: January 20<sup>th</sup>, 2015,*

*Updated & Recommended for Acceptance: February 9<sup>th</sup>, 2016,*

*Approved by City Council: February 16, 2016*

October, 2016

Dear Potential Hotel / Motel Grant Applicants,

The City of Fairview Heights Business Alliance Commission (BAC) appreciates your interest in the Hotel/Motel Grant Funding Program. The funding for this program is generated from a local tax applied to overnight stays at hotels in Fairview Heights. The purpose of the program is to promote overnight stays in local hotels by providing funding assistance to events that bring people to our community. Therefore, projects that encourage overnight stays are preferred in accordance with State statutes.

This packet is designed to provide you with all the documents needed from beginning to end of the funding cycle. Please refer to the checklist provided on the following page to assist you throughout the process. Funding will cover expenses in Fiscal Year 2017/2018, which runs from May 1, 2017 to April 30, 2018. Expenses can occur only during this time period. Please try to be as complete as possible within the application. For those questions which do not apply to your application, simply insert "n/a" or "not applicable". You may also attach additional documentation, as you feel necessary.

One hard copy and one electronic copy of your application must be received at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois 62208 by 5:00 p.m. on Tuesday, January 31, 2017 – no exceptions. The applications should be marked to the attention of Staff Liaison. Electronic versions can be sent to [mayor@cofh.org](mailto:mayor@cofh.org).

All applications will be submitted to the Staff Liaison, and referred to the Director of Economic Development. Based on guidelines of the attached policy, the Director and Review Committee\* shall make funding recommendations to the City's Aldermanic Finance Committee. Following a review by the Finance Committee, the awarding of funds concludes via adoption of a Resolution by the City Council.

If you have any questions regarding the process and/or City requirements, please refer to the "City Contacts" list provided within the packet. Thanks again for your interest in this program. We look forward to receiving your application.

Respectfully,



Chuck Daily,  
Chairman, Business Alliance Commission

\*Mayor, City Administrator, Director of Economic Development, Finance Director, Land Use and Development Director, and City Attorney

## CHECKLIST

**APPLICANT:** \_\_\_\_\_

\_\_\_\_\_ Grant Application (Exhibit "A" or "E" – see procedures) is completed and signed.

\_\_\_\_\_ One paper copy and one electronic copy is submitted to the City's Staff Liaison.

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### *\*For Committee / City Use Only\**

\_\_\_\_\_ Considered by Review Committee

\_\_\_\_\_ Recommendation to Finance Committee

\_\_\_\_\_ Finance Committee Recommendation

#### **City Council Review:**

\_\_\_\_\_ Funding Denied                      \_\_\_\_\_ Funding Approved                      \$\_\_\_\_\_ Funding Amount

#### **Post Award Requirements**

\_\_\_\_\_ Exhibit "B" (Hotel/Motel Tax Funding Agreement) has been completed by both parties.

\_\_\_\_\_ Exhibit "C" (Waiver and Release) has been completed and signed by organization.

\_\_\_\_\_ All applicable permits / licenses have been acquired by the Organization.

\_\_\_\_\_ Not Applicable

\_\_\_\_\_ Reviewed by Director of Land Use & Development

\_\_\_\_\_ Reviewed by Director of Parks and Recreation

\_\_\_\_\_ Reviewed by Liquor Commissioner

\_\_\_\_\_ All Insurance requirements/forms have been submitted.

\_\_\_\_\_ Not Applicable

\_\_\_\_\_ Staff Review / Initials

\_\_\_\_\_ Funds Distributed

\_\_\_\_\_ Exhibit "D" (Post-Event Report) has been completed and returned to the City for 2016 (if applicable)

## CITY CONTACTS

NAME	TITLE	PHONE #	EMAIL
<b>Becky Short</b>	Staff Liaison	618-489-2010	<a href="mailto:mayor@cofh.org">mayor@cofh.org</a>
<i>For assistance with: application submission, meeting announcements, liquor license.</i>			
<b>Angie Beaston</b>	Director of Parks & Recreation	618-489-2040	<a href="mailto:beaston@cofh.org">beaston@cofh.org</a>
<i>For assistance with: park reservations, scheduling of events on park grounds, etc.</i>			
<b>Tim Tolliver</b>	Director of Land Use & Development	618-489-2060	<a href="mailto:tolliver@cofh.org">tolliver@cofh.org</a>
<i>For assistance with: permits and code enforcement.</i>			
<b>Gina Rader</b>	Director of Finance	618-489-2050	<a href="mailto:rader@cofh.org">rader@cofh.org</a>
<i>For assistance with: disbursement of funds, reimbursements, post-event reporting.</i>			
<b>Mike Malloy</b>	Director of Economic Development	618-489-2010	<a href="mailto:malloy@cofh.org">malloy@cofh.org</a>
<i>For assistance with: marketing efforts or application questions</i>			
<b>Cathy Bryant</b>	Deputy City Clerk	618-489-2000	<a href="mailto:bryanca@cofh.org">bryanca@cofh.org</a>
<i>For assistance with: insurance requirements.</i>			

## **HOTEL / MOTEL TAX GRANT FUNDING POLICY**

### **Background:**

Per City Code 36-2-7, proceeds resulting from the imposition of the Hotel/Motel Tax shall be appropriated into a special fund to be used and applied for the promotion and development of tourism and conventions in the City of Fairview Heights. The primary responsibility of the “City of Fairview Heights Hotel / Motel Sub-Committee” is to convene and make recommendations to the City Council as to the orderly disbursements of funds collected. As a “Home Rule Municipality”, the City Council reserves the right to utilize Hotel/Motel tax funds towards general operations.

### **Policy:**

It is the express intent of the City Council and the “Hotel/Motel Grant Funding Program” that residue taxes collected and available from the Hotel/Motel Tax Fund are to be used for the following purposes:

1. Community Cultural Events
  - a. Continuing event heritage.
  - b. Nurture new events.

Further, it is the intent of the City Council that an event receiving a grant may have funds split among the following expense categories that will then be apportioned to the above purposes:

1. Direct event programming costs.
2. City services needed to protect public safety and property.
3. Promotional and marketing costs.
4. Permanent beautification or public improvement costs.

### **Procedural Guidelines:**

1. Grant application requests shall be in writing using a common format/form.
  - 1) For requests in excess of \$2,500 use “Exhibit A”
  - 2) For requests equal to or below \$2,500 use “Exhibit E – Short Form”
2. Requests shall be submitted by January 31<sup>st</sup>, 2017.
3. The City’s staff liaison shall assemble the grant request packets and forward the completed requests to the City Review Committee.
4. The Director of Economic Development shall collect all grant application submissions and distribute to the Review Committee\* for a future meeting.
5. The Review Committee shall grade each application using the Evaluation Worksheet (Exhibit “F”).
6. The Review Committee shall report via memo and display the requested amount vs. the recommended grant decisions to the Aldermanic Finance Committee.
7. The Finance Committee shall review the committee’s recommendation and forward a funding resolution to the City Council.
8. The City Council shall approve the grant awards by resolution upon review of committee recommendation and with regard to budget restrictions and conformance with policy and procedure guidelines established herein.

9. The “Hotel/Motel Tax Funding Agreement” (Exhibit “B”) shall be executed by the Mayor of the City of Fairview Heights and the receiving organization.
10. The “Grant Waiver and Release” (Exhibit “C”) shall be executed by the receiving organization.
11. Funds shall be disbursed in the following manner:
  - 1) One-third of the grant will be awarded immediately after May 1, 2017;
  - 2) One-third of the grant will be awarded 10 days prior to the actual event; and
  - 3) One-third of the grant will be awarded within 10 days of submission of the Post-Event Report.
12. In the event an applicant who receives a reimbursement fails to fully execute the event due to negligent activity that results in citation or permit being revoked, the organization may be required to return the reimbursement and not be eligible for future grant awards until the amount is repaid.
13. Changes in the use of grant funds (as stated in the application) after funds have been awarded must be requested to the Committee in writing. The Committee shall review the request and make a recommendation to the City Council for approval or denial.
14. Event data shall be summarized and reported to the Committee within 90 days of the end of the event of program. A complete financial accounting will be included on a form provided by the Committee (Exhibit “D”).

Examples of eligible expense category are as follows:

- a. *Community Cultural Events*
  - i. Art Fairs / Exhibits/Festivals
  - ii. Art Education

### **Conclusion:**

The Hotel/Motel Tax funds should be used to develop the culture and heritage of the community that helps define the community and make it attractive to visits by non-residents, and in all other respects nurtures our community as a point of destination for the traveling public and increasing the appeal for new businesses and quality of life for the residents of Fairview Heights. The overall goal is to increase the number of hotel stays in our community and to extend the stays of travelers and thereby increasing taxes for funds available to the city.

\*Mayor, City Administrator, Director of Economic Development, Finance Director, Land Use & Development Director, and City Attorney

**EXHIBIT "A"**

**HOTEL/MOTEL FUND GRANT APPLICATION**

*(For Requests in excess of \$2,500)*

***Organization Information***

1) Name and Address of Applicant (Organization):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Website Address: \_\_\_\_\_

3) Contact Person:

a) Name: \_\_\_\_\_

b) Phone: \_\_\_\_\_

c) Fax: \_\_\_\_\_

d) Email: \_\_\_\_\_

4) Is this a Non-Profit Organization? Yes \_\_\_\_\_ No \_\_\_\_\_

5) Status of Organization (i.e. Foundation, Corporation, etc): \_\_\_\_\_

6) Agency Tax ID # \_\_\_\_\_

***Event Information***

7) Fiscal Year of the Event: 2017-2018

8) Name of the Event: \_\_\_\_\_

9) Date(s) of the Event: \_\_\_\_\_

10) Location of the Event: \_\_\_\_\_

11) Description of the Event:

12) Funding Request Amount: \$ \_\_\_\_\_

13) Projected Attendance for the Event: \_\_\_\_\_

14) Expected Overnight Stays for the Event: \_\_\_\_\_

15) Description / Purpose of Funding Request:

16) Other Sources of Project Funding:

Individual Donations: \$ \_\_\_\_\_

Grants: \$ \_\_\_\_\_

Private Businesses: \$ \_\_\_\_\_

17) Do you anticipate the need for “in-kind” services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

18) Continuing / New Activity:

a) Is this event... New \_\_\_\_\_ Continuing \_\_\_\_\_

b) Do you expect it to be an Annual Event? Yes \_\_\_\_\_ No \_\_\_\_\_

c) Do you anticipate requiring regular and continued funding? Yes \_\_\_\_\_ No \_\_\_\_\_

d) Did you receive funding last year? Yes \_\_\_\_\_ No \_\_\_\_\_

e) If “d” = yes,

i) What amount did you receive? \$ \_\_\_\_\_

ii) Did you meet the Post-Event Reporting Requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

19) Sponsors

If applicable, please list key sponsors that donate funds or provide “in-kind” services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1		
2		
3		
4		
5		

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

**Revenues:**

Hotel / Motel Tax Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Revenues:** \$ \_\_\_\_\_

**Expenses:**

Expenditure Types	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL EXPENSES:** \$ \_\_\_\_\_

23) If you are a previous recipient of Hotel/Motel Funds, attach Exhibit "D". If previously provided, please disregard.

24) Attach Event Plan and Budget; Timeline for upcoming event; Marketing efforts

25) Can event occur without city financial assistance: \_\_\_Yes \_\_\_ No

26) Has event previously been held in Fairview Heights: \_\_\_Yes \_\_\_No If yes, how many years in existence?

27) Projected sales tax generation: Event \_\_\_\_\_ Indirect\_\_\_\_\_

28) Number of volunteers associated with event? \_\_\_\_\_

29) Nonprofit or for profit event? \_\_\_\_\_

30) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan? \_\_\_ Yes \_\_\_ No

31) Why should event be funded? Attach narrative.

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature of Representative / Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **EXHIBIT “B”**

### **Hotel / Motel Tax Funding Agreement**

This sets forth the agreement (“Agreement”) between the City of Fairview Heights (“City”) and \_\_\_\_\_ (the “Organization”), with its principal place of business at \_\_\_\_\_, relating to the use of Hotel/Motel Tax Funds.

**1) Use of Funds**

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit “A” to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

**2) General Terms**

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights “Crossroads of Prosperity” logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

**3) Permits & Licenses**

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

**4) Insurance**

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City’s Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk’s Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

Applicant / Recipient

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Title: Mayor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT "C"**

**HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS**

Whereas, \_\_\_\_\_ ("Organization") has applied for and been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for \_\_\_\_\_.

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: \_\_\_\_\_

SIGNER: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT "D"**  
**POST-EVENT REPORT**

***ORGANIZATION INFORMATION***

Fiscal Year of the Event: 2017-2018

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Funding Amount Received: \$ \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

***PROJECT OR EVENT***

*The Organization is encouraged to attach copies of receipts, contracts, etc which display the use of the grant funds received.*

How were the funds actually used?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the actual percentage of events costs covered by the grant? \_\_\_\_\_%

If applicable, what was the estimated hours of "In-Kind" services provided by city staff? \_\_\_\_\_

What is your estimate of the actual attendance at the event? \_\_\_\_\_

Number of volunteers participating in event? \_\_\_\_\_

How many room nights were generated at Fairview Heights hotels by attendees of this event? \_\_\_\_\_

What issues, if any, could be better addressed in the future?

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What method did you use to determine the number of room nights generated?

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What marketing initiatives did you utilize to promote hotel and activity for this event?

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Please Submit completed form to:

City of Fairview Heights  
Attn: Becky Short, Staff Liaison  
10025 Bunkum Road  
Fairview Heights, IL 62208

**EXHIBIT "E"**

**HOTEL/MOTEL FUND GRANT APPLICATION – SHORT FORM**

*(For Requests Equal to or Less than \$2,500)*

**Name and Address of Applicant (Organization):**

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**Contact Person:**

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

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

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

Email: \_\_\_\_\_

**Event Information**

1. Name of the Event: \_\_\_\_\_
2. Date(s) of the Event: \_\_\_\_\_
3. Location of the Event: \_\_\_\_\_
4. Description of the Event & Purpose of Funding Request:

5. Funding Request Amount: \$ \_\_\_\_\_
6. Projected Attendance for the Event: \_\_\_\_\_
7. Expected Overnight Stays for the Event: \_\_\_\_\_

**FOR STAFF USE ONLY**

*Evaluator*

**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

<b>CRITERIA</b>			
<b>1.</b>	<b>EVENT FEASIBILITY (PRE-SCREENING)</b>		
	Feasibility -Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ) (IF NO, application denied.)		Evaluation notes:
	-Adequate time to produce event		
	-Are there contingencies or back-up plans for weather or other causes for cancellation / rescheduling?		
	-Business Plan Strength and Reasonableness		
	-Proposed Budget Adequate for Proposed Venues		
	-Adequate Marketing Plan/TV, print/internet		
	-If City's contribution is over 50% of total cost, application is automatically denied		
	If (No), then no further action		
	<b>If any of the above criteria are not met, the application is denied.</b>		
<b>2.</b>	<b>IS GRANT AMOUNT NEEDED FOR EVENT PRODUCTION? - YES( <input type="checkbox"/> ) NO ( <input type="checkbox"/> )</b>		Evaluation notes:
	If (No) then no further action		
<b>3.</b>	<b>IS EVENT VENUE IN FAIRVIEW HEIGHTS? - YES ( <input type="checkbox"/> ) NO( <input type="checkbox"/> )</b>		Evaluation notes:
	If(No) then no further action-(Refer to Director of Economic Development for possible descretionary funding)		
	<b>CRITERIA</b>		<b>SCORE</b>
	Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 = Excellent; <b>100 Points Possible</b>		

**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

<b>4.</b>	<b>YEARS OF EXISTENCE OF EVENT IN FAIRVIEW HEIGHTS</b>	Years	
	<b>Enter the number of years event has been in existence</b>		
	(4 points awarded <b>(with a maximum of 100 points)</b> for each year this event has been in existence in Fairview Heights)		Evaluation notes:
<b>5.</b>	<b>PROJECTED ATTENDANCE / EVENT DURATION</b>		
	Attendance from local market		
	20,000+ = Strong; 5000 - 19,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak		
	Attendance from outside market		
	10,000+ = Strong; 5000 - 9,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak		
			Evaluation notes:
	<b>200 Points Possible</b>		
<b>6.</b>	<b>EVENT / VENUE SALES TAX GENERATION</b>		
	Consider overnight attendees; Dining in restaurants and bars; Local shopping during attendance; Motor fuel; Attendees traveling to the event		
	Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 =		
	Direct sales from event		

**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

	Motor Fuel sales		
	Sales from non-event local shopping		
	Dining and Entertainment (non-event) sales		
	<b>400 Points Possible</b>		Evaluation notes:
<b>7.</b>	<b>HOTEL / MOTEL ROOM NIGHTS GENERATED</b>		
	<b>Seasonal Factor</b>		
	January thru March = 4; April, May, September, October = 3; June, July, November, December = 2; August = 1		
	<b>Hotel / Motel Room Nights</b>		
	50+ Room nights = Strong; 30 - 49 room nights = Good; 10 - 29 nights = Fair; 5 - 9 room nights = Weak; Less than 5 room nights = Very Weak		
	Special consideration for holiday season events that attract additional shoppers to City during peak shopping seasons?		Evaluation notes:
	<b>200 Points Possible</b>		
<b>8.</b>	<b>NUMBER OF VOLUNTEERS AND HOURS OF VOLUNTEER PARTICIPATION</b>		
	Consider Volunteers not including BoD or Principals		
	Demonstrates community involvement and strength		
	50+ volunteers & 1000 hours = Strong; 30 - 49 volunteers & 500 hours = Good; 20 - 29 volunteers & 250 hours = Fair; 10 - 19 volunteers & 100 hours = Weak; Less than 10 volunteers = Very		

**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

	<b>200 Points Possible</b>		Evaluation notes:
<b>9.</b>	<b>EXPERIENCE AND QUALITY OF ORGANIZATION</b>		
	Structure and Leadership, BoD, Event Chairperson(s) (Yes = Strong; No = Very Weak)		
	501C3/Incorporated/Formal Bylaws (Yes = Strong; No = Very Weak)		
	Does Leadership have Event Planning Experience of Similar Size (Yes = Strong; No = Very Weak)		
	Is Organization working well with City Officials / Guidelines (Yes = Strong; No = Very Weak)		
	<b>100 Points Possible</b>		Evaluation notes:
<b>10.</b>	<b>PERCENTAGE OF GRANT PROPOSAL TO TOTAL BUDGETED COST</b>		
	City's Percentage to total cost		
	5% or less of total = Strong; up to 10% of total = Good; up to 20% of total = Fair; up to 30% of total = Weak; up to 50% = Very Weak; over 50% = disqualified, request denied		Evaluation notes:

**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

	<b>300 Points Possible</b>		
<b>11.</b>	<b>PHYSICAL COMMUNITY / CITY IMPACT</b>		
	Security analysis completed (P.D. security, parking, traffic control); Clean-up arrangements complete for City and private property; both Health Department and Fire Department Assessments		
	All 3 categories complete = Strong; 2 categories complete, 1 pending = good; 1 category complete others pending = Fair; none complete = Very Weak		Evaluation notes:
	<b>200 Points Possible</b>		
<b>12.</b>	<b>CITY IMAGE</b>		
	Event presents Quality Cultural / Educational / Entertainment		
	Event enhances Pride, Excitement, Attendance and Participation from Residents		
	Event supports or enhances image City wants to promote / advertise / invest		

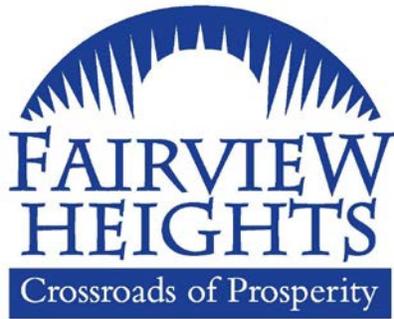
**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

	Event Showcases City's assets such as Parks, Recreation, Shopping, MetroLink, Great Location, ability to handle premier events, accessibility, tourism destination		
	Event that stimulates participation by organizations, businesses, schools, churches		
	<b>200 Points Possible</b>		Evaluation notes:
<b>13.</b>	<b>EVENT GRANT HISTORY</b>		
	If Event previously received grants-Is City's % of total cost is trending down		
	Consider trend over several years and compared to projections stated in previous grant applications		
	Trending down at great rate than projected = Strong, trending down at projected rate = Fair; no change in funding % = Weak; increase in funding % = Very Weak		Evaluation notes:
	<b>200 Points Possible</b>		
<b>14.</b>	<b>EVENT TIME OF YEAR</b>		
	January thru March = Strong; April, May, September, October = Good; June, July, November, December = Fair; August = Weak;		
	<b>100 Points Possible</b>		



**HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET**

	<b>Requested amount in Grant</b>		
	<b>Recommended Funding Amount</b>		
	<b>Recommended Funding Percentage</b>		
	<b>Should Event be considered for multi-year grant applications?</b>		
	Consider overall strength of event. Then will multi year funding create cost savings and/or a stronger event. Will the event be able to book higher quality entertainment, negotiate lower event costs, generate more / better sponsors with pre-approved applications and / or conditional pre-approved funding?		
	Yes ( ) No ( )		



*City of Fairview Heights,  
Illinois*

# **BUSINESS ASSISTANCE PROGRAMS**

## **February 2012**

Revised: June, 2012  
January, 2015  
October, 2016

*The Retail Hub of Southern Illinois*

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## Section One

### **Business Assistance Programs Overview**

In an effort to attract new business development and growth to the City of Fairview Heights plus stimulate residential and industrial development and assist existing firms to expand thereby increasing the local tax base and further providing job opportunities, the City Council of the City of Fairview Heights, Illinois, has established several programs to provide various financial incentives and inducements. One of the primary goals of the City of Fairview Heights is to provide a suitable environment and delivery of essential public services to attract and enhance new business development and investments as well as retain and help expand existing businesses. Such programs are:

1. Tax Increment Financing Program – TIF #3
2. Lincoln Trail TIF #3 Façade and Site Improvement
3. Business District (BD) Program
4. Economic Incentive Agreement (Sales Tax Rebate)
5. Fairview Heights TIF – TIF #4
6. Ludwig Drive TIF
7. State Route 159 North TIF
8. Enterprise Zone

#### **1. Tax Increment Financing (TIF) Program Overview (Refers to Above Items 1, 5, 6, and 7)**

“TIF” stands for Tax Increment Financing, which is an economic development tool created by, *inter alia*, the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, *et seq.* (the Act), that communities can use to help revitalize an area and eliminate “blighting” factors that exist in the district as a whole.

When a TIF district is created, tax revenues generated based upon the equalized assessed value (i.e., the “base value”) of properties within the TIF district are distributed to each of the taxing districts in accordance with law. Over the 23-year life of the TIF district, tax revenues generated by increases in the equalized assessed value of those properties (i.e., the “incremental value”), are deposited into a TIF fund, which is administered by the City. Monies in the TIF fund can be used to offset eligible redevelopment projects costs, including, but not limited to, the costs of:

- Studies, surveys, plans, and specifications;
- Marketing sites to prospective business, developers, and investors;
- Property assembly costs, including but not limited to acquisition of land and other property, demolition of buildings, site preparation, as well as clearing and grading of land;
- Rehabilitation, reconstruction, repair, or remodeling of existing public or private buildings, fixtures, and leasehold improvements; and
- Financing;
- \* Excluded from eligibility are costs of construction of new privately-owned buildings.

One hundred percent of Developer’s labor will be provided by contractors using labor provided by participating member trade unions affiliated with the Southwestern Illinois Building and Trades Council.

The City of Fairview Heights will entertain any serious efforts to create additional Tax Increment Finance Districts, but such TIF districts must meet specific criteria set forth in, *inter alia*, the Act. Landowners, developers, investors, or other applicants seeking to obtain TIF assistance must complete a Business Assistance Program Application (See Appendix 1). If, upon completion of the Business Assistance Program Application

Review Process set forth in Section Two herein, the Letter of Intent is approved, the City will prepare a “Development Agreement.” Prior to the City executing the Development Agreement, the applicant must pay a “Business Assistance Program Application Fee” (the Fee) equal to 2% of the Total Project Cost, not-to-exceed \$500.00. The Fee covers the costs of legal review, analysis, and processing of the application. The Fee is non-refundable, but should the project be delayed or terminated by actions of the City of Fairview Heights, such fee will be reimbursed.

## **2. Lincoln Trail TIF Façade & Site Improvement Program Overview**

The Lincoln Trail TIF Façade & Site Improvement Program has been designed to promote the attraction and retention of business operations and enhance the interest in visiting the Lincoln Trail Corridor and Market Place Center. Property owners who utilize the program to make improvements are investing in the Lincoln Trail Redevelopment Area and over time will foster other owners to undertake improvements, and ultimately the taxable value of these improved properties will increase.

The Lincoln Trail TIF Façade & Site Improvement Program offers a reimbursement grant at various percentages of the project cost based on the number of improvements made. The maximum amount available is capped at \$75,000 for those applicants who qualify for the program. The following eligibility requirements apply:

### **Property Eligibility**

- Property must be located within boundaries of the Lincoln Trail TIF District (See Map A);
- Subject structure must have at least 50% of total floor space devoted to commercial use;
- Proposed improvements to façade and site must be visible from public right-of-way; and
- Property must be subject to payment of property taxes.

### **Applicant Eligibility**

- Applicant must be the property owner;
- Property must be current on any payments for taxes, mortgages and City service accounts;
- Projects that have begun principle construction or façade and site alterations before final City Council grant approval will be ineligible for the façade and site improvements program;
- Owner must pay 100% of project costs prior to receiving facade and site grant; and
- Owner must obtain two qualified contractor bids. One hundred percent of Developer’s labor must be provided by contractors using labor provided by participating member trade unions affiliated with the Southwestern Illinois Building and Trades Council.

### **Project Eligibility**

- Detailed descriptions and photographic examples of the twenty six categories of eligible enhancements/improvements to building exteriors and sites begin on Page 25 of this document, including the Lincoln Trail Corridor Development Standards – Checklist, Pages 41-42.

Note: General repair or maintenance work is NOT considered eligible improvements.

### **Limitations**

- All work must be performed in compliance with the City of Fairview Heights' Building and Development Codes. Owner must obtain Certificate of Completion from City Code Enforcements Office prior to disbursement of façade and site grant monies;
- Work involving structural members may, at the discretion of the City Code Enforcement Office, require the certificate of a registered architect or engineer;
- Changes to the project plan after City Council approves the façade and site grant application, that significantly or materially alter the scope of work or aesthetic quality of the façade and site may be disqualified. To remain eligible, such projects must submit changes to the Director of Land Use, Planning and Community Development for approval;
- Buildings receiving façade and site grants will be ineligible to receive additional façade and site grants for 36 months (3 years) after disbursement of funds;
- Applicants will be required to submit a rendering of the project showing proposed façade improvements as well as site plan improvements with the application. The rendering need not be done by an architect or paid artist, but must accurately represent the intent, scope of work, and aesthetics the project is planned to achieve; and
- Property must remain primarily commercial (50% or more of floor space) and be reasonably maintained for a minimum of three (3) years following completion of the façade and site work, and real estate taxes paid timely, or a portion of the grant will be returned to the City.

Landowners, developers, investors, or other applicants seeking to obtain TIF Façade and Site assistance must complete a Business Assistance Program Application (See Appendix 1). If, upon completion of the Business Assistance Program Application Review Process set forth in Section Two herein, the Letter of Intent is approved, the City will prepare a "Development Agreement." Prior to the City executing the Development Agreement, the applicant must pay a "Business Assistance Application Fee" (the fee) equal to 2% of the Total Project Cost, not to exceed \$500.00. The fee covers the cost of legal review, analysis, and processing of the application. The Fee is non-refundable, but should the project be delayed or terminated by actions of the City of Fairview Heights, such fee will be reimbursed.

### **3. Business District (BD) Program Overview**

The creation of Business Districts is yet another tool that municipalities can use to stimulate economic activity, create and maintain jobs, increase tax revenues, as well as encourage the creation of new and lasting infrastructure, other improvements, and facilities, pursuant to the Business District Development and Redevelopment Law, 65 ILCS 5/11-74.3-1, *et seq.* (the "Business District Law"). The "Shoppes at St. Clair Square Business District" (See Appendix Map C), is one example of such a Business District. The City will entertain any serious efforts to create additional Business Districts, but such districts must meet the criteria and follow the process set forth in, *inter alia*, the Business District Law, 65 ILCS 5/11-74.3-2.

A Business District is a special district in which the municipality is authorized to undertake certain public improvements to be financed, in certain instances, through the issuance of notes or bonds that are, in turn, retired by the levy of a sales tax within the geographic boundaries of the Business District. The municipality may also reimburse developers, owners, investors, or other applicants for eligible "Business District Project Costs." Eligible business district project costs include, but are not limited to, the cost of:

- Studies, surveys, plans, and specifications;

- Property assembly costs, including but not limited to acquisition of land and other property, demolition of buildings, site preparation, as well as clearing and grading of land;
- Installation, repair, construction, reconstruction, extension, or relocation of public streets, utilities, and other public site improvements;
- Renovation, rehabilitation, reconstruction, relocation, repair, or remodeling of any existing buildings, improvements, and fixtures within the Business District;
- Installation or construction within the Business District of buildings, structures, works, streets, improvements, equipment, utilities, or fixtures; and
- Financing.

In certain instances, if the municipality approves a Business District development or redevelopment plan, it may impose a retailers' occupation, service occupation, or hotel operators' occupation tax in the Business District, at a rate not to exceed 1% of the gross receipts from sales, adjusted only in 0.25% increments. Proposed business district development or redevelopment plans shall set forth, in writing, the following:

- A specific description of the proposed boundaries of the district, including a map illustrating the boundaries;
- A general description of each project proposed to be undertaken within the Business District, including a description of the approximate location of each project and a description of any developer, user, or tenant of any property to be located or improved within the proposed Business District;
- The name of the proposed Business District;
- The estimated Business District project costs;
- The anticipated type and terms of any obligations to be issued; and
- The rate of any tax to be imposed subject to the Business District Law and the period of time for which the tax shall be imposed.

If, upon completion of the Business Assistance Program Application Review Process set forth in Section Two herein, the Letter of Intent is approved, the City will prepare a "Development Agreement." Prior to the City executing the Development Agreement, the applicant must pay a "Business Assistance Application Fee" (the fee) equal to 2% of the Total Project Cost, not to exceed \$500.00. The fee covers the cost of legal review, analysis, and processing of the application. The Fee is non-refundable, but should the project be delayed or terminated by actions of the City of Fairview Heights, such fee will be reimbursed.

Land owners, developers, investors, or other applicants seeking to obtain Business District Program assistance must complete a Business Assistance Program Application (See Appendix 1).

#### **4. Economic Incentive Agreement Program Overview (Sales Tax Rebate)**

Sales Tax Rebates are another tool which the City of Fairview Heights uses to stimulate economic activity, as well as to create and maintain jobs relating to development or redevelopment of land within its corporate limits. Examples of developments in which Sales Tax Rebates were made available to developers and/or companies include Lincoln Place II, Old Time Pottery, the Shoppes at St. Clair, and Fairview City Centre.

A Sales Tax Rebate allows a developer or a company to undertake a project anywhere in the municipal limits and utilize a negotiated dollar amount rebate from the City over a period of years to assist in financing a portion of the Total Project Cost. The negotiated dollar amount rebate can be drawn from the City's 2% Sales Tax it

controls. Specifically, the State 1% Occupational Tax and the 1% Home Rule Tax, subject to limitations provided by law. 65 ILCS 5/8-11-21.

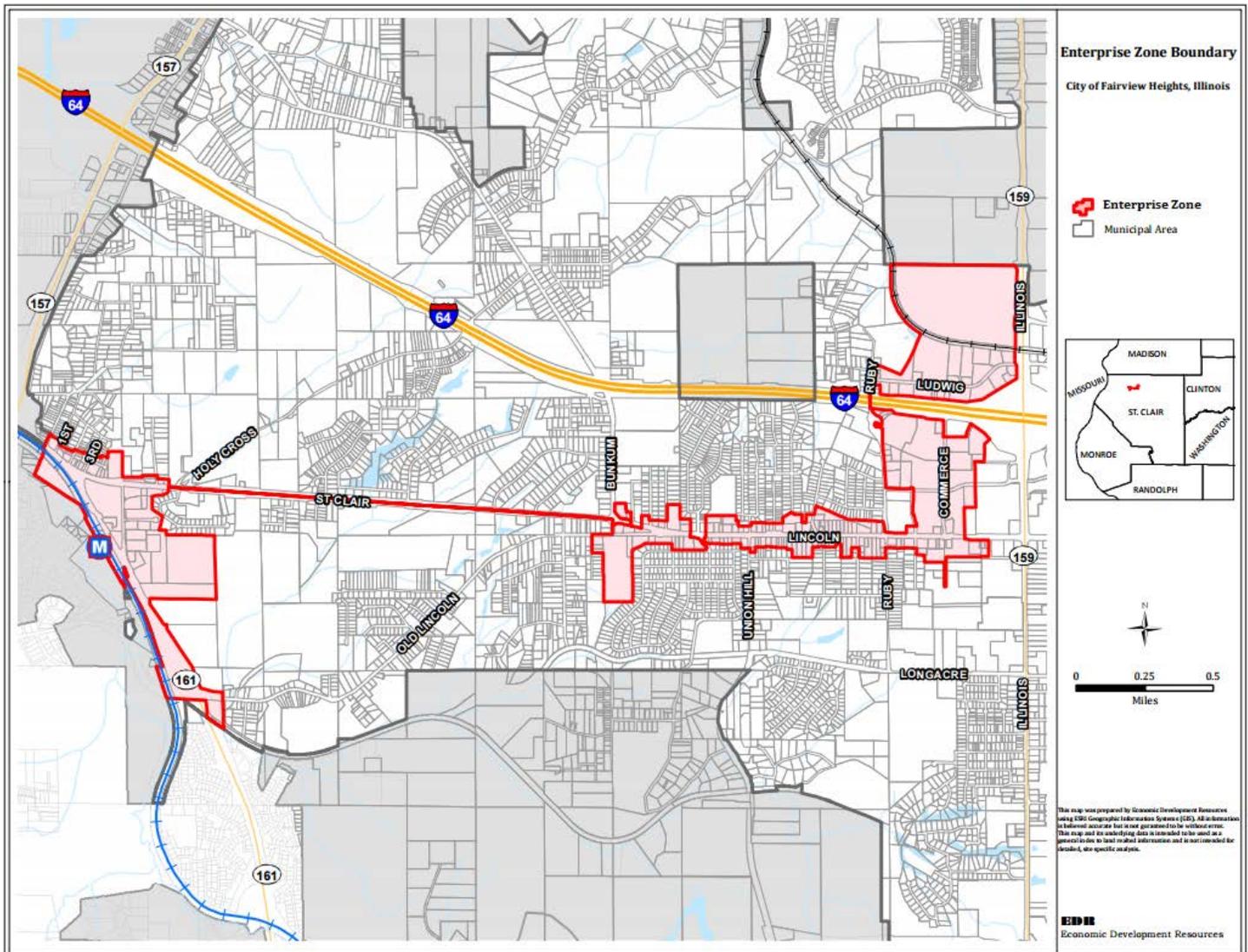
Before entering into the agreement authorized by this section, the corporate authorities shall make the following findings pursuant to 65 ILCS 5/8-11-20:

- (1) If the property subject to this agreement is vacant:
  - (A) That the property has remained vacant for at least one year, or
  - (B) That any building located on the property was demolished within the last year and that the building would have qualified under findings (2) of this section;
- (2) If the property subject to the agreement is currently developed:
  - (A) That the buildings on the property no longer comply with current building codes, or
  - (B) That the buildings on the property have remained less than significantly unoccupied or underutilized for a period of at least one year;
- (3) That the project is expected to create or retain job opportunities within the municipality;
- (4) That the project will serve to further the development of adjacent areas;
- (5) That without the agreement, the project would not be possible;
- (6) That the developer meets high standards of creditworthiness and financial strength as demonstrated by one or more of the following:
  - (A) Corporate debenture ratings of BBB or higher by Standard & Poor's Corporation or Baa or higher by Moody's Investors Service, Inc.;
  - (B) A letter from a financial institution with assets of \$10,000,000 or more attesting to the financial strength of the developer; or
  - (C) Specific evidence of equity financing for not less than 10% of the total project costs;
- (7) That the project will strengthen the commercial sector of the municipality;
- (8) That the project will enhance the tax base of the municipality; and
- (9) That the agreement is made in the best interest of the municipality.

If, upon completion of the Business Assistance Program Application Review Process set forth in Section Two herein, the Letter of Intent is approved, the City will prepare a "Development Agreement." Prior to the City executing the Development Agreement, the applicant must pay a "Business Assistance Application Fee" (the fee) equal to 2% of the Total Project Cost, not to exceed \$500.00. The fee covers the cost of legal review, analysis, and processing of the application. The Fee is non-refundable, but should the project be delayed or terminated by actions of the City of Fairview Heights, such fee will be reimbursed.

Land owners, developers, investors, or other applicants seeking to obtain Business District Program assistance must complete a Business Assistance Program Application (See Appendix 1).

## 5. Enterprise Zone Overview



The above is a map of the Fairview Heights Enterprise Zone. The size of the Enterprise Zone is 0.8 sq. miles. The boundary of the Enterprise Zone includes all property in the existing Lincoln Trail Tax Increment Financing (TIF) area and all property in the Fairview Heights TIF #4, Ludwig Drive TIF, and the State Route 159 TIF. A 5-foot strip along St. Clair Avenue is used to connect these areas in the Enterprise Zone. In addition, the City has also placed commercial properties on the south side of Ludwig Drive at Fairview Heights Plaza within the boundary of the Enterprise Zone. The size of the Enterprise Zone is within size limitations established by the Illinois Enterprise Zone Act (20 ILCS 655/1 et seq.).

The Local Labor Market Area (LLMA) for the Fairview Heights Enterprise Zone is St. Clair County. The LLMA is contiguous, compact, comprised of entire census tracts, located entirely within the State of Illinois, and is an area within which residents of the LLMA can easily change jobs and do not have to relocate outside of its boundaries.

## **Enterprise Zone Goals and Objectives**

(1) Make Lincoln Trail TIF corridor a viable commercial retail portion of the City:

- a. Ongoing redevelopment efforts along Lincoln Trail TIF corridor (public/private effort)
- b. Provide additional Enterprise Zone incentive to existing Lincoln Trail TIF;
- c. Create uniformity and new “development standard” for this commercial corridor;
- d. Use Enterprise Zone incentive to convert uses along Lincoln Trail to commercial; and
- e. Incorporate mixed-use combined retail and residential centers along Lincoln Trail.

(2) Fill vacancies and redevelop Fairview Heights Plaza at IL 159 and Ludwig (public/private):

- a. Work with property owner on façade, landscaping and parking lot improvements;
- b. Bring building interiors up to code compliance; subdivide building space for new users; and
- c. Remediate physical environmental obstacles required to (re)develop 72 acres of vacant property across railroad tracks.

(3) Create mixed-use destination district surrounding Fairview Heights MetroLink station:

- a. Utilize four-phase 20-year plan developed by OneSTL to redevelop existing uses into new mixed-use district and develop new Arrowhead industrial park;
- b. Utilize Enterprise Zone and TIF incentives to offset high property tax rates;
- c. Incorporate senior living component into mixed-use district surrounding MetroLink; and
- d. Work with MetroLink to improve/lease Metro property before making improvements.

The Illinois Enterprise Zone Program is designed to stimulate economic growth and neighborhood revitalization in economically depressed areas of the state through state and local tax incentives, regulatory relief, and improved governmental services. Businesses located or expanding in an Illinois Enterprise Zone may be eligible for the following state and local tax incentive:

### **State Incentives and Exemptions**

- Exemption on retailers’ occupation tax paid on building materials;
- An investment tax credit of 0.5% of qualified property;
- Expanded state sales tax exemptions on purchases of personal property used or consumed in the manufacturing process or in the operation of a pollution control facility;
- An exemption on the state utility tax for electricity and natural gas; and
- An exemption on the Illinois Commerce Commission’s administrative charge and telecommunication excise tax.

Exemptions are available for companies that make minimum investments that either create or retain a certain number of jobs. These exemptions require a business to make application to, and be certified by, the Illinois Department of Commerce.

### **Local Incentives and Exemptions**

In addition to state incentives, each zone offers local incentives to enhance business development projects. Each zone has a designated local zone administrator responsible for compliance and is available to answer questions. To receive a Certificate of Eligibility for Sales Tax Exemption, you must contact the local zone administrator of the zone into which purchased building materials will be incorporated.

## Section Two

### **Business Assistance Programs Application Review Procedures**

#### **1. Tax Increment Financing Programs Application Review Procedures (Including Lincoln Trail TIF Façade and Site Improvement Program)**

NOTE: The Application Review Procedures set forth herein govern only TIF Programs Applications. Review and approval procedures for Site Development Plan Review Applications (See Appendix 2), Zoning Applications (See Development Code), and any other applications are separate from the review and approval process set forth herein.

- (1) Applicants must first complete and submit the Business Assistance Programs Application (See Appendix 1) to City's Director of Economic Development.
- (2) Upon receipt of a fully completed Business Assistance Programs Application (hereinafter "application"), the Director of Economic Development shall review and distribute the application to the Mayor, City Administrator, Director of Land Use, Planning, and Development, and the Finance Director (hereinafter the "Business Assistance Program Review Panel or Review Panel") for preliminary review. The application shall also be submitted to the City Attorney for preliminary review. The Review Panel and the City Attorney shall conduct a preliminary review of the application using the following criteria:
  - a. Soundness of the applicant's proposed project;
  - b. Legal compliance of projects with applicable State Statutes, local ordinances, policies, and guidelines;
  - c. The nature and extent to which the proposed project furthers the goals and objectives of the Tax Increment Financing Redevelopment Plan or the Business District Plan;
  - d. Public Benefits: net tax generation, job creation, economic stimulation;
  - e. Financial feasibility of the project's success; and
  - f. Any other areas of concern regarding the proposed project.
- (3) Within two (2) weeks\* of distribution, the Review Panel will convene privately to discuss the project.
- (4) Within two (2) weeks\* after the Review Panel convenes, the applicant will be contacted to schedule a presentation of the project to the Review Panel.
- (5) Within two (2) weeks\* after the date on which the applicant presents the project to the Review Panel, the Economic Development Director shall prepare and submit a letter to the applicant (letter to the applicant) outlining the strengths and weaknesses of the project, including an explanation of any changes required before the application can advance, with copy to the Lincoln Trail TIF Committee.

- (6) Within two (2) weeks\* after the date on which the letter to the applicant is sent, or within ten (10) weeks\* after the application is initially distributed to the Review Panel, whichever is later, the applications will be placed onto the agenda for the next regularly scheduled public meeting of the Committee meeting. If, after two weeks from the date on which the letter to the applicant was sent, the application fails to meet the requirements outlined in the letter to the applicant, such application shall be deemed withdrawn.
- (7) Upon receipt of an application which meets the requirements outlined in the letter to the applicant, the Economic Development Department shall prepare a Staff Advisory Report outlining the strengths and weaknesses of the project for the benefit and assistance of the Committee in considering the application. The Economic Development Department shall also prepare a Letter of Intent (See Appendix 3) for the benefit and assistance of the Committee in reviewing the project.
- (8) After consideration by the Committee at a public meeting, the Committee shall review and consider the Letter of Intent and recommend either approval of the Letter of Intent or denial of the application, to the Finance Committee.
- (9) At the next regularly scheduled meeting of the Finance Committee, the Committee shall review and consider the recommendation of the Committee on the Letter of Intent and shall recommend either approval of the Letter of Intent or denial of the application, to the City Council. If the Finance Committee approves the Letter of Intent, it shall sponsor a Resolution approving the Letter of Intent before the City Council.
- (10) At the next regularly scheduled meeting of the City Council, the Council shall review and consider a Resolution approving the Letter of Intent. The City Council shall approve the Resolution, deny the application, or refer the matter back to the Finance Committee with directions for reconsideration. If the City Council approves the Resolution by a simple majority of a quorum of the members present, the Economic Development Department shall begin preparing and negotiate a Development Agreement with the applicant. The Review Panel and City Attorney shall participate in the negotiation process as necessary. The City Clerk shall make available for public inspection the redevelopment plan under which the proposed project shall proceed.
- (11) Upon payment of the Business Assistance Program Application Fee, the proposed Development Agreement shall be placed onto the agenda for the next regularly scheduled Finance Committee meeting, at which the Finance Committee shall review the proposed Development Agreement. The Finance Committee shall either refer the matter back to the Economic Development Department with directions for further revisions or approve the proposed Development Agreement and advance it to the City Council for review.
- (12) If the Finance Committee approves the Development Agreement, it must sponsor a Resolution fixing a time and place for a Public Hearing before the City Council on the proposed Development Agreement. The City shall provide notice of the Public Hearing in accordance with Section 36-3-3 of the City Code and the Tax Increment Allocation Redevelopment Act (the Act), 65 ILCS 5/11-74.4-6.
- (13) The Finance Committee must also sponsor a Resolution authorizing the Mayor to enter into the proposed Development Agreement, to be considered by City Council at the Public Hearing.

- (14) If the City Council approves the Resolution authorizing the Mayor to enter into the Proposed Development Agreement, the City Council shall adopt an Ordinance with fourteen (14) to ninety (90) days from the completion of the Public Hearing as required by Section 3-6-4 of the City Code and the Act, 65 ILCS 5/11-74.4-4. Upon adoption of the Ordinance, the City Clerk shall forward a certified copy of the Ordinance, legal description of the redevelopment project area, map of the redevelopment project area, identification of the year that the County Clerk shall use for determining the total initial equalized assessed value of the redevelopment project area, and a list of the parcel or tax identification number of each parcel of property including in the redevelopment project area. 65 ILCS 5/11-74.4-4.
- (15) The City Council reserves the right to reject Business Assistance Program applications without cause.
- (16) The City Council reserves the right to waive the processes set forth herein, except those required by State Statute, upon good cause shown by the applicant.

\*The time frames stated herein, except where required by statute, are advisory and not mandatory. Depending upon the complexity of the application, the City estimates that the Business Assistance Program Application review process will be completed within three (3) to four (4) months.

## **2. Business District (“BD”) Program Application Review Procedures**

NOTE: The Application Review Procedures set forth herein govern **only** BD Program Applications.

- (1) Applicants must first complete and submit the Business Assistance Programs Application (See Appendix 1) to City’s Director of Economic Development.
- (2) Upon receipt of a fully completed Business Assistance Programs Application (hereinafter “application”), the Director of Economic Development shall review and distribute the application to the Mayor, City Administrator, Director of Land Use, Planning, and Development, and the Finance Director (hereinafter the “Business Assistance Program Review Panel or Review Panel”) for preliminary review. The application shall also be submitted to the City Attorney for preliminary review.
- (3) Within two (2) weeks\* of distribution, the Review Panel will convene privately to discuss the project.
- (4) Within two (2) weeks\* after the Review Panel convenes, the applicant will be contacted to schedule a presentation of the project to the Review Panel.
- (5) Within two (2) weeks\* after the date on which the applicant presents the project to the Review Panel, the Economic Development Director shall prepare and submit a letter to the applicant (letter to the applicant) outlining the strengths and weaknesses of the project, including an explanation of any changes required before the application can advance, with copy to the Economic Development Commission.
- (6) Within two (2) weeks\* after the date on which the letter to the applicant is sent, or within ten (10) weeks\* after the application is initially distributed to the Review Panel, whichever is later, the applications will be placed onto the agenda for the next regularly scheduled public meeting of the Commission meeting. If, after two weeks from the date on which the letter to the applicant was sent, the application fails to meet the requirements outlined in the letter to the applicant, such application shall be deemed withdrawn.
- (7) Upon receipt of an application which meets the requirements outlined in the letter to the applicant, the Economic Development Department shall prepare a Staff Advisory Report outlining the strengths and weaknesses of the project for the benefit and assistance of the Commission in considering the application. The Economic Development Department shall also prepare a Letter of Intent (See Appendix 3) for the benefit and assistance of the Commission in reviewing the project.
- (8) After consideration by the appropriate Commission at a public meeting, the respective Commission shall review and consider the Letter of Intent and recommend either approval of the Letter of Intent or denial of the application, to the Finance Committee.
- (9) At the next regularly scheduled meeting of the Finance Committee, the Committee shall review and consider the recommendation of the Commission on the Letter of Intent and shall recommend either approval of the Letter of Intent or denial of the application, to the City Council. If the Finance Committee approves the Letter of Intent, it shall sponsor a Resolution approving the Letter of Intent before the City Council.

- (10) At the next regularly scheduled meeting of the City Council, the Council shall review and consider a Resolution approving the Letter of Intent. The City Council shall approve the Resolution, deny the application, or refer the matter back to the Finance Committee with directions for reconsideration. If the City Council approves the Resolution by a simple majority of a quorum of the members present, the Economic Development Department shall begin preparing and negotiate a Development Agreement with the applicant. The Review Panel and City Attorney shall participate in the negotiation process as necessary.
- (11) Upon payment of the Business Assistance Program Application Fee, the proposed Development Agreement shall be placed onto the agenda for the next regularly scheduled Finance Committee meeting, at which the Finance Committee shall review the proposed Development Agreement. The Finance Committee shall either refer the matter back to the Economic Development Department with directions for further revisions or approve the proposed Development Agreement and advance it to the City Council for review.
- (12) If the Finance Committee approves the proposed Development Agreement, it must sponsor a Resolution authorizing the Mayor to enter into the proposed Development Agreement, to be considered by City Council at its next regularly scheduled meeting. The City Council shall consider the proposed Development Agreement and either approve the Resolution, deny it, or refer the matter back to the Finance Committee with directions for reconsideration.
- (13) The City Council reserves the right to reject any Business Assistance Program application without cause.
- (14) The City Council reserves the right to waive the processes set forth herein, upon good cause shown by the applicant.

\*The time frames stated herein, except where required by statute, are advisory and not mandatory. Depending upon the complexity of the application, the City estimates that the Business Assistance Program Application review process will be completed within three (3) to four (4) months.

### **3. Economic Incentive Agreement (Sales Tax Rebate)**

NOTE: The Application Review Procedures set forth herein govern **only** Economic Incentive Agreement (Sales Tax Rebate) Applications.

- (1) Applicants must first complete and submit the Business Assistance Programs Application (See Appendix 1) to City's Director of Economic Development.
- (2) Upon receipt of a fully completed Business Assistance Programs Application (hereinafter "application"), the Director of Economic Development shall review and distribute the application to the Mayor, City Administrator, Director of Land Use, Planning, and Development, and the Finance Director (hereinafter the "Business Assistance Program Review Panel or Review Panel") for preliminary review. The application shall also be submitted to the City Attorney for preliminary review.
- (3) Within two (2) weeks\* of distribution, the Review Panel will convene privately to discuss the project.
- (4) Within two (2) weeks\* after the Review Panel convenes, the applicant will be contacted to schedule a presentation of the project to the Review Panel.
- (5) Within two (2) weeks\* after the date on which the applicant presents the project to the Review Panel, the Economic Development Director shall prepare and submit a letter to the applicant (letter to the applicant) outlining the strengths and weaknesses of the project, including an explanation of any changes required before the application can advance, with copy to the Economic Development Commission.
- (6) Within two (2) weeks\* after the date on which the letter to the applicant is sent, or within ten (10) weeks\* after the application is initially distributed to the Review Panel, whichever is later, the applications will be placed onto the agenda for the next regularly scheduled public meeting of the Commission. If, after two weeks from the date on which the letter to the applicant was sent, the application fails to meet the requirements outlined in the letter to the applicant, such application shall be deemed withdrawn.
- (7) Upon receipt of an application which meets the requirements outlined in the letter to the applicant, the Economic Development Department shall prepare a Staff Advisory Report outlining the strengths and weaknesses of the project for the benefit and assistance of the Commission in considering the application. The Economic Development Department shall also prepare a Letter of Intent (See Appendix 3) for the benefit and assistance of the Commission in reviewing the project.
- (8) After consideration by the appropriate Commission at a public meeting, the respective Commission shall review and consider the Letter of Intent and recommend either approval of the Letter of Intent or denial of the application, to the Finance Committee.
- (9) At the next regularly scheduled meeting of the Finance Committee, the Committee shall review and consider the recommendation of the Commission on the Letter of Intent and shall recommend either approval of the Letter of Intent or denial of the application, to the City Council. If the Finance Committee approves the Letter of Intent, it shall sponsor a Resolution approving the Letter of Intent before the City Council.

- (10) At the next regularly scheduled meeting of the City Council, the Council shall review and consider a Resolution approving the Letter of Intent. The City Council shall approve the Resolution, deny the application, or refer the matter back to the Finance Committee with directions for reconsideration. If the City Council approves the Resolution by a simple majority of a quorum of the members present, the Economic Development Department shall begin preparing and negotiate a Development Agreement with the applicant. The Review Panel and City Attorney shall participate in the negotiation process as necessary.
- (11) Upon payment of the Business Assistance Program Application Fee, the proposed Development Agreement shall be placed onto the agenda for the next regularly scheduled Finance Committee meeting, at which the Finance Committee shall review the proposed Development Agreement. The Finance Committee shall either refer the matter back to the Economic Development Department with directions for further revisions or approve the proposed Development Agreement and advance it to the City Council for review.
- (12) If the Finance Committee approves the proposed Development Agreement, it must sponsor a Resolution authorizing the Mayor to enter into the proposed Development Agreement, to be considered by City Council at its next regularly scheduled meeting. The City Council shall consider the proposed Development Agreement and either approve the Resolution, deny it, or refer the matter back to the Finance Committee with directions for reconsideration.
- (13) The City Council reserves the right to reject any Business Assistance Program application without cause.
- (14) The City Council reserves the right to waive the processes set forth herein, upon good cause shown by the applicant.

\*The time frames stated herein, except where required by statute, are advisory and not mandatory. Depending upon the complexity of the application, the City estimates that the Business Assistance Program Application review process will be completed within three (3) to four (4) months.

#### **4. Enterprise Zone Application Review Procedures**

NOTE: The Application Review Procedures set forth herein govern **only** Enterprise Zone Applications.

- (1) Applicants must first complete and submit the Business Assistance Programs Application (See Appendix 1) to City's Director of Economic Development.
- (2) Upon receipt of a fully completed Business Assistance Programs Application (hereinafter "application"), the Director of Economic Development shall review and distribute the application to the Mayor, City Administrator, Director of Land Use, Planning, and Development, and the Finance Director (hereinafter the "Business Assistance Program Review Panel or Review Panel") for preliminary review. The application shall also be submitted to the City Attorney for preliminary review.
- (3) Within two (2) weeks\* of distribution, the Review Panel will convene privately to discuss the project.
- (4) Within two (2) weeks\* after the Review Panel convenes, the applicant will be contacted to schedule a presentation of the project to the Review Panel.
- (5) Within two (2) weeks\* after the date on which the applicant presents the project to the Review Panel, the Economic Development Director shall prepare and submit a letter to the applicant (letter to the applicant) outlining the strengths and weaknesses of the project, including an explanation of any changes required before the application can advance, with copy to the Economic Development Commission.
- (6) Within two (2) weeks\* after the date on which the letter to the applicant is sent, or within ten (10) weeks\* after the application is initially distributed to the Review Panel, whichever is later, the applications will be placed onto the agenda for the next regularly scheduled public meeting of the Commission. If, after two weeks from the date on which the letter to the applicant was sent, the application fails to meet the requirements outlined in the letter to the applicant, such application shall be deemed withdrawn.
- (7) Upon receipt of an application which meets the requirements outlined in the letter to the applicant, the Economic Development Department shall prepare a Staff Advisory Report outlining the strengths and weaknesses of the project for the benefit and assistance of the Commission in considering the application. The Economic Development Department shall also prepare a Letter of Intent (See Appendix 3) for the benefit and assistance of the Commission in reviewing the project.
- (8) After consideration by the appropriate Commission at a public meeting, the respective Commission shall review and consider the Letter of Intent and recommend either approval of the Letter of Intent or denial of the application, to the Finance Committee.
- (9) At the next regularly scheduled meeting of the Finance Committee, the Committee shall review and consider the recommendation of the Commission on the Letter of Intent and shall recommend either approval of the Letter of Intent or denial of the application, to the City Council. If the Finance Committee approves the Letter of Intent, it shall sponsor a Resolution approving the Letter of Intent before the City Council.

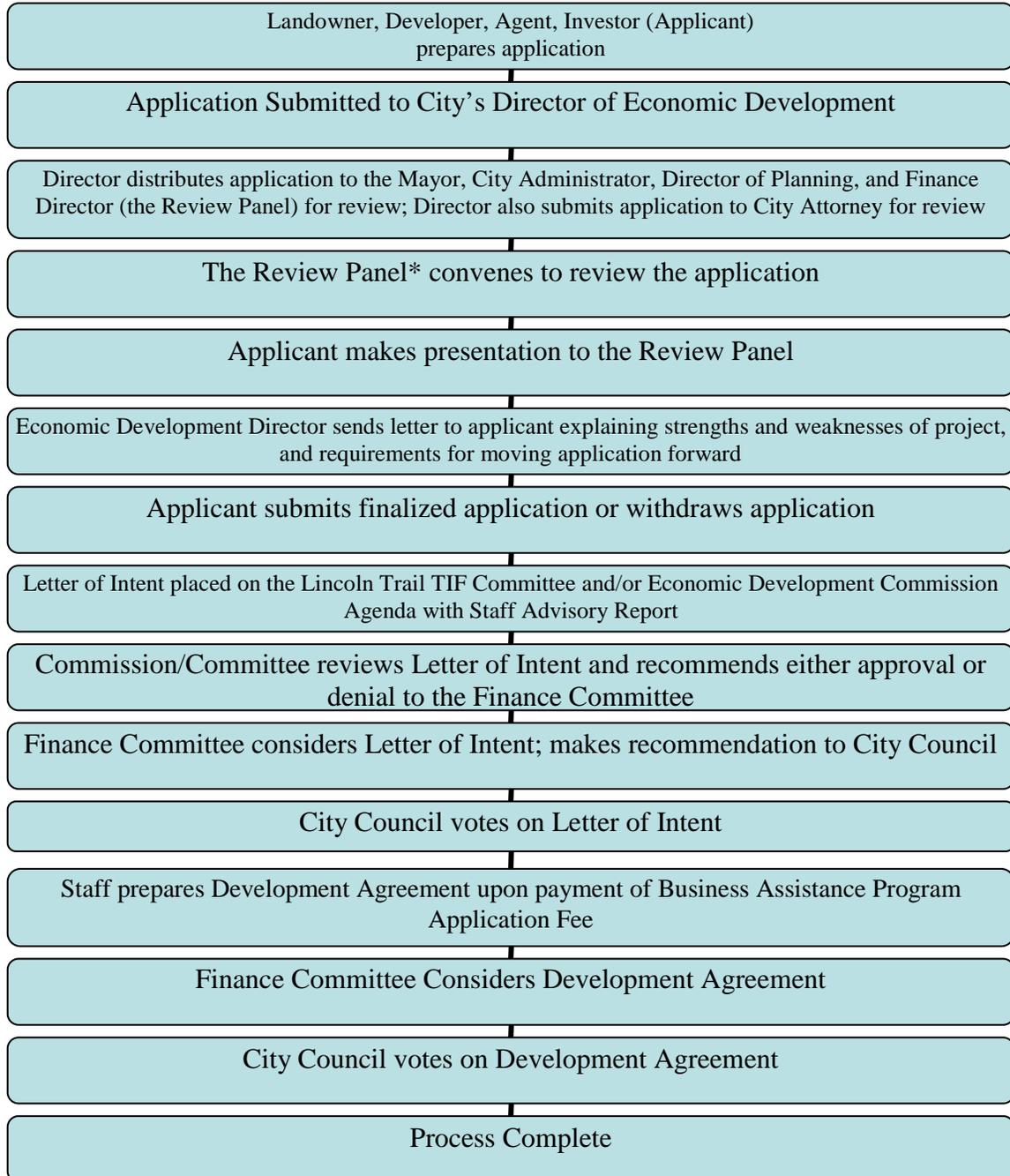
- (10) At the next regularly scheduled meeting of the City Council, the Council shall review and consider a Resolution approving the Letter of Intent. The City Council shall approve the Resolution, deny the application, or refer the matter back to the Finance Committee with directions for reconsideration. If the City Council approves the Resolution by a simple majority of a quorum of the members present, the Economic Development Department shall begin preparing and negotiate a Development Agreement with the applicant. The Review Panel and City Attorney shall participate in the negotiation process as necessary.
- (11) Upon payment of the Business Assistance Program Application Fee, the proposed Development Agreement shall be placed onto the agenda for the next regularly scheduled Finance Committee meeting, at which the Finance Committee shall review the proposed Development Agreement. The Finance Committee shall either refer the matter back to the Economic Development Department with directions for further revisions or approve the proposed Development Agreement and advance it to the City Council for review.
- (12) If the Finance Committee approves the proposed Development Agreement, it must sponsor a Resolution authorizing the Mayor to enter into the proposed Development Agreement, to be considered by City Council at its next regularly scheduled meeting. The City Council shall consider the proposed Development Agreement and either approve the Resolution, deny it, or refer the matter back to the Finance Committee with directions for reconsideration.
- (13) The City Council reserves the right to reject any Business Assistance Program application without cause.
- (14) The City Council reserves the right to waive the processes set forth herein, upon good cause shown by the applicant.

\*The time frames stated herein, except where required by statute, are advisory and not mandatory. Depending upon the complexity of the application, the City estimates that the Business Assistance Program Application review process will be completed within three (3) to four (4) months.

## Business Assistance Programs

### Application Review Process Flow Chart

NOTE: The Flow Sheet is intended to provide a graphic depiction of the Business Assistance Program Application Review Process described more fully in Section Two herein. To the extent information contained on this chart conflicts with the processes described above, the process described above control. Filing of an application does not guarantee that it will be approved by City Council. City Council reserves the right to deny an application without cause. The Flow Sheet sets forth the Business Assistance Program Review Process, assuming that the application is approved at each step in the process.

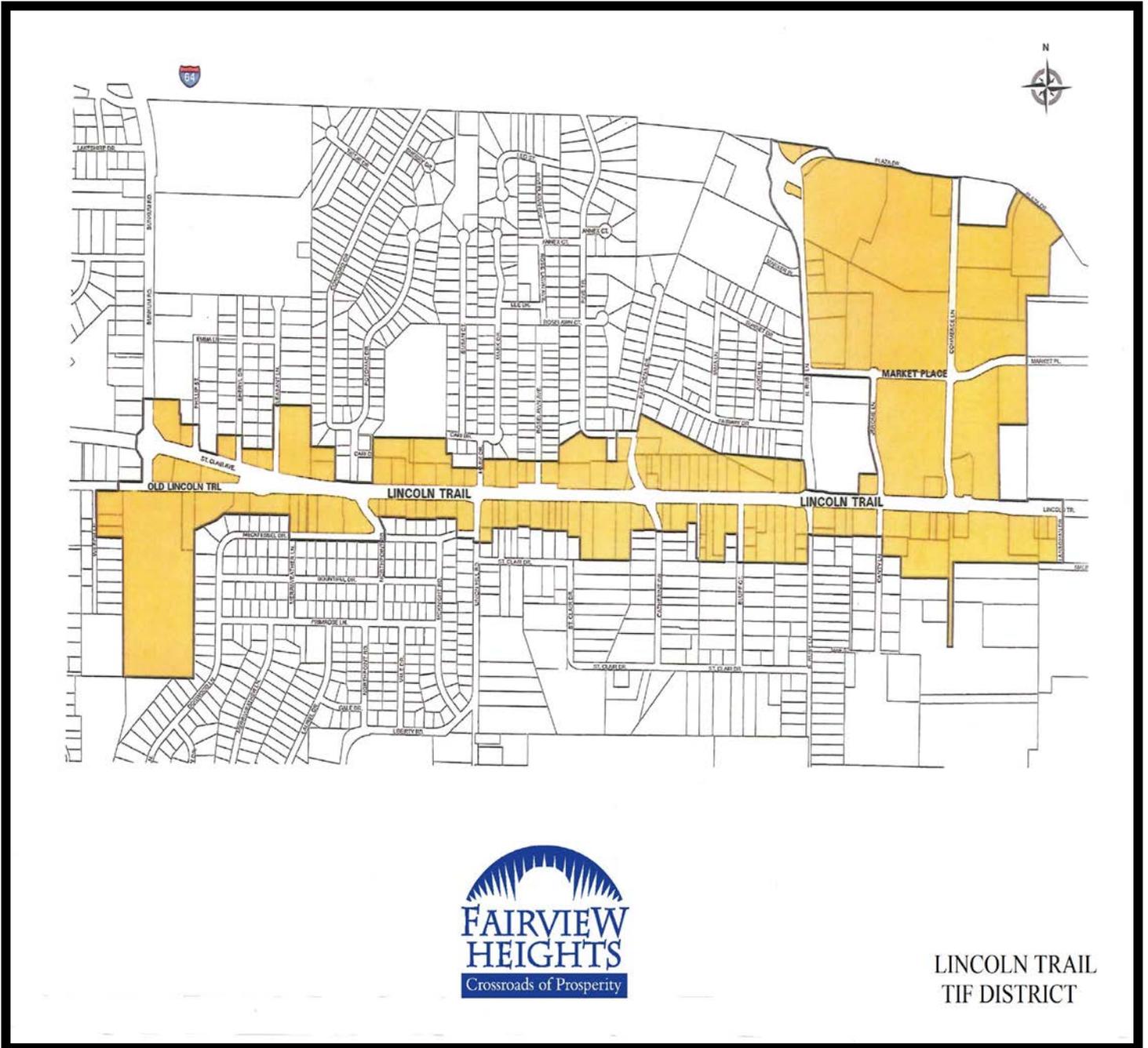


**\*Review Panel consists of the Mayor, City Administrator, Director of Economic Development, Director of Land Use and Planning, and the Director of Finance. Review Panel meetings are open to the Public and an agenda will be posted when the Review Panel meets.**

**Section Three**  
**Maps**

**EXHIBIT A**

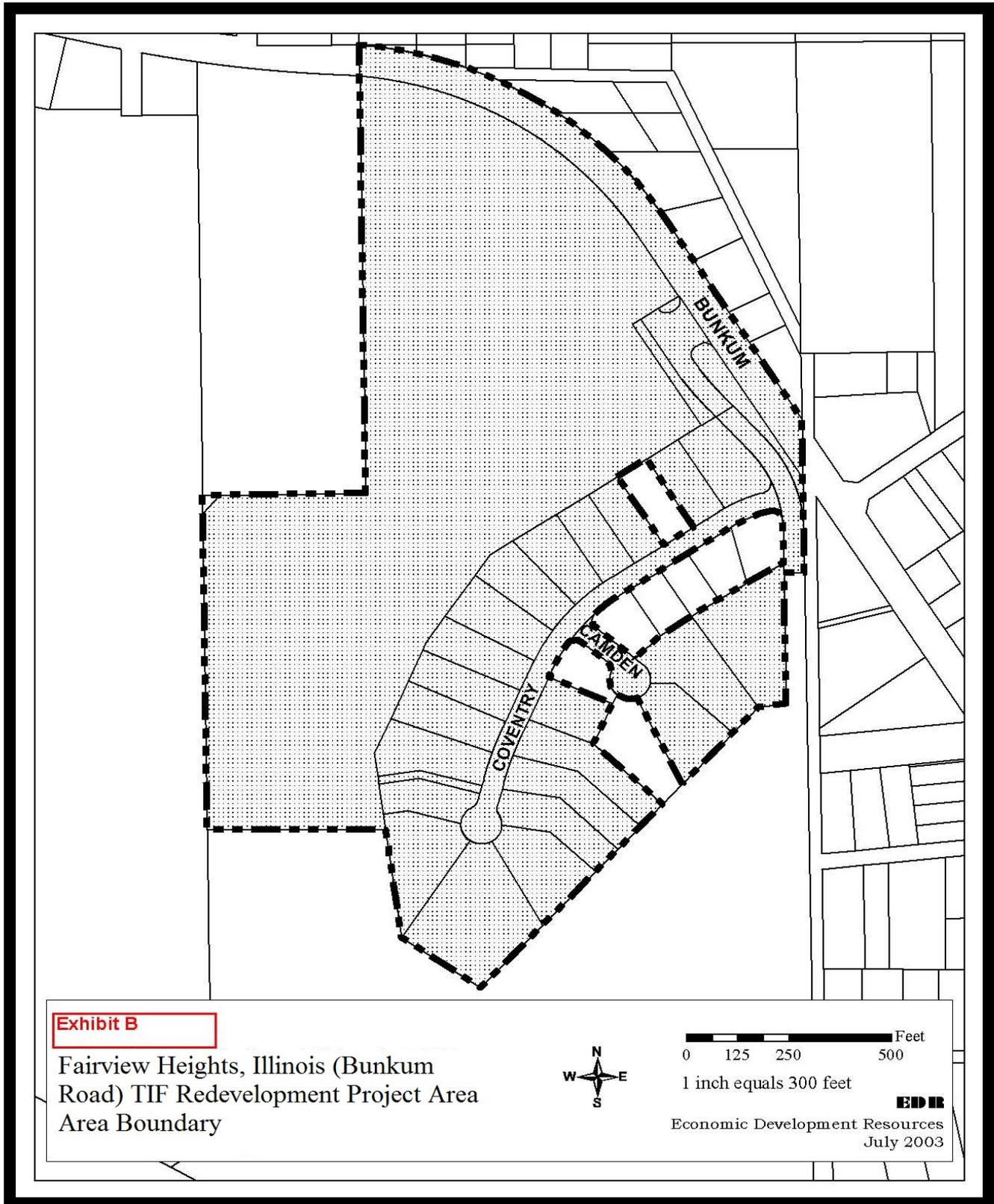
*Lincoln Trail TIF #3 District*



LINCOLN TRAIL  
TIF DISTRICT

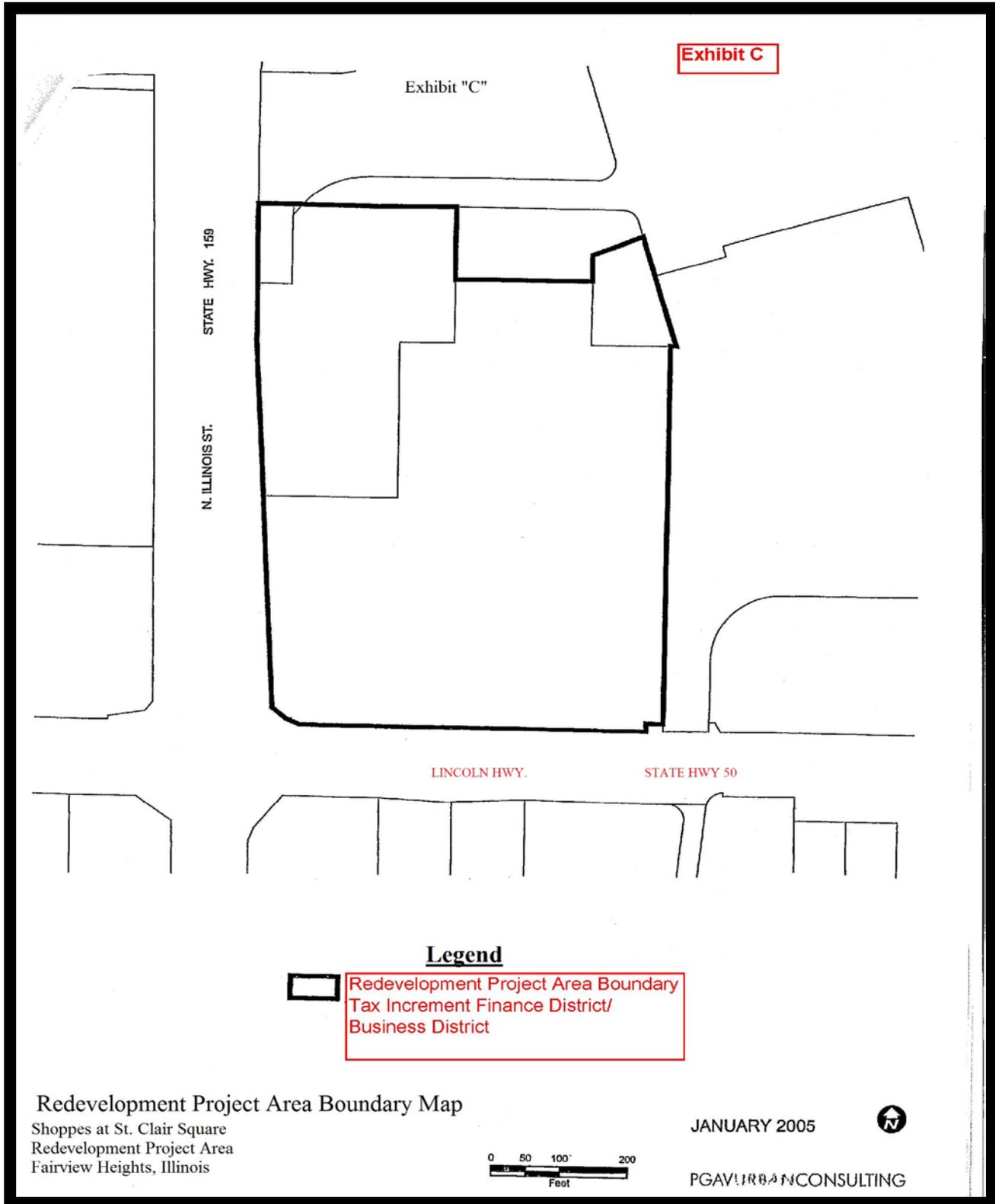
**ESTABLISHED IN 2007**

*Fairview Heights (Bunkum Road) TIF District*



**ESTABLISHED IN 2003**

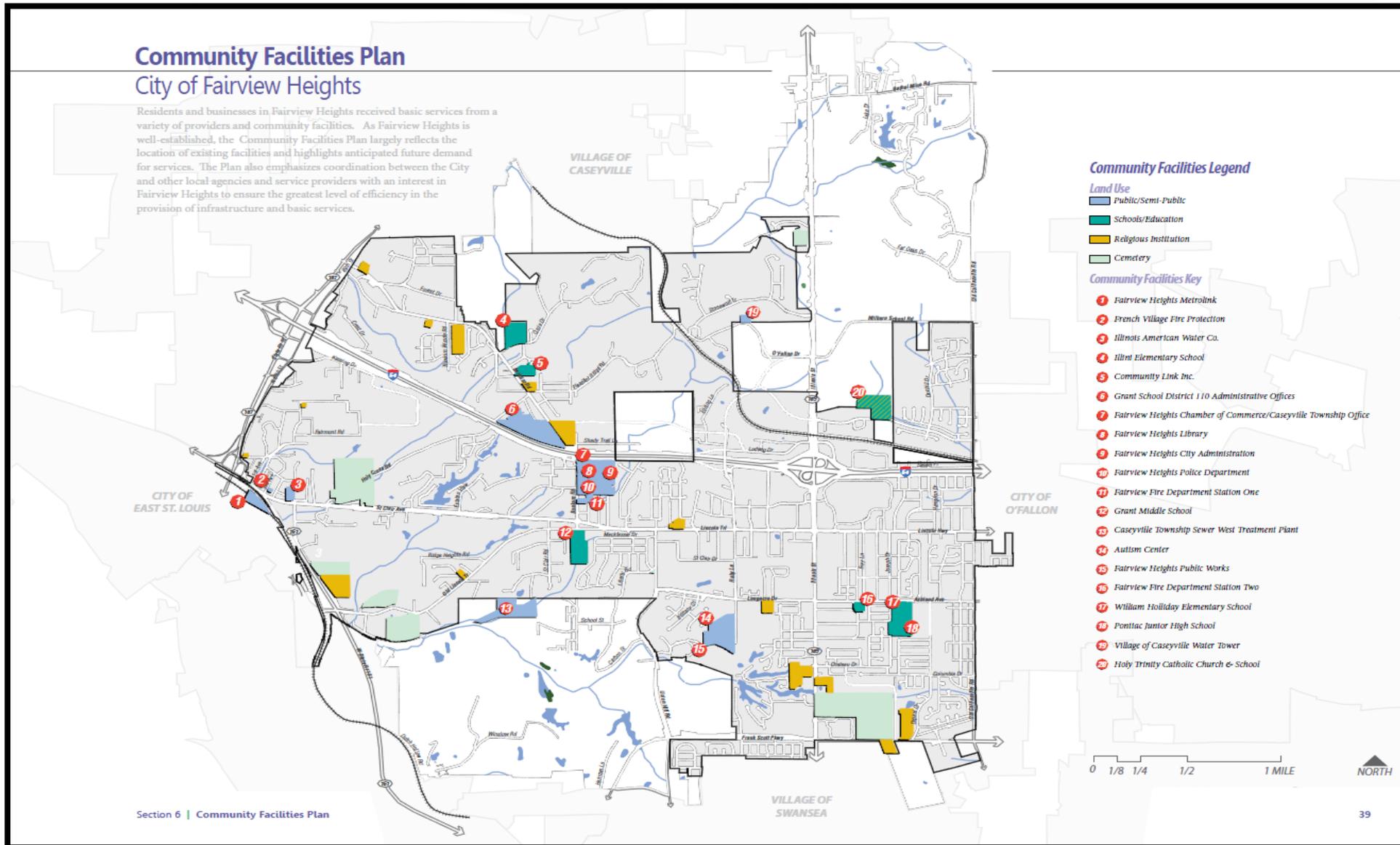
# Shoppes at St. Clair Square TIF



**ESTABLISHED IN 2005**

## City Limits Map of Fairview Heights

Any commercial project within the Corporate Limits of the City of Fairview Heights is eligible to apply for the Economic Incentive Agreement (Sales Tax Rebate Program)



*Lincoln Trail TIF Façade*



Lincoln Trail TIF  
Façade and Site  
Improvement Program

**Legend**  
Redevelopment Project Area

Lincoln Trail Corridor  
Development Standards  
Eligibility Area

APRIL 2007



PGAVURBANCONSULTING

**PROGRAM ADOPTED IN 2015**

# LINCOLN TRAIL TIF

## FAÇADE & SITE IMPROVEMENT PROGRAM DEVELOPMENT STANDARDS

The objective of applicants incorporating the following exterior building and site enhancements is based on the requirement that the enhancements would be of good to high quality products that, if incorporated, would result in a significant aesthetic upgrade to the architectural character and appearance of their building to the public. Precedent images are shown to convey the intent and provide a representative range of the types of enhancements preferred by the City.

### A. Exterior Building Elements

- 1. WALLS** - Changes to exterior wall materials/colors - This category would include items such as upgrading to cement-based (i.e. Hardie Board), masonry or other durable siding products with a range of aesthetic finish options in place of lesser quality siding products such as wood or wood-based and basic metal panel systems. Color palettes for exterior building materials **must be compatible with or from one** of the four earth-tone color palettes **below that are** preferred by the City. A blend of the colors **below from the** four preferred palettes would be acceptable if approved by the City.

Note: For metal panel systems, upgrading the panel finishes to include two or more colors from the preferred color pallets including the use of accent colors to break up large expanses of one color is considered an acceptable color upgrade.

#### Exterior Materials and Color Palettes for Buildings – Earth-Tones with Complimentary Accent Colors



Color Palette 1



Color Palette 2



Color Palette 3



Color Palette 4

Since there is such a range of building styles present along the corridor, using some combination of these earth-tone color palettes with appropriate accent colors when renovating buildings along the corridor would provide a harmonious, relatively uniform range of exterior building colors. In combinations with utilizing appropriate design elements from the preferred type and style of enhancement treatments that follow, architectural diversity can be balanced with some unifying elements to provide the corridor with a subtle, yet apparent visual theme.

- 2. PARAPET WALLS** - Addition of ornamental/architectural panels to emulate parapet walls - This category would include items such as finished aluminum, steel or EFIS panel systems to extend the wall height to create the appearance of parapet wall or to better balance the building length to height proportion and scale. Colors for these materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.



- 3. BUILDING FAÇADES** - Addition of architectural wall panels to add functional/visual architectural interest. - This category would include items such as finished aluminum, steel or EFIS panel systems to add visual interest to building facades. These materials could include sun shade panels, panels with geometric patterns or shapes, canopy systems, etc., and could be added to accentuate building entries, corners of buildings or other areas that would add aesthetic interest to the building façade. Colors for these materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.
- 4. ARCHITECTURAL ORNAMENTATION** - Addition of other exterior building elements (faux columns/beams, etc.) to break up long homogeneous facades. - Similar to the above category, this category would include items such as finished aluminum, steel or EFIS panel systems to break up large expanses of homogenous wall materials and add visual interest to building facades. Locations of these items must be compatible with the overall building architectural style and aesthetic. Colors for these materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.



*Building Façade Treatments and Architectural Ornamentation*

5. **ROOFING** - Changes to exterior roof materials/colors. - This category would include items such as upgrading to fiberglass or asphalt architectural shingles, standing seam metal or other durable roofing products with a range of aesthetic finish options in place of lesser quality roofing products. Colors for roofing materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.



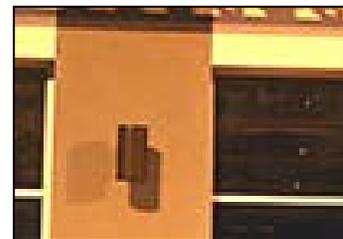
Roofing Materials in compatible colors.

6. **DOORS & WINDOWS** - Adding and/or enhancing doors and windows. This category would include items such as adding accent trim or other similar window treatments to existing windows or upgrading to good to high quality, **energy efficient** windows or where applicable, storefront products with a range of aesthetic finish options. Color for door and window materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.
  
7. **AWNINGS** - Addition of architecturally compatible awnings. This category would include adding new awnings in significant quantities or upgrading to higher quality awnings with enhanced architectural character that makes a tasteful enhancement to the exterior building façade. Colors for awning materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City. (Note: On a case by case basis signage incorporated with acceptable style awnings could be considered an upgrade if approved by the City. Refer to sign section below.)
  
8. **SHUTTERS** - Addition of architecturally compatible shutters. This category, similar to awnings discussed in Item 7 above, would include adding new shutters of good quality and in significant quantities or upgrading to a higher quality shutter with enhanced architectural character that makes a tasteful enhancement to the exterior building façade. Colors for shutter materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.



Examples of Doors, Windows and Awnings in compatible color ranges.

**9. BUILDING - ARCHITECTURAL FAÇADE LIGHTING** – Addition of architectural façade lighting. This category would include accent lighting on building facades and could include up-lighting or down-lighting of specific portions of the building for interest or wall washes or general, overall building exterior lighting treatments. Design of such lighting must not contribute to light trespass or create glare and distraction that would conflict with the safe operation of vehicles in adjacent parking areas or roads. The finish and style of façade lighting materials must be compatible with the overall building architectural style and aesthetic and colors compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City. **The use of LED and solar lighting fixtures is strongly encouraged.**



*Examples of Lighting Fixtures in preferred styles and compatible color ranges.*

**10. EQUIPMENT SCREENING** - Screening visual clutter on roofs such as HVAC Units, cooler towers or electrical equipment. This category of enhancements includes screening of roof-top HVAC units from public view through the use of finished metal screening panel systems, parapet walls of masonry, EFIS, etc., or similar types of screening systems. Colors for these screening materials must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.

## **B. SITE & LANDSCAPE ENHANCEMENT ELEMENTS**

Similar to exterior building enhancements, the objective of applicants utilizing the following categories of exterior site enhancements on their projects is based on the requirement that the enhancements would be of good to high quality products that, if incorporated, would result in a significant aesthetic upgrade to the site character and appearance of their property to the public.

11. **PARCEL ASSEMBLY** - This category is not an aesthetic enhancement but can improve area aesthetic by potentially reducing the number of entrance drive due to small individual parcels. The primary advantage gained from parcel assembly is functional and site organization/design flexibility and increased ability for business to expand as demand dictates.
12. **STRUCTURE DEMOLITION** - This category, similar to parcel assembly, is not an aesthetic enhancement but can improve area aesthetic by eliminating existing facilities or items that are no longer compatible with property/project needs. Also like parcel assembly, the primary advantage gained is functional and site organization/design flexibility and in some cases an increased ability for business to expand as demand dictates.
13. **DRIVEWAYS - Sharing of Driveways and/or reducing curb cut widths.** This category is similar to parcel assembly in that in can reduce the number of entry drives and improve vehicular circulation and safety.
14. **PERIMETER LANDSCAPE – For aesthetics and screening of parking lots and service areas.** This category of site enhancements includes incorporating landscaping within perimeter set back areas above and beyond requirements through current City landscape ordinances. The intent of the landscape enhancements is to provide screening of parking and other utilitarian areas within sites from public view. In addition the plantings will provide aesthetic interest and enhance the visual quality of each property and the overall corridor. Plantings should contain a variety of plant types similar to the styles of landscaping shown in the following example photographs preferred by the City. **The use of native plants and plants adapted to the local climate is encouraged.**
15. **PARKING LOT LANDSCAPE - Landscape islands on the interior of parking lots.** Similar to providing perimeter landscaping enhancements above, this category includes incorporating landscape islands interior to parking lots above and beyond current City landscape ordinances. These islands would be located at the ends of parking rows and/or at intermediate locations depending on available space. Recommended size of islands should be equivalent to two parking spaces, preferred, with a minimum size equivalent to one parking space. Plantings should contain a variety of plant types similar to the styles of landscaping shown in the following example photographs preferred by the City. **The use of native plants and plants adapted to the local climate is encouraged.**



Examples of Perimeter and Parking Lot Landscape

## Recommended Plant Types

### Shade Trees & Small Trees (Selected species from city code)

- *Taxodium distichum* - Bald Cypress Cultivar (Shawnee Brave)
- *Acer rubrum* - Red Maple Cultivars (Autumn Flame, October Glory or Scarlet Sentinel)
- *Betula nigra* - River Birch Cultivars (Heritage)
- *Acer saccharum* - Sugar Maple Cultivars (Green Mountain or Goldspire)
- *Quercus rubra* - Red Oak
- *Quercus schumardii* - Schumard Oak
- *Quercus bicolor* - Swamp White Oak
- *Tillia cordata* - Littleleaf Linden Cultivars (Greenspire or Chancellor)
- *Carpinus caroliniana* - American Hornbeam
- *Koelreuteria paniculata* - Golden Raintree
- *Ostrya virginiana* - Ironwood

### Shrubs

- *Buddleja* Cultivar 'Blue Chip' Lo & Behold
- *Buddleja davidii* Cultivars ('Adokeep' Adonis, 'Attraction' & 'Buzz Violet Blue') – Butterfly Bush
- *Buxus sempervirens* Cultivars (Green Velvet, Green Gem & Green Mountain) - Boxwood
- *Ceanothus americanus* – New Jersey Tea
- *Cornus serica* Cultivars ('Allemans' or 'Farrow' Arctic Fire) – Red Twig Dogwood
- *Hypericum prolificum* – Shrubby St. John's Wort
- *Itea virginica* Cultivars ('Little Henry' & Henry's Garnet')
- *Rhus aromatica* Cultivar ('Gro-Low') – Fragrant Sumac
- *Rosa* Cultivars ('Radcon', 'Radazz' & 'Radyod') – Knockout Roses (red & pink)
- *Spiraea japonica* Cultivars ('Antony Waterer' & 'Little Princess') – Spirea
- *Taxus cuspidata* 'Nana' – Dwarf Japanese Yew
- *Taxus x media* Cultivars ('Gwen' & 'Taunton') – English Yew
- *Viburnum dentatum* 'Christom' Blue Muffin – Blue Muffin Viburnum
- *Viburnum dentatum* 'KLMseventeen' Little Joe

### Groundcovers, Perennials & Ornamental Grasses

- *Asclepias tuberosa* – Butterfly Weed
- *Coreopsis* 'Crème Brulee' – Crème Brulee Coreopsis
- *Coreopsis lanceolata* 'Sterntaler' - Laceleaf Coreopsis
- *Echinacea purpurea* Cultivars ('Elton Knight' & 'Pow Wow Berry') – Purple Coneflower
- *Liatris spicata* 'Kolbold Original' – Bottle Rocket
- *Nepeta faassenii* 'Blue Wonder' - Catmint
- *Rubeckia fulgida* 'City Garden' – Black-eyed Susan
- *Panicum virgatum* Cultivars ('Dallas Blue' & 'Shenandoah') – Swithgrass
- *Sporobolus heterolepis* – Prairie Dropseed

**16. PARKING LOT LIGHTING** - This category includes adding or upgrading to good to high quality products of the styles of parking lot light fixtures shown in the following example photographs preferred by the City. Based on the historical timeline of the corridor that dates back several decades, preferred light fixtures styles incorporate a Goose-Neck/Sheppard's Crook arm for support of the actual fixture assembly. **The use of LED and solar lighting fixtures is strongly encouraged.**



*Examples of Parking Lot Lighting in compatible styles and color ranges.*

**17. PERMEABLE PAVEMENTS** - This category includes utilizing precast permeable concrete pavers in parking lot areas such as parking stalls to reduce impervious paving areas and surface runoff as well as enhancing the aesthetic character of parking lots. Paver colors must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City. If used in ADA parking spaces, pavers must meet ADA requirements for accessible route surface materials and allowable slopes.



*Examples of Permeable Pavers in compatible color ranges.*

**18. SIDEWALKS** - Installation of sidewalks in ROW and/or sidewalk connections from ROW sidewalk to front door. This category includes installation of walkways along property frontage within public right-of-way to enhance pedestrian circulation. Connecting walkways from public walks to building entrances are encouraged as well. ADA requirements must be met for these walkways.



*Examples of Sidewalks.*

**19. BUILDING ENTRY AREAS** – Developing pedestrian areas at building entrances with color and/or imprinted paving or pavers. This category includes the addition of, or upgrading to, architectural paving systems at building entries to enhance aesthetic quality and visual interest. Acceptable paving types include imprinted & colored concrete, exposed aggregate concrete, precast concrete pavers or masonry pavers. Pavement colors must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City.



*Examples of Enhanced Entry Paving*

**20. BUILDING ENTRY LANDSCAPE PLANTINGS** - Addition of landscape plantings (above ground or in-ground) at building entrances. This category includes the addition of plantings and/or architectural planters, portable or permanent at building entries to enhance aesthetic quality and visual interest. Acceptable planter types include good to high quality products, durable and fade resistant. Planter colors must be compatible with one of the four, or an approved blend of the four earth-tone color palettes preferred by the City. **The use of native plants and plants adapted to the local climate is encouraged.**



*Examples of Enhanced Landscaping & Site Amenities at Building Entries*

**21. FLAG POLES AND SITE FURNISHINGS** - This category includes flags and banners on aluminum or steel flag poles of the size and height compatible with the scale of the project. A suggested height range would be 30'-40' for flagpoles and 20' to 30' for banner poles for most projects. Flag poles and banner poles as well as their proposed locations, will be reviewed for approval on a case-by-case basis. Other site amenities would include bike racks, benches, waste receptacles, etc. (Flags such as the USA flag that have specific requirements for flag size related to pole height and for lighting levels if flown at night, must be followed.)



*Examples of Preferred Styles of Site Furnishings*

**22. WATER FEATURES** - This category includes the incorporation of water features on a project site or at building entries. Water features can range in scale from small, subtle individual containers to larger basins or pools similar to the styles of water features shown in the following example photographs preferred by the City.



*Examples of Enhanced Water Features*

**23. UNDERGROUNDING UTILITIES** - Placement of utilities underground. This category of enhancement is intended to encourage property owners to place the 'non-public' portion of utilities specific to their property normally installed above grade, underground. Doing so provides improvement to the visual environment by reducing visual clutter but also provides improved dependability and reduced maintenance by removing the potential of damage to utilities from storms

**C. SIGNING**

**24. BUILDING SIGNS** - Addition of signing compatible with building architecture. This category would include upgrading to signage systems similar to the styles of signs shown in the following example photographs preferred by the City. These would include signage systems intended for mounting on building facades. Building façade signage could include back-lit sign letters or internal and face-lit sign letters. Also included in this category, is signage lettering incorporated as part of the building awnings. Awning signage must be approved by the City on a case-by-case basis as mention under Item 7 above. **If illuminated, the use of energy efficient signs is encouraged.**

*Note: The intent of this category for signage is to encourage the similar sign styles while allowing flexibility to foster the reduction of sign clutter such as window signage*



*Examples of Awning Signs*



*Examples of Back-Lit Façade Signs*



*Examples of Face-Lit Façade Signs*

**25. SITE SIGNS - Site signage enhancements.** This category would include upgrading to site signage systems similar to the styles of signs shown in the following example photographs preferred by the City. These would include low-height monument/panel signs located near the front of properties at vehicular entries to replace existing elevated, pole-mounted signs of various heights. The low, ground-level style signage should be coordinated with building façade signage if utilized (Refer to Item 24 above). **If illuminated, the use of energy efficient signs is encouraged.**



*Enhanced Sense of Entry Landscaping, Lighting & Signage*

**26. SIGN REMOVAL - Removal of visually incompatible signs such as pole signs.** This category would include the removal of **existing** pole signs, ordinance non-conforming signs and unsightly pole mounted

sights to improve the overall visual impressions along the corridor.

.

# Lincoln Trail Corridor Development Standards – Checklist

See the Development Design Standards for a description of each of the following improvement items.

## A. EXTERIOR BUILDING ELEMENTS

- WALLS -Changes to exterior wall materials/colors .....
- PARAPET WALLS -Addition of ornamental/architectural panels to emulate parapet walls.....
- BUILDING FAÇADES - Articulating building facades for functional/visual architectural interest .....
- ARCHITECTURAL ORNAMENTATION - Addition of exterior building elements (faux columns/beams, etc.)  
to break up long homogeneous facades .....
- ROOFING - Changes to exterior roof materials/colors.....
- DOORS & WINDOWS - Adding and/or enhancing doors and windows .....
- AWNINGS - Addition of architecturally compatible awnings.....
- SHUTTERS - Addition of architecturally compatible shutters .....
- BUILDING FAÇADE LIGHTING – Addition of architectural façade lighting. ....
- EQUIPMENT SCREENING - Screening visual clutter on roofs such as HVAC Units, cooler towers or electrical  
equipment. ....

## B. SITE ENHANCEMENT ELEMENTS

- PARCEL ASSEMBLY .....
- STRUCTURE DEMOLITION .....
- DRIVEWAYS - Sharing of Driveways and/or reducing curb cut widths.....
- PERIMETER LANDSCAPE – For aesthetics and screening of parking lots and service areas.....
- PARKING LOT LANDSCAPE - Landscape islands on the interior of parking lots .....
- PARKING LOT LIGHTING .....
- PERMEABLE PAVEMENTS .....
- SIDEWALKS - Installation of sidewalks in ROW and/or sidewalk connection from ROW sidewalk  
to front door. ....
- BUILDING ENTRY AREAS – Developing pedestrian areas at building entrances with color and/or imprinted  
paving or pavers.....
- BUILDING ENTRY LANDSCAPE PLANTINGS - Addition of landscape plantings (above ground or in-ground)  
at building entrances .....
- FLAG POLES AND SITE FURNISHINGS .....
- WATER FEATURES .....
- UNDERGROUNDING UTILITIES - Placement of utilities underground .....

## C. SIGNING

- BUILDING SIGNS - Addition of signing compatible with building architecture.....
- SITE SIGNS - Site signage enhancements .....
- SIGN REMOVAL - Removal of pole signs .....

TOTAL NUMBER OF IMPROVEMENT ITEMS CHECKED .....

**D. POSSIBLE FUNDING(1) (TOTAL PROJECT COST NOT TO EXCEED \$150,000)**

**# of improvements checked**

Make Improvements (10) – potential 50% funding from City

Make Improvements (9) – potential 45% funding from City

Make Improvements (8) – potential 40% funding from City

Make Improvements (7) – potential 35% funding from City

Make Improvements (6) – potential 30% funding from City

Make Improvements (5) – potential 25% funding from City

Less than 4- No City Funding

**E. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$150,001 AND \$300,000)**

**Make no less than 8 improvements – 25% funding from City**

**F. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$300,001 AND \$500,000)**

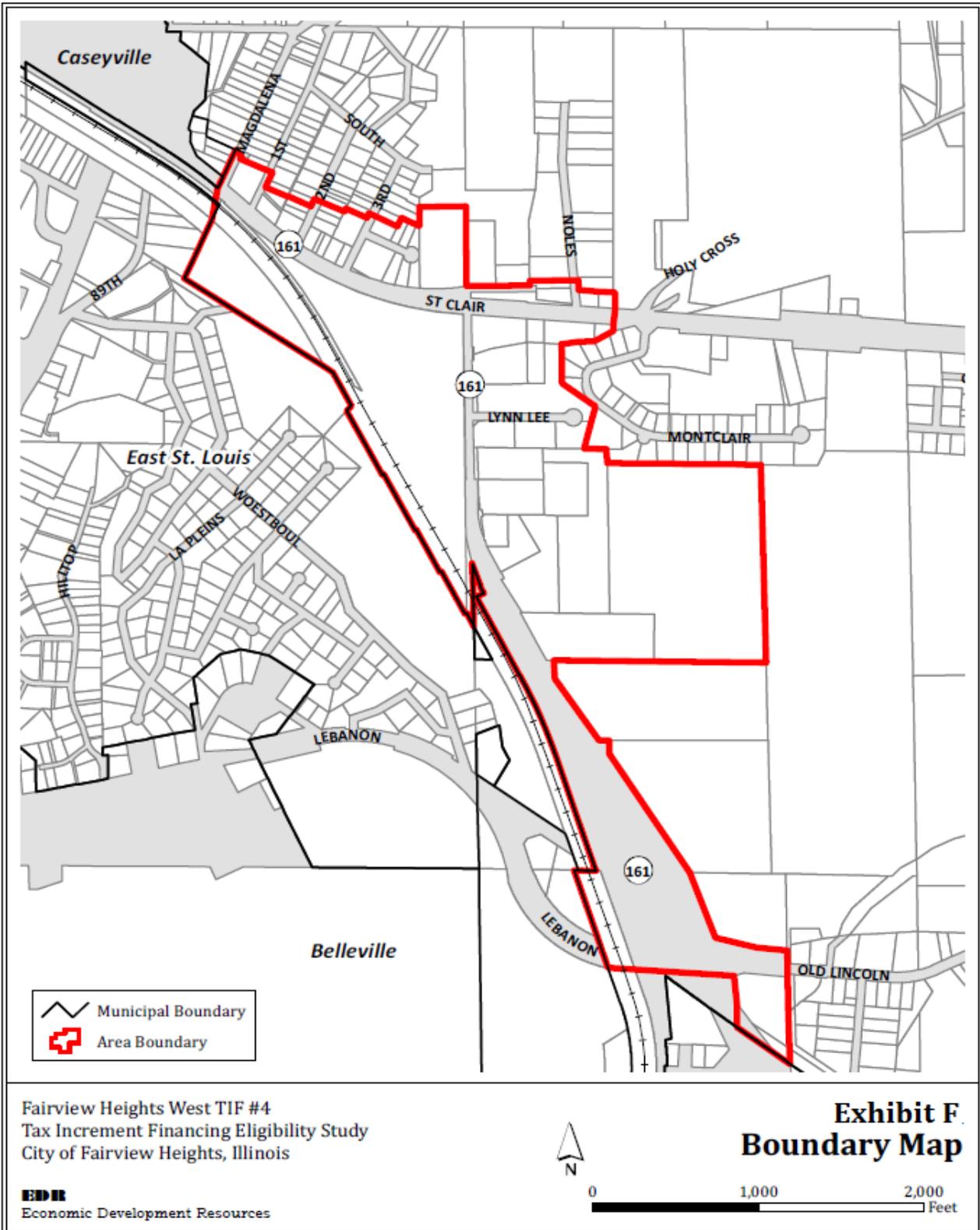
**Make no less than 10 improvements – 15% funding from City**

**G. POSSIBLE FUNDING (TOTAL PROJECT COST EXCEEDS \$500,000)**

**Make no less than 12 improvements – 10% funding from City, not to exceed \$75,000.**

<sup>1</sup>City financial participation **shall** require compliance with prevailing wage rate ordinance, lowest responsible bidder ordinance; individual phases of a project can be considered separately.

# FAIRVIEW HEIGHTS TIF #4



**ESTABLISHED IN 2015**

**LUDWIG DRIVE TIF**



Ludwig Drive Redevelopment Project Area  
Tax Increment Financing Redevelopment Plan  
City of Fairview Heights, Illinois

**EDR**  
Economic Development Resources

 Area Boundary



**EXHIBIT G**  
**Boundary Map**

0 250 500  
Feet

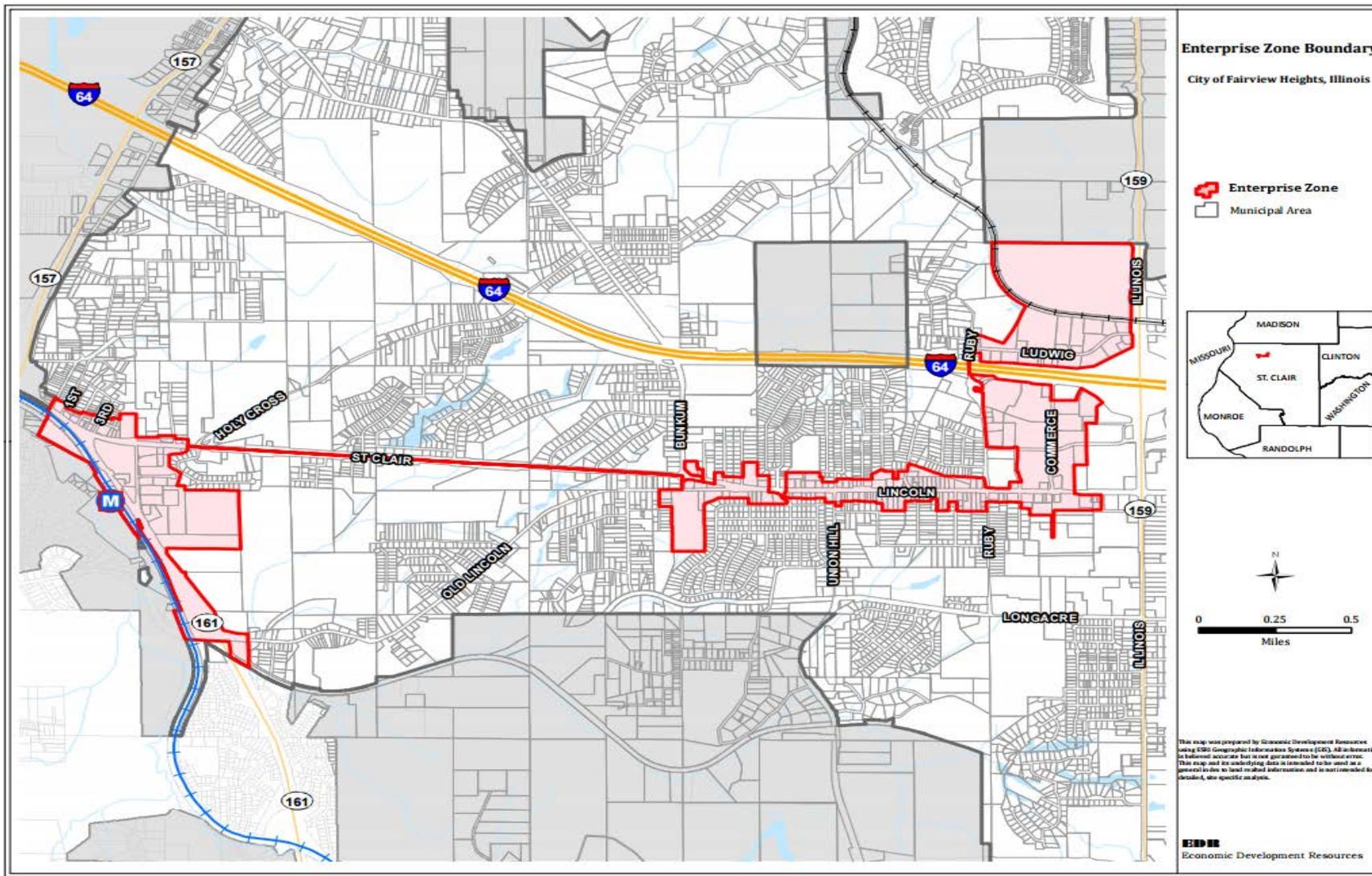
**ESTABLISHED IN 2016**

# STATE ROUTE 159 NORTH TIF



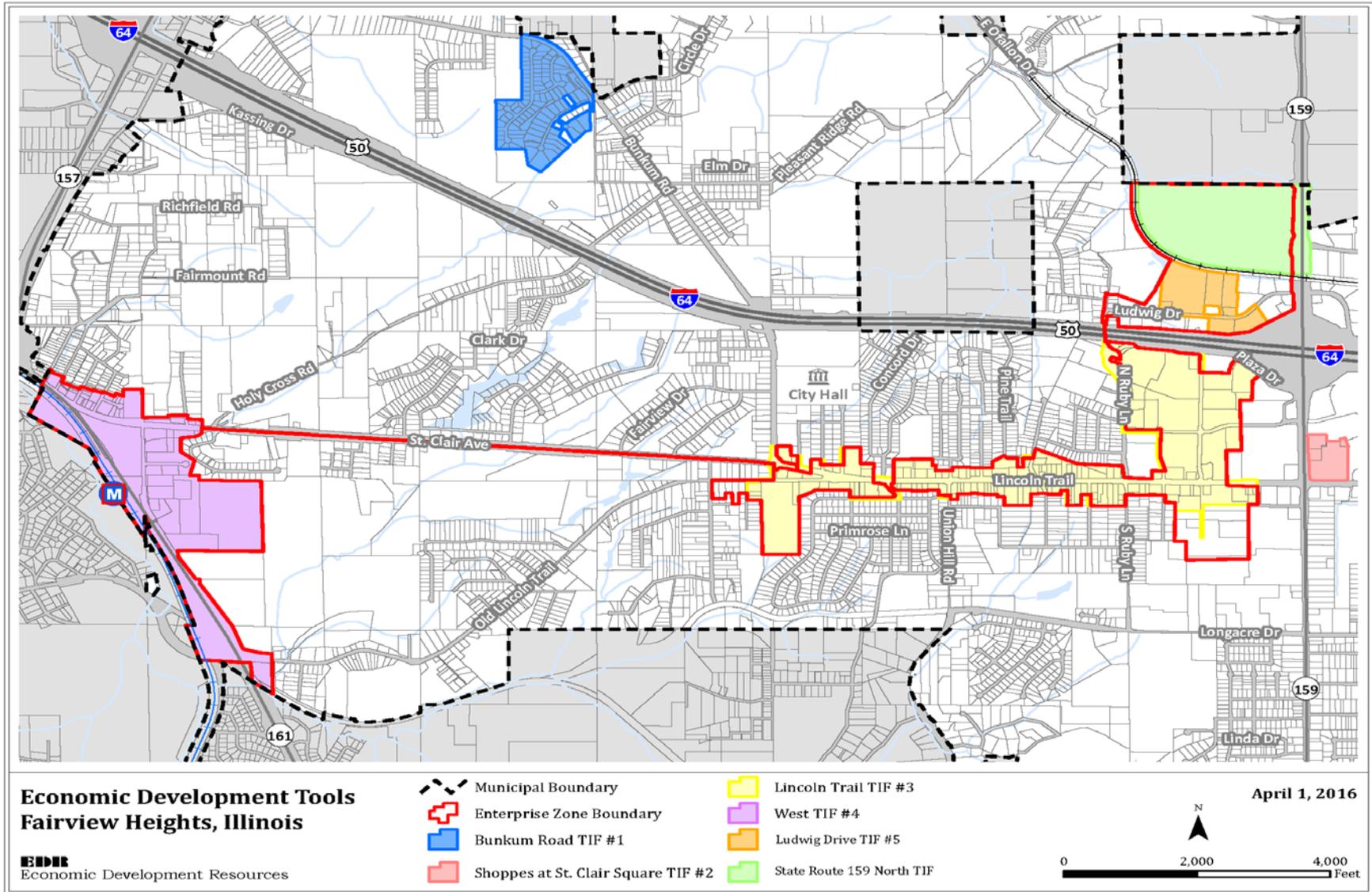
**ESTABLISHED IN 2016**

# *FAIRVIEW HEIGHTS ENTERPRISE ZONE*



**ESTABLISHED IN 2015**

**COMPOSITE MAP OF ECONOMIC DEVELOPMENT TOOLS  
OF THE CITY OF FAIRVIEW HEIGHTS**



**APPENDIX 1**

Application #: \_\_\_\_\_

**Business Assistance Program Application**

*Applicant Information*

1. Name of Person Completing Application: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Fax Number: \_\_\_\_\_
5. Email: \_\_\_\_\_

*Business Information*

1. Business Name: \_\_\_\_\_
2. Owner: \_\_\_\_\_
  - a. Representative of owner: \_\_\_\_\_
  - b. Does Representative have a financial interest in the project?  Yes  No
  - c. If yes, what is the percentage level of participation? \_\_\_\_\_ %
3. State of Organization: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Fax Number: \_\_\_\_\_
7. Email: \_\_\_\_\_
8. Type of Business Entity: \_\_\_\_\_

Project Information

Provide the Street Address of the project:\_\_\_\_\_

1. Is project located in
- Lincoln Trail Tax Increment Finance District (See Map Exhibit A)
  - Fairview Heights Tax Increment Finance District (See Map Exhibit B)
  - St. Clair Square Shoppes Tax Increment Finance (See Map Exhibit C)
  - St. Clair Square Shoppes Business District (See Map Exhibit C)\
  - City of Fairview Heights (See Map Exhibit D)
  - Lincoln Trail TIF Façade and Site Improvement Program (see Map Exhibit E)
  - Fairview Heights TIF #4 (See Map Exhibit F)
  - Ludwig Drive TIF (See Map Exhibit G)
  - State Route 159 North TIF (See Map Exhibit H)
  - Enterprise Zone (See Map Exhibit I)

2. Have you completed an application for Site Plan Review (Appendix 2)?

YES  NO

If Yes, attach a copy of your completed Site Plan Review application, **including copies of any Site Development Plans, Maps, or any other supporting documentation**. If No, contact the Director of Land Use, Planning, and Development to obtain and complete all necessary applications.

3. What is the current zoning classification of the property?\_\_\_\_\_

Will the proposed project require a zoning amendment, variance, or special use permit?

If Yes, provide application numbers and dates for each application:\_\_\_\_\_

\_\_\_\_\_

4. What is the nature of the proposed project?

New Construction  Expansion  Occupancy of Existing Building

If new construction specify as:  Commercial;  Residential;  Industrial

5. Provide a narrative description of the proposed project (attach additional pages if necessary). Applicant must be as specific as possible in describing: (1) the type of business proposed to be conducted at the site; (2) current condition of the site including size and condition of any existing structures, environmental conditions, and past uses of the site; (3) proposed development/redevelopment activities, scope of work, type of construction, etc.; (4) financing; (5) why Business Assistance Program monies are necessary for completion of the project; and (6) how the project is consistent with the goals and objectives identified in the TIF Redevelopment Plan or Business District Plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are any public infrastructure improvements required for this project to proceed?

YES  NO. If Yes, describe improvements required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will the applicant obtain competitive bids from local contractors and sub-contractors?

YES  NO

8. Identify: Project Start Date: \_\_\_\_\_ and Project Completion Date: \_\_\_\_\_

*Project Costs*

1. Estimated Total Project Cost: complete the following worksheet

Remodeling/Rehabilitation/Expansion (TOTAL):	\$
Labor	\$
Materials	\$
New Construction (TOTAL):	\$
Labor	\$
Materials	\$
Capital Equipment:	\$
Site Improvements (Acquisition/Preparation, etc.):	\$
Other:	\$
<b>TOTAL ESTIMATED PROJECT COST:</b>	\$

\* Attach evidence (such as commitment letters or terms sheets) evidencing that the portion of the project funded by private investment will be financed, as well as the source of the funding.

*Public Benefits*

Provide the Property Identification Number (PIN) for each parcel of property comprising the proposed project area, as well as the current equalized assessed value (EAV) and property taxes as stated on the most recent tax bill for each parcel. Please provide an estimated projection of the EAV and taxes resulting from the project.

PIN	EAV	TAXES	Projected EAV	Projected TAXES

Existing sales subject to sales tax: \_\_\_\_\_

Proposed sales subject to sales tax: \_\_\_\_\_

Existing number of FTE jobs: \_\_\_\_\_

Proposed number of FTE jobs: \_\_\_\_\_

Indicate the total amount of financial assistance requested (in current dollars): \$ \_\_\_\_\_ .00

\* Attach data supporting the financial feasibility of the project, the projected performance outcomes of the requested financial assistance, or any professional studies or reports supporting the viability of the project.

Describe the public benefits that will be realized by the completion of this project. Examples of public benefits include, but are not limited to, creation of affordable housing, creation of new permanent jobs, creation of new retail choices in an underserved neighborhood, rehabilitation of a historic building, catalyst for new private investment in a neighborhood, re-occupancy of a vacant building, elimination of blight, incorporation of environmentally-friendly features, job training opportunities (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_



**APPENDIX 2**

**APPLICATION  
SITE PLAN REVIEW**

1) Name of Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

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

2) Property Interest of Applicant: ( ) Owner ( ) Contract Purchaser ( ) Lessee ( ) Other

3) Name of Owner (s): \_\_\_\_\_

(If other than applicant): \_\_\_\_\_ Phone # \_\_\_\_\_

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

4) Location of property: \_\_\_\_\_

Address

Site Plan and Legal Description (Lot/Block/Subdivision/Metes & Bounds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Present use of property: \_\_\_\_\_

(Industrial, Residential, Commercial, etc.)

6) Type of development for which permit is requested: \_\_\_\_\_

7) Development schedule (when requested): A development schedule shall be attached to this application, providing reasonable guarantees for the completion of the proposed development.

8) Density (for residential developments only): \_\_\_\_\_

Number of structures \_\_\_\_\_ Dwelling units per structure: \_\_\_\_\_

Total number of dwelling units \_\_\_\_\_

Estimated number of persons per dwelling unit \_\_\_\_\_

Density = Population of development = \_\_\_\_\_ = \_\_\_\_\_ persons/acre.

9) Present use of adjacent properties:

Address

Present Use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10) I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Fairview Heights for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Owner(s): \_\_\_\_\_

### **SUBMITTAL REQUIREMENTS**

In order for an application to be considered complete, the following items must be submitted to this office at the time of application. Any missing items may subject the application to delays.

- Pre-application Meeting as required
- Application Fee Required: \_\_\_\_\_ Fee Provided: \_\_\_\_\_
- Title Company Proof of Ownership (ownership and encumbrance report) dated no later than 180 days prior to date of application. Contract Owner must provide any contract proof as necessary.
- 4 – 24” X 36” (minimum size), 1 – 11” X 17”, and a PDF of the sealed Preliminary Site Plan
- 2 – 24” X 36” (minimum size), 1 – 11” X 17”, and a PDF of the Architectural Elevations
- 2 – 8.5” X 11” (minimum size), of any proposed signs
- Drainage Report/ Calculations
- Landscape Plan
- Photometrics Plan
- Grading / Erosion Control Plan

**APPENDIX 3**

**Letter of Intent [Template]**

\_\_\_\_\_, 20\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: LETTER OF INTENT - \_\_\_\_\_

Dear \_\_\_\_\_:

This will confirm that \_\_\_\_\_ (“Developer”) has applied for benefits under the City of Fairview Heights’ Business Assistance Program (Application No. \_\_\_\_\_). The purpose of this Letter of Intent is to memorialize the preliminary requests of the City of Fairview Heights (“City”) and the Developer, with respect to the project proposed by the Developer at \_\_\_\_\_ (“Project”). The parties mutually acknowledge and understand that this Letter of Intent is a non-binding document intended only to describe the respective expectations of the parties. The parties mutually acknowledge and understand that, should the Fairview Heights City Council (“City Council”) approve this Letter of Intent, the parties will negotiate and submit to the City Council for review a proposed Development Agreement between the Developer and Mayor Mark Kupsy, City of Fairview Heights (“Mayor”). While the parties will endeavor to draft the proposed Development Agreement using provisions consistent with the terms provided herein, the parties mutually acknowledge and understand that the City Council may revise, delete or recommend different or additional terms. The parties mutually acknowledge and understand that said proposed Development Agreement cannot be executed by Mayor absent the approval of the City Council. Subject to and without waiving any of the foregoing:

The Developer represents that Business Assistance Program monies are necessary to complete the proposed project. Further, the Developer estimates that the total development costs to allow such a construction project to occur, to be in excess of \$\_\_\_\_\_.00.

The City understands that the likelihood of the proposed project, as envisioned, is contingent upon the infusion of public funds and “but for” this public assistance, the project would not go forward.

Listed below are the major responsibilities of each party. Upon approval of this Letter of Intent by the City Council, provisions consistent with these responsibilities shall ultimately be made a part of an overall Development Agreement between the Developer and the Mayor.

**Proposed Responsibilities of the City of Fairview Heights**

1. Rebate \_\_\_ % of incremental property taxes (estimated at \$\_\_\_\_\_ annually) associated with expansion of existing facility for \_\_\_ years with the total tax rebate for \_\_\_\_\_ years not to exceed \$\_\_\_\_\_.
2. Reimburse \$\_\_\_\_\_, for demolition (on-site), infrastructure improvements (on-site, off-site) over a period of \_\_\_ years with annual payments being\$\_\_\_\_\_.
3. Rebate \_\_\_ % of 1% Business District Tax, annually and/or bi-annually, for a period of \_\_\_ years with total rebate not to exceed \$\_\_\_\_\_.
4. Rebate \_\_\_ % of 2% State sales tax and Home Rule tax, annually, for a period of \_\_\_\_\_ years with total rebate not to exceed \$\_\_\_\_\_.

[Drafter's Note: the foregoing are simply examples of possible arrangements for the disbursement of Business Assistance Program monies to the Developer. This section is subject to revision on a case-by-case basis.]

**Responsibilities of Developer**

- A. Developer shall commit to a private investment in the project of no less than \$\_\_\_\_\_, including but not limited to the expansion, remodeling or new construction no later than \_\_\_\_\_.
- B. Developer shall commit to retain \_\_\_\_\_FTE jobs.
- C. Developer shall commit to create \_\_\_\_\_FTE jobs within the first year of operation.
- D. Developer shall commit to create \_\_\_\_\_FTE jobs within 2-5 years of operation.
- E. Developer shall commit to generate through sales \$\_\_\_\_\_ per year for a period of \_\_\_\_\_years.
- F. The property owner shall not apply to St. Clair County for a reduction in assessed valuation without the consent of the City. The City shall not unreasonably withhold consent.
- G. Developer shall demolish \_\_\_\_\_ structures on-site and make infrastructure improvements (on-site/off-site).
- H. Developer and any heirs and/or successors shall commit to remain and operate at the site for no less than \_\_\_\_\_ years.
- I. Developer shall comply with all existing and applicable Federal, State, County, and Local laws and ordinances.
- J. Developer shall obtain all insurance coverages required by City Code Section 37-4-1 and name the City of Fairview Heights as an additional insured on the policies of insurance specified therein.
- K. Developer shall agree to hold the City of Fairview Heights harmless concerning the provision of Lincoln Trail TIF incentive in the event the Lincoln Trail TIF is dissolved and/or a judgment disallows the City to honor the contained incentives as a result of the pending and ongoing litigation against the City and its Lincoln Trail TIF.
- L. Developer agrees to reimburse the City for all public funds abated and or provided to date under the prior section, entitled "Responsibility of the City of Fairview Heights," in the event that it fails to meet the obligations set forth in the Development Agreement.

[Drafter's Note: the foregoing are simply examples of Developer commitments and are subject to revision on a case-by-case basis.]

The City trusts that the content of this Letter of Intent, which outlines a proposed public participation in the project through providing Business Assistance Program monies in the estimated amount of \$\_\_\_\_\_, confirms the City's desire to work with Developer and for Developer to remain and expand or construct a facility in the City of Fairview Heights.

This non-binding Letter of Intent must be approved by the City Council before a Development Agreement can be drafted. Upon approval by the City Council, provisions consistent with the terms set forth herein shall be made part of the proposed Development Agreement.

I believe this Letter of Intent accurately characterizes the understanding and expectations of the respective parties regarding the project, but if you should disagree, please provide clarification in writing at your earliest convenience.

Yours truly,

Mike Malloy, AICP  
Director of Economic Development  
City of Fairview Heights, IL

## **APPENDIX 4**

### **Business Assistance Programs City of Fairview Heights, Illinois**

#### **FEDERAL, STATE, AND COUNTY ECONOMIC DEVELOPMENT RESOURCES**

**DISCLAIMER:** This Appendix 4 is intended to provide merely an overview of economic development resource programs that are offered through various federal, state, and county departments, administrations, or other institutions. This information is intended only as a tool of assistance in seeking funding for various projects that may qualify for the various programs listed herein. This Appendix 4 is in no way intended to be a guarantee, or even an offer or opportunity to apply, for this funding. To file a formal application for any of the programs listed in this Appendix 4, please contact the institution responsible for administering the funding which you are seeking. Neither the City of Fairview Heights nor the Fairview Heights Business Assistance Program can issue any funding pursuant to the programs listed below. Please note that the information contained in this Appendix 4 is taken from the resources noted herein and is subject to change. The City of Fairview Heights takes no responsibility for the accuracy, or the lack thereof, of the information contained on these institutions' websites and makes no representations about the availability of funding through these various programs.

#### **I. FEDERAL**

##### **A. Economic Development Administration (EDA) <sup>1</sup>**

###### **(1) Mission**

To lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.

The U.S. Economic Development Administration's investment policy is designed to establish a foundation for sustainable job growth and the building of durable regional economies throughout the United States. This foundation builds on two key economic drivers – *innovation and regional collaboration*. Innovation is key to global competitiveness, new and better jobs, a resilient economy, and the attainment of national economic goals. Regional collaboration is essential for economic recovery because regions are the centers of competition in the new global economy and those that work together to leverage resources and use their strengths to overcome weaknesses will fare better than those that do not. EDA encourages its partners around the country to develop initiatives that advance new ideas and creative approaches to address rapidly evolving economic conditions.

###### **(2) Economic Development Administration Federal Grants<sup>2</sup>**

The EDA provides the following grants and assistance programs, in addition to others not noted herein:

- (a) Community Trade Adjustment Assistance (11.010)**
- (b) Economic Adjustment Assistance (11.307)**
- (d) Economic Development-support for Planning Organizations (11.302)**
- (e) Economic Development-technical Assistance (11.303)**
- (f) Grants for Public Works and Economic Development Facilities (11.300)**
- (g) Research and Evaluation Program (11.312)**

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<sup>1</sup> [www.eda.gov](http://www.eda.gov)

<sup>2</sup> [www.federalgrantswire.com](http://www.federalgrantswire.com)

3) **Economic Development Representative and States Covered**<sup>3</sup>

**Illinois**

Ean Johnson  
111 North Canal Street, Suite 855  
Chicago, Illinois 60606  
P: 312-353-7148, Ext. 128

**B. Small Business Administration (SBA)**<sup>4</sup>

(1) **Mission**

The Small Business Administration (SBA) is a United States government agency that provides support to entrepreneurs and small businesses. The mission to the Small Business Administration is “to maintain and strengthen the nation’s economy by enabling the establishment and viability of small businesses and by assisting in the economic recovery of communities after disasters.” The agency’s activities are summarized as the “3C’s” of capital, contracts and counseling.

SBA loans are made through banks, credit unions and other lenders who partner with the SBA. The SBA provides a government-backed guarantee on part of the loan. Under the Recovery Act and the Small Business Jobs Act, SBA loans were enhanced to provide up to a 90 percent guarantee in order to strengthen access to capital for small businesses after credit froze in 2008. The agency had record lending volumes in late 2010.

SBA helps lead the federal government’s efforts to deliver 23 percent of prime federal contracts to small businesses. Small business contracting programs include efforts to ensure that certain federal contracts reach women-owned and service-disabled veteran-owned small businesses as well as businesses participating in programs such as 8(a) and HUBZone.

(2) **Lending Programs**

The most visible elements of the SBA are the loan programs it administers. The SBA does not provide grants or direct loans with the exception of Disaster Relief Loans. Instead, the SBA guarantees against default certain portions of business loans made by banks and other lenders that conform to its guidelines.

These programs are not generally for persons with bad credit who can’t get bank loans. Rather, the primary use of the programs is to make loans for longer repayment periods based in part upon looser underwriting criteria than normal commercial business loans. A business can qualify for the loan even if the yearly payment approximates previous year’s profit. Most banks want annual payment for loans no more than two-thirds (2/3) of prior year’s operating profits. Lower payments, longer terms and relaxed criteria allow some businesses to borrow more money than otherwise.

One of the most popular uses of SBA loans is commercial mortgages on buildings occupied or to be occupied by small business. These programs are beneficial to small business because most bank programs frequently require larger down payments and/or have repayment terms requiring borrowers refinance every five years. They can be beneficial to the bank in that banks can reduce risk by taking a first-lien position for a smaller percentage of the project, then arranging for a SBA Certified Development Company to finance the remainder through a second-lien position.

(a) **Loan Guarantee Program**

The 7(a) Loan Guarantee Program is designed to help small entrepreneurs start or expand their business. The program makes capital available to small business through bank and non-bank lending institutions. The Small Business Jobs Act of 2010 permanently increased the maximum size of these loans from \$2 million to \$5 million.

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<sup>3</sup> [www.eda.gov/contact.htm](http://www.eda.gov/contact.htm)

<sup>4</sup> <http://en.wikipedia.org>

**(b) 504 Fixed Asset Financing Program**

The 504 Fixed Asset Financing Program is administered through nonprofit Certified Development Companies throughout the country. This program provides funding for the purchase or construction of real estate and/or the purchase of business equipment/machinery. Of the total project costs, a lender must provide 50% of the financing, a Certified Development Company provides up to 40% of the financing through a 100% SBA-guaranteed debenture, and the applicant provides approximately 10% of the financing. Thorough due diligence of properties purchased through this program is required. Specific SBA Level I Environmental Site Assessment guidelines apply as all properties are treated as “high risk.” The Small Business Jobs Act permanently increased the maximum size of these loans from \$2 million on \$5 million (\$5.5 million for manufactures).

**(c) Micro Loan Programs**

The Small Business Jobs Act increased the maximum amount of SBA micro loans from \$35,000 to \$50,000. These are offered through nonprofit micro loan financial intermediaries.

**(d) Disaster Assistance Loans**

Homeowners and renters are eligible for long-term, low-interest loans to rebuild or repair a damaged property to pre-disaster condition. Before making a loan, the SBA must establish the cost of repairing or rebuilding the structure (determined by SBA’s Field Inspectors who visit the property), applicant’s repayment ability (determined by applicant’s creditworthiness and income) and whether the applicant can secure credit in the commercial market (called the credit elsewhere test). Applicants who do not qualify for disaster assistance loans are referred to the Federal Emergency Management Agency (FEMA) for grants. Although SBA won’t decline a loan for lack of collateral, the agency is statutorily required to collateralize whatever assets are available including the damaged property, a second home or other real estate.

Businesses are also eligible for long-term, low-interest loans to recover from declared disasters. Similar to the homeowner’s loan program mentioned above, small business owners pledge any available assets and acquire a similar pledge from a spouse or partner in the case of shared assets. If defaulting on the debt, the spouse or partner must surrender their value in the assets. The total value of an applicant’s assets is not considered by the SBA; therefore, a company may be approved for a loan regardless of whether that entity has little or substantial net worth.

Once an SBA loan is approved, the SBA mails closing documents to the applicant for signature. Disbursements include an initial unsecured amount of \$14,000 and subsequent disbursements depending upon construction progress and continued insurance coverage. After final disbursement, the loan is transferred to one of the SBA’s servicing offices for management, or to its collections office in the case of default.

Disaster Relief Loans are often approved within 21 days. However, after Hurricane Katrina, the SBA processed applications, on average, in about 74 days.

If a business with a Disaster Relief Loan defaults on the loan, and the business is closed, the SBA will pursue the business owner to liquidate all personal assets, to satisfy an outstanding balance. The IRS will withhold any tax refund expected by the former business owner and apply the amount toward the loan balance.

**(3) Entrepreneurial Development Programs**

**(a) Small Business Development Centers**

Approximately 900 Small Business Development Center sites are funded through a combination of state and SBA support in the form of matching grants. Typically, SBDCs are co-located at community colleges, state universities, and/or other entrepreneurial hubs.

**(b) Women’s Business Centers**

100 Women’s Business Centers are funded through matching grants to nonprofit organizations, many of which are located in underserved, accessible areas. These centers often serve small, home-based enterprises.

**(c) Service Corps of Retired Executives (SCORE)**

SBA annually grants SCORE the funds to oversee approximately 350 chapters of volunteers who provide free mentoring and counseling to entrepreneurs and small business owners.

**(4) Federal Contracting and Business Development Programs**

**(a) 8(a) Business Development Program**

The 8(a) Business Development Program assists in the development of small businesses owned and operated by individuals who are socially and economically disadvantaged, such as women and minorities. The following ethnic groups are classified as eligible: Black Americans; Hispanic Americans; Native Americans (American Indians, Eskimos, Aleuts, or Native Hawaiians); Asian Pacific Americans (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, (including Hong Kong), Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, or Nauru); Subcontinent Asian Americans (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands or Nepal). In 2011, the SBA, along with the FBI and the IRS, uncovered a massive scheme to defraud this program. Civilian employees of the U.S. Army Corps of Engineers, working in concert with an employee of Alaska Native Corporation *Eyak Technology LLC* allegedly submitted fraudulent bills to the program, totaling over 20 million dollars, and kept the money for their own use. It also alleged that the group planned to steer a further 780 million dollars towards their favored contractor.

**(b) HUBZone**

HUBZone is an SBA program for small companies that operate and employ people in Historically Underutilized Business Zones (HUBZones). The HUBZone program was created in response to the HUBZone Empowerment Act created by the US Congress in 1998.

**(5) SBA Loan Industry**

The SBA loan industry can be divided into distinct categories:

- Large bank institutions, such as Chase, Bank of America and Wells Fargo, generate the bulk of their SBA loan volume by loans, especially the express loan and line of credit, offered to those who would be declined for ‘normal’ bank credit due to factors such as length of time in business or slightly more conservative underwriting factors. Banks have sophisticated computer systems that generally make this process seamless, and are quite different from other financial institutions who utilize SBA lending for separate and distinct purposes.
- SBA loans are used heavily by banks of all sizes to finance the purchase or construction of business owner-occupied real estate (i.e. real property purchased for commerce). Many banks offer SBA loans only for this purpose. In particular, they finance properties that a bank would consider too risky to finance conventionally, due to being of a special use [bowling alley, automobile repair] or environmentally risky nature [petroleum products storage, electrical substation] that can make their resale value limited. Some example properties include motels, gas stations and car washes.
- SBA loans also encourage individuals to buy existing business. Since, unlike in real estate transactions, commercial lenders can fund referral fees earned by business brokers helping people buy and sell businesses, this segment of industry is supported by smaller banks and standalone finance companies who understand this sector.

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Email: [sbdcedw@gmail.com](mailto:sbdcedw@gmail.com)

## C. Housing and Urban Development (HUD)<sup>5</sup>

### (1) Community Planning & Development

**Brownfields Economic Development Initiative (BEDI):** The BEDI provides grants on a competitive basis to local entitlement communities. Non-entitlement communities are eligible as supported by their state governments. BEDI's must be used in conjunction with loans guaranteed under the Section 108 Program. Communities fund projects with the BEDI grants and the 108 guaranteed loan financing to clean up and redevelop environmentally contaminated industrial and commercial sites, commonly known as "brownfields."

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Springfield, IL 62704  
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## D. United States Department of Agriculture - Rural Development (RD)<sup>6</sup>

### (1) Rural Business Enterprise Grants (RBEG) Program

The RBEG program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses, help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBEG's may fund a broad array of activities.

- **How much are the grants?** There is no maximum level of grant funding. However, smaller projects are given high priority. Generally grants range \$10,000 up to \$500,000.
- **Who is eligible?** Rural public entities (towns, communities, state agencies, and authorities), Indian tribes and rural private nonprofit corporations are eligible to apply for funding. At least 51 percent of

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<sup>5</sup> [www.hud.gov](http://www.hud.gov)

<sup>6</sup> [www.rurdev.usda.gov](http://www.rurdev.usda.gov)

the outstanding interest in any project must have membership or be owned by U.S. citizens or resident aliens.

- **Define rural.** Rural is defined as any area other than a city or town that has a population of greater than 50,000 and the urbanized area contiguous and adjacent to such a city or town according to the latest decennial census. At least 51 percent of the outstanding interest in any project must have membership or be owned by U.S. citizens or resident aliens.
- **What types of projects are eligible?** The RBEG program is a broad based program that reaches to the core of rural development in a number of ways. Examples of eligible fund use include: acquisition or development of land, easements, or rights of way, construction, conversion, renovation of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities, pollution control and abatement, capitalization of revolving loan funds including funds that will make loans for start ups and working capital, training and technical assistance, distance adult learning for job training and advancement, rural transportation improvement, and project planning. Any project funded under the RBEG program should benefit small and emerging private businesses in rural areas. Small and emerging private businesses are those that will employ 50 or fewer new employees and have less than \$1 million in projected gross revenues.
- **How to apply.** To apply for funding for the RBEG program, please contact your Rural Development State Office.
- **Availability of funds.** Each year, Congress provides program funding as called for in the Federal Budget. Fiscal Year funding levels will be made available as soon as possible after the beginning of each Fiscal Year.

*Fairview Heights may or may not be eligible for the Rural Development Business Programs. Urbanizing areas of high population density are not eligible for the Business Programs. These same areas may be eligible for the Rural Development.*

(2) **Rural Development Representative and States Covered**

**Illinois**

Rural Development  
Community Facilities Division  
Mt. Vernon, Illinois 62864  
618-244-0773, Ext. 5

(3) **Business Loans and Grants**<sup>7</sup>

The Business Program (BP) works in partnership with the private sector and the community-based organizations to provide financial assistance and business planning. BP helps fund projects that create or preserve quality jobs and/or promote a clean rural environment. The financial resources of BP are often leveraged with those of other public and private credit source lenders to meet business and credit needs in under-served areas. Recipients of these programs may include individuals, corporations, partnerships, cooperatives, public bodies, nonprofit corporations, Indian tribes, and private companies.

*Fairview Heights may or may not be eligible for the Rural Development Business Programs. Urbanizing areas of high population density are not eligible for the Business Programs. These same areas may be eligible for the Rural Development Community Facility Programs. Please refer to the map provided on the website to see whether your area is eligible.*<sup>8</sup>

**E. Environmental Protection Agency (EPA)**

(1) **Grants & Funding**

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<sup>7</sup> [www.rurdev.usda.gov](http://www.rurdev.usda.gov)

<sup>8</sup> <http://eligibility.sc.egov.usda.gov>

EPA's Brownfields Program provides direct funding for Brownfields assessment, cleanup, revolving loans, and environmental job training. To facilitate the leveraging of public resources, EPA's Brownfields Program collaborates with other EPA programs, other federal partners, and state agencies to identify and make available resources that can be used for Brownfields activities. In addition to direct Brownfields funding, EPA also provides technical information on Brownfields financing matters.

- **Area-Wide Planning Pilot Program:** The grant funding and direct assistance (through Agency contract support) will result in an area-wide plan which will inform the assessment, cleanup and reuse of Brownfields properties and promote area-wide revitalization.
- **Assessment Grants:** Assessment grants provide funding for a grant recipient to inventory, characterize, assess, and conduct planning and community involvement related to Brownfield sites.
- **Revolving Loan Fund Grants:** The purpose of Revolving Loan Fund Grants is to enable States, political subdivisions, and Indian tribes to make low interest loans to carryout cleanup activities at Brownfields properties.
- **Cleanup Grants:** Cleanup grants provide funding for a grant recipient to carry out cleanup activities at Brownfield sites.
- **Environmental Workforce Development and Job Training Grants:** Environmental Workforce Development and Job Training Grants are designed to provide funding to eligible entities, including nonprofit organizations, to recruit, train, and place predominantly low-income and minority, unemployed and under-employed residents of solid and hazardous waste-impacted communities with the skills needed to secure full-time, sustainable employment, in the environmental field and in the assessment and cleanup work taking place in their communities.
- **Multi-Purpose Pilot Grants:** The EPA is piloting a new grant program that will provide a single grant to an eligible entity for both assessment and cleanup work at a specific Brownfield site owned by the applicant.
- **Training, Research, and Technical Assistance Grants:** Training, Research, and Technical Assistance Grants provide funding to eligible organizations to provide training, research, and technical assistance to facilitate Brownfields revitalization.
- **Targeted Brownfields Assessments:** The Targeted Brownfields Assessment (TBA) program is designed to help states, tribes, and municipalities-especially those without EPA Brownfields Assessment Pilots/Grants-minimize the uncertainties of contamination often associated with Brownfields.

**Office of Brownfields Assistance**

Illinois Environmental Protection Agency  
1021 North Grand Avenue East  
P. O. Box 19276  
Springfield, IL 62794-9276

## II. STATE

### A. Department of Commerce and Economic Opportunity (DCEO)<sup>9</sup>

#### (1) Grants

- ***Illinois Department of Agriculture AgriFIRST Grant Program.*** The AgriFIRST program is designed to provide grants to persons and agribusinesses in Illinois for the purpose of developing projects that enhance the value of agricultural products or expand agribusiness in Illinois.
- ***Business Development Public Infrastructure Program (BDPIPP).*** The BDPIP program is designed to provide grants to units of local government for public improvements on behalf of businesses undertaking a major expansion or relocation project that will result in substantial private investment and the creation and/or retention of a large amount of Illinois jobs. The infrastructure improvements must be made for public benefit and on public property and must directly result in the creation or retention of private sector jobs. The local government must demonstrate clear need for financial assistance to undertake the improvements. Grant eligibility and amounts are determined by the amount of investment and job creation or retention involved.
- ***Illinois Department of Transportation (IDOT).*** IDOT has several programs that provide state assistance in improving highway and rail access improvements to new or expanding industrial, distribution or tourism developments. The focus of these programs is the retention and creation of Illinois jobs. Funding may be available for transportation improvement projects related to facilities that provide direct access to economic development projects. Projects providing access to retail establishments, office parks, government facilities or school/universities are not eligible. To view IDOT programs please click on the links below.
- ***Community Development Assistance Program for Economic Development (CDAP-ED).*** The CDAP-ED program is a federally funded program that is designed to provide grants to units of local government for economic development activities related to business retention and/or expansion opportunities. The program is targeted to assist low-to-moderate income people by creating job opportunities and improving the quality of their living environment. Local governments qualifying to receive grant funds can then make these funds available in the form of loans to businesses locating or expanding in their community. A local government may request grant funds of up to \$750,000. Funds may be used for machinery and equipment, working capital, and building construction and renovation. The local government may also use the grant funds for improvements to public infrastructure that directly support a specific economic development project. Applications may be submitted at any time. Local government entities located in heavily populated metropolitan areas of the state may receive funding directly from the federal government and therefore, are ineligible for participation through this program.
- ***Employer Training Investment Program (ETIP) – Competitive Component.*** The Employer Training Investment Program (ETIP) is a competitive application program for Illinois based manufacture and service companies to facilitate upgrading the skills of their workers in order to remain current in new technologies and business practices. Participation in the program will enable companies to remain competitive, expand into new markets and introduce more efficient technologies into their operations. ETIP grants may reimburse Illinois companies for up to 50 percent of the eligible cost of training their employees. Grants may be awarded to individual businesses, intermediary organizations operating multi-company training projects and original equipment manufacturers sponsoring multi-company training projects for employees of their Illinois supplier companies.
- ***Employer Training Investment Program (ETIP) – Incentive Component.*** The ETIP Incentive Program is eligible to pre-qualified Illinois businesses applying for training funds as part of an Economic Development Incentive Project. Companies located in Illinois who are expanding, relocating, or are in jeopardy of closing may be eligible for pre-qualification in the program.

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<sup>9</sup> [www.commerce.state.il.us](http://www.commerce.state.il.us)

Participation requires companies to meet certain capital investment and job creation/retention goals and provide a dollar for dollar match of the grant award.

- ***Large Business Development Program (LDBP).*** The LDBP program is designed to provide grants to businesses undertaking a major expansion or relocation project that will result in substantial private investment and the creation and/or retention of a large number of Illinois jobs. Funds available through the program may be used by large businesses for bondable business activities, including financing the purchase of land or buildings, building construction or renovation, and certain types of machinery and equipment. Grant eligibility and amounts are determined by the amount of investment and job creation or retention involved.

(2) **Loan Programs**

- ***Advantage Illinois.*** The Advantage Illinois program is designed to provide Illinois businesses and entrepreneurs with access to the capital they need to start new companies and expand existing business. The program is comprised of multiple programs to spur institutional lending, including Capital Access Program, Participation Loan Program, which includes a component for Minority/Women/Disabled/Veteran-Owned businesses, and Collateral Support Program; and the Invest Illinois Venture Fund, which leverages private investments in start-ups and high-growth businesses.
- ***DCEO's Community Development Fund.*** Part of Governor Quinn's Neighborhood Recovery Initiative, starting in November and available until funds are depleted, DCEO is partnering with financial institutions with strong small business lending backgrounds to distribute \$5 million in micro loans to start-ups and existing small businesses through the Community Development Fund. More than 300 loans will likely be made to start-up and existing small businesses, which will lead to more than 800 jobs being created or retained over the next two years.
- ***Community Service Block Grant (CSBG) Loan Program.*** The CSBG Loan Program is administered jointly by the Illinois Department of Commerce and Economic Opportunity (DCEO), statewide Community Action Agencies (CAA's) and Illinois Ventures for Community Action (IVCA). The Program provides long-term, fixed-rate financing to new or expanding small businesses in exchange for job creation and employment for low-income individuals. CSBG funds usually make up between 20-49% of the entire loan project and have a low interest rate of 5% to 7.5%.
- ***The Illinois Finance Authority (IFA).*** The Illinois Finance Authority (IFA) is a self-financed, state authority principally engaged in issuing taxable and tax-exempt bonds, making loans, and investing capital for businesses, nonprofit corporations, agriculture and local government units statewide. IFA finances about \$3 billion each year, helping generate economic growth and job creation.
- ***The Illinois State Treasurer's Office.*** The Illinois State Treasurer's Office offers programs that are designed to assist the Illinois business community by providing access to capital and financing at affordable rates in order to promote economic development activities that create and retain jobs within the state.
- ***Manufacturing Modernization Loan Program.*** The Manufacturing Modernization Loan Program is designed to provide manufacturers with access to adequate and affordable financing for upgrading and modernizing their manufacturing equipment and operations.

(3) **Tax Assistance**

- ***Illinois Angel Investment Credit Program.*** The Illinois Angel Investment Credit Program is designed to offer a tax credit to interested firms or natural person(s) who make an investment in one of Illinois' Innovative, qualified new business ventures. The investment will encourage job growth and expand capital investment in Illinois. The program can offer a tax credit to qualifying firms in an amount equal to 25% of their investment made directly in a qualified new business venture. The maximum amount of an investment that may be used as the basis for a credit under this section of \$2,000,000 for each investment directly in a qualified new business venture. An awarded tax credit may not be sold or otherwise transferred to another person or entity. Businesses desiring to be registered as a qualified new business venture shall submit a registration form in each taxable year for which the business desires registration. The registration will attest to the fact that the business is principally engaged in innovation, their business headquarters is located in Illinois and their business has the potential for increasing jobs and capital investment in Illinois. Interested firms or natural person(s) desiring a tax credit based on their investment in a qualified new business venture must submit an application to the

Department which attests to the fact that an investment has been made and remains in the qualified new business venture for no less than 3 years.

- **High Impact Business (HIB).** The HIB Program is designed to encourage large-scale economic development activities, by providing tax incentives (similar to those offered within an enterprise zone) to companies that propose to make a substantial capital investment in operations and will create or retain above average number of jobs. Businesses may qualify for: investment tax credits, a state sales tax exemption on building materials, an exemption from state sales tax on utilities, a state sales tax exemption on purchases or personal property used or consumed in the manufacturing process or in the operation of a pollution control facility. The project must involve a minimum of \$12 million investment causing the creation of 500 full-time jobs or an investment of \$30 million causing the retention of 1500 full-time jobs. The investment must take place at a designated location in Illinois outside of an Enterprise Zone. The program has been expanded to include qualified new electric generating facility, production operations at a new coal mine or, a new or upgraded transmission facility that supports the creation of 150 Illinois coal-mining jobs, or a newly constructed gasification facility as a “Coal/Energy High Impact Businesses.” In 2009, the program was further expanded to include wind energy facilities. The designation as a Wind Energy/High Impact Business is contingent on the business constructing a new electric generation facility or expanding an existing wind power facility. “New wind power facility” means a newly constructed electric generation facility, or a newly constructed expansion of an existing electric generation facility, placed in service on or after July 1, 2009, that generates electricity using wind energy devices. “New wind energy device” means any device, with a nameplate capacity of at least 0.5 megawatts, that is used in the process of converting kinetic energy from the wind to generate electricity.
- **Illinois Historic Preservation Tax Credit Program.** The Illinois Historic Preservation Tax Credit Program provides a state income-tax credit equal to 25% of a project’s qualified expenditures to owners of certified historic structures located within River Edge Redevelopment Zones (Aurora, East St. Louis, Elgin, and Rockford) who undertake certified rehabilitations during the taxable year. The substantial rehabilitation investments will create jobs in Illinois, stimulate the economies of River Edge communities, and revitalize historic structures and neighborhoods. An awarded tax credit may not be sold or otherwise transferred to another person or entity. The Illinois Historic Preservation Tax Credit Program runs from January 1, 2012 to December 31, 2016.
- **New Markets Development Program.** The Illinois New Markets Development Program provides supplemental funding for investment entities that have been approved for the Federal New Markets Tax Credit (NMTC) program. This program will support small and developing businesses by making capital funds more easily available and will make Illinois more attractive to possible investors. The NMTC program provides state and federal tax credits to investors that make investments into approved funds, which will make investments in eligible projects located in low income census tracts throughout Illinois. This program provides non-refundable tax credits to investors in qualifying Community Development Entities (CDE’s) worth 39% of the equity investment made into the CDE over a 7 year credit allowance period.

**(4) Workforce Development**

The Office of Employment & Training is committed to encouraging statewide economic development by cultivating a well-trained workforce. To accomplish this goal, the Office identifies youth, adults and dislocated workers who are eligible for assistance under the Workforce Investment Act (WIA), assesses their employability skills and provides training as appropriate for identified sectors of growing employment demand. Ideally, this will lead to the placement of these individuals in self-sufficient employment. The Office also provides follow-up services leading to employment retention in high-wage and high-skilled jobs. These services are provided statewide while maintaining focus on the economic needs of each region.

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## **B. Small Business Development Center – Supporting Southwestern Illinois Small Business – Serving St. Clair County.**

### **(1) SIUE Small Business Development Center (SIUE SBDC)<sup>10</sup>**

The SIUE Small Business Development Center is a service to the community supported by the U.S. Small Business Administration (SBA), Illinois Department of Commerce and Economic Opportunity, and Southern Illinois University Edwardsville (SIUE) School of Business.

SIUE houses two Small Business Development Centers, The Southwestern Illinois Entrepreneur Center and the International Trade Center. All Centers provide resources and information to the Southwestern Illinois Business community and the University.

Our Center is directly affiliated with the federal, state and local resources for small business. The SIUE SBDC serves as the direct source for your small business needs.

By assessing companies in defining their path to success, the SIUE SBDC network positively impacts the Southwestern Illinois Region by strengthening existing companies, creating new jobs, retaining existing jobs. The SIUE SBDC enhances Southwestern Illinois' economic interests providing one-stop assistance to individuals by means of counseling, training, research, and advocacy for new ventures and existing small businesses. When appropriate, the SIUE SBDC strives to affiliate its ties to the Southwestern Illinois Region to support the goals and objectives of both the SIUE School of Business and the University at large.

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<sup>10</sup> [www.siu.edu](http://www.siu.edu)

### III. COUNTY

#### A. St. Clair County Economic Development Department (SCCEDD)<sup>11</sup>

(1) **Demographic Data**

The SCCEDD can provide concise data reflecting the population and economic characteristics of the County and region.

**Financial Incentives**

The SCCEDD offers a Business Loan Program that works with area lenders. The SCCEDD administers two of the five Enterprise Zones located within the County that offer several tax credits and exemptions, and the SCCEDD issues industrial revenue bonds to finance larger, eligible developments. The SCCEDD also helps business gain access to other local, regional and state incentive programs such as workforce training programs and tax increment financing (TIF) incentives.

(2) **Business Loan Program**

See Exhibit “A” to the Appendix for detailed information.

The St. Clair County, Illinois Economic Development Department administers two business revolving loan funds established through grants provided to the St. Clair County Intergovernmental Grants Department (IGD) by both the Community Development Block Grant (CDBG) program of the U.S. Department of Housing and Urban Development (HUD) and through the Community Services Block Grant (CSBG) program, CSBG funds are granted by the Illinois Department of Commerce & Economic Opportunity (DCEO).

Low interest, fixed-rate loans are available to SBA defined small businesses located in St. Clair County. The primary purpose of the loan program is to create employment for persons of low or moderate income.

**Terms**

- Loans are made at a per annum rate of three percent (3%).
- Repayment period usually matches that of the principal private lender, which allows up to ten (10) years for real property improvements or land acquisition and seven (7) years for equipment purchases. A balloon provision is effective after two years at which point the interest rate may be adjusted.
- Loan amounts may not be less than \$15,000 or more than \$100,000 per loan program for a loan maximum of \$200,000 but loans may not exceed forty percent (40%) of the total project cost. The loan amount is limited to up to \$12,000 per full-time equivalent job created under the CDBG funded loan program and \$20,000 per job under the CSBG funded loan program.

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<sup>11</sup> [www.co.st-clair.il.us](http://www.co.st-clair.il.us)

**St. Clair County Economic Development Department**

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**B. Business Financing in Southwestern Illinois<sup>12</sup>**

**(1) Southwestern Illinois Development Authority (SWIDA)**

SWIDA was created by action of the Illinois General Assembly and the Governor in 1987. Tax-exempt revenue bonds are available through SWIDA but are limited by federal law to selected purposes including not-for-profit organization objectives, pollution control, solid waste facilities, transportation and small issue manufacturing companies. Interest on tax-exempt bonds is exempt from federal income tax, and therefore attracts a much lower rate than conventional financing.

SWIDA can also issue taxable revenue bonds for commercial, industrial, and recreational projects that are not eligible for tax-exempt financing. Taxable bond rates generally run two to two and one-half points higher than tax-exempts. Proceeds can be used to purchase land, buildings and equipment, and to construct new or renovate existing facilities. Taxable bonds provide the ability to borrow money for a longer term and at a lower rate of interest than alternative forms of taxable financing.

**The issuance of revenue bonds through SWIDA provides the following benefits:**

- The advantage of longer and more flexible debt repayment periods and lower interest rates than conventional financing;
- A moral obligation commitment of the State of Illinois (optional);
- The availability of unlimited dollar amounts for project activities with no fixed minimum job creation or capital investment requirements; and
- All SWIDA bonds are exempt from state taxation.

SWIDA also administers the Southwestern Illinois Community Development Corporation (SWICDC) which was created to provide “gap” financing at market rates to small businesses when conventional lenders are unwilling to assume 100 percent of the risk of financing or when the small business’ project does not meet with requirements of Madison or St. Clair Counties’ Job Creation Loan Programs. The SWICDC concentrates on small to medium sized businesses that require capital for modernization, physical rehabilitation of their facilities or cash flow to make them more economically viable. The SWICDC will make loans between \$50,000 and \$500,000 but will not be the primary lender. A private financial institute must lend a majority of the necessary funds and must sponsor the SWICDC loan application.

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<sup>12</sup> www.siteselection-il.com

For more information, contact:

Mike Lundy, Executive Director  
SWIDA  
1022 East Port Plaza Drive  
Collinsville, Illinois 62234  
618-345-3400  
[mlundy@swida.org](mailto:mlundy@swida.org)

## C. **The Illinois Finance Authority (IFA)**

The Illinois Finance Authority (IFA) is a self-supporting state agency created to stimulate economic development and provide jobs for Illinois residents. Their loan programs include their revenue bond financing and participation lending programs.

**IFA Taxable and Tax Exempt Revenue Bonds:** IFA is empowered to issue both tax exempt and taxable bonds as is SWIDA. Please see Section A for a description of taxable and tax-exempt revenue bonds.

**IFA Participation Lending Program:** IFA established this program to assist banks in lending to Illinois businesses that create or retain jobs but may be unable to obtain sufficient financing through conventional sources. Through this program, IFA will purchase up to the lesser of \$300,000 or 50 percent participation directly from the bank. Participation loans can finance the purchase of land and buildings, construction and renovation of buildings and the acquisition of machinery and equipment. Interest rates will be 150 basis points below the rate charged to the borrower by the bank, resulting in a lower blended rate on the loan. If the loan carries an SBA 7(a) guarantee, an additional 50 basis points may be subtracted from the bank lending rate. If the maturity of the bank's loan exceeds 10 years, IFA requires a balloon payment at the end of the 10 years. Banks may retain 50 basis points as a servicing fee, but the remaining 100 basis points (or 150 basis points if it is a SBA7(a) loan) must be passed on to the borrower.

### **Locations:**

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#### **Peoria**

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#### **Springfield**

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**Bruce Rauner, Governor**  
**Jeff Mays, Director**

# NEWS RELEASE

For Immediate Release  
Thursday, September 22, 2016

Contact: Bob Gough  
Phone: 217-685-4454

Vicki Niederhofer  
Phone: 618.277.8491

## Unemployment Rate Remains Above National Average in All but Two Metro Areas *Job Growth Remains Mixed in the Metro Areas*

### Not Seasonally Adjusted Unemployment Rates

Metropolitan Area	Aug. 2016	Aug. 2015	Over-the-Year Change
Bloomington	5.1%	4.9%	0.2
Carbondale-Marion	5.9%	6.0%	-0.1
Champaign-Urbana	5.1%	5.4%	-0.3
Chicago-Naperville-Arlington Heights	5.4%	5.6%	-0.2
Danville	7.1%	7.3%	-0.2
Davenport-Moline-Rock Island, IA-IL	5.6%	5.3%	0.3
Decatur	6.7%	7.3%	-0.6
Elgin	5.1%	5.6%	-0.5
Kankakee	6.1%	6.7%	-0.6
Lake-Kenosha, IL-WI	4.8%	5.1%	-0.3
Peoria	6.2%	6.5%	-0.3
Rockford	6.3%	7.0%	-0.7
Springfield	4.6%	5.1%	-0.5
St. Louis (IL-Section)	5.7%	6.2%	-0.5
Illinois Statewide	5.5%	5.8%	-0.3

*\* Data subject to revision.*

**CHICAGO**—Again this month, twelve of Illinois’ metropolitan (metro) areas experienced decreases in their over-the-year unemployment rate and eight of the metro areas had increases in nonfarm jobs, according to preliminary data released today by the U.S. Bureau of Labor Statistics (BLS) and the Illinois Department of Employment Security (IDES).”

“Job growth is primarily confined to metro areas north of the I-80 corridor and even though it is growth, it is anemic growth when compared to other major metro areas across the country such as New York, Los Angeles and Dallas,” said IDES Director Jeff Mays. “And many of the Downstate metros still haven’t fully recovered from the recession.”

Illinois businesses added jobs in eight metro areas, in which the largest increases were seen in: Rockford (+2.2 percent, +3,400), Lake-Kenosha (+1.5 percent, +6,300), and Elgin (+1.3 percent, +3,400). Total nonfarm jobs in the Chicago-Naperville-Arlington Heights Metro Division increased (+1.3 percent or +46,800). Illinois businesses lost jobs in six metro areas including the Quad Cities (-3.2 percent, -5,900), Bloomington (-2.5 percent, -2,400),

and Carbondale-Marion (-2.3 percent, -1,300). The industry sectors recording job growth in the majority of metro areas were: Retail Trade (10 of 14), Professional and Business Services (eight of 14), and Leisure and Hospitality (eight of 14).

Not seasonally adjusted data compares August 2016 with August 2015. The not seasonally adjusted Illinois rate was 5.5 percent in August 2016 and stood at 12.2 percent at its peak in this economic cycle in January 2010. Nationally, the not seasonally adjusted unemployment rate was 5.0 percent in August 2016 and 10.6 percent in January 2010 at its peak. The unemployment rate identifies those who are out of work and looking for work, and is not tied to collecting unemployment insurance benefits.

### Total Nonfarm Jobs (Not Seasonally Adjusted) – August 2016

Metropolitan Area	Aug. 2016*	Aug. 2015**	Over-the-Year Change
Bloomington MSA	91,900	94,300	-2,400
Carbondale-Marion MSA	55,700	57,000	-1,300
Champaign-Urbana MSA	104,300	103,200	1,100
Chicago-Naperville-Arlington Heights Metro Division	3,724,200	3,677,400	46,800
Danville MSA	28,900	29,100	-200
Davenport-Moline-Rock Island MSA	179,500	185,400	-5,900
Decatur MSA	50,800	51,700	-900
Elgin Metro Division	259,800	256,400	3,400
Kankakee MSA	45,000	44,500	500
Lake-County-Kenosha County Metro Division	419,500	413,200	6,300
Peoria MSA	177,700	179,500	-1,800
Rockford MSA	155,800	152,400	3,400
Springfield MSA	117,400	116,500	900
Illinois Section of St. Louis MSA	234,700	234,000	700
Illinois Statewide	6,022,900	5,985,600	37,300

*\*Preliminary \*\*Revised*

(continued)



**Not Seasonally Adjusted Unemployment Rates  
(percent) for Local Counties and Areas**

	<b>August 2016</b>	<b>August 2015</b>	<b>Over- the-year Change</b>
<b>IL Section of St. Louis</b>	5.7%	6.2%	-0.5%
Bond	4.7%	5.1%	-0.4%
Calhoun	5.7%	6.7%	-1.0%
Clinton	4.0%	4.4%	-0.3%
Jersey	5.5%	6.2%	-0.7%
Macoupin	5.5%	6.2%	-0.7%
Madison	6.0%	6.2%	-0.2%
Monroe	3.9%	4.3%	-0.4%
<b>St. Clair</b>	<b>6.1%</b>	<b>6.8%</b>	<b>-0.7%</b>
<b>Cities:</b>			
Alton	8.2%	9.0%	-0.8%
Belleville	6.5%	7.2%	-0.7%
Collinsville	6.0%	5.8%	-0.2%
East St. Louis	11.0%	12.8%	-1.8%
Edwardsville	4.5%	4.4%	+0.1%
Granite City	8.8%	9.4%	-0.6%
O'Fallon	4.8%	5.6%	-0.8%
<b>Counties:</b>			
Greene	5.3%	6.1%	-0.8%
Randolph	4.8%	5.5%	-0.7%
Washington	3.8%	3.8%	0.0%
<b>Other Areas:</b>			
LWA 21	5.4%	6.0%	-0.6%
LWA 22	5.9%	6.1 %	-0.2%
LWA 24	5.5%	6.0%	-0.5%
Southwestern Economic Development Region	5.7%	6.1 %	0.4%

**Metro East Highlights**

**Help Wanted**

Area employers advertised for 5,300 openings in August and approximately 83 percent sought full-time employment, according to Help Wanted OnLine data compiled by the Conference Board. It is a global, independent business membership and research association. Employers actually need more workers than the help wanted ad indicates because some industries, such as construction, typically do not advertise job openings.

The August 2016 unemployment rate for the Illinois Section of the St. Louis Metropolitan Statistical Area was 5.7 percent, a decrease of (-0.5) from the August 2015 rate of 6.2 percent. The data is not seasonally adjusted.

The number of employed individuals increased by 9,043 to 332,427 in August 2016 from 323,384 in August 2015. The labor force increased by 7,963 to 352,633 in August 2016 from 344,670 in August 2015. In August 2016, there were 20,206 unemployed people in the labor force. This is a decrease of 1,080 compared to the August 2015 total unemployed, 21,286.

Over the year, nonfarm payrolls increased by (+700). Employment increased in Retail Trade (+1,000), Transportation, Warehousing and Utilities (+300), Educational and Health Services (+300), Wholesale Trade (+200), Professional and Business Services (+100), Leisure and Hospitality (+100) and Other Services (+100).

Manufacturing (-600), Financial Activities (-300), Mining and Construction (-300), and Government (-200) sectors posted decreases and Information showed no year over year change.

**Note:**

- Monthly 2015 unemployment rates and total non-farm jobs for Illinois metro areas were revised in February 2016, as required by the U.S. Dept. of Labor, Bureau of Labor Statistics (BLS). Comments and tables distributed for prior metro area news releases should be discarded as any records or historical analysis previously cited may no longer be valid.
- LWA— Local Workforce Area 21 is composed of Calhoun, Greene, Jersey, Macoupin, Montgomery, Morgan, Scott and Shelby Counties.  
LWA— Local Workforce Area 22 is composed of Bond and Madison Counties.  
LWA— Local Workforce Area 24 is composed of Clinton, Monroe, Randolph, St. Clair and Washington Counties.

###

## **INTEROFFICE MEMORANDUM**

**To: City Council**  
**From: Timothy Tolliver**  
**Subject: Director's Report**  
**Date: October 17, 2016**

- **Planning Commission met October 11, 2016 with ten members present. Commissioners conducted Public Hearings for PC 14-16 Development Plan request at 823 Lincoln Highway for a commercial bakery and PC 15-16 Development Plan request for self-storage on Longacre Dr.**
- **Zoning Board of Appeals met on October 6 with six members present. Board conducted Public Hearing for ZBA 05-16 Area/Bulk request for setback for an accessory structure at 238 Circle Dr.**
- **Attached are the September residential property maintenance and building permit reports.**
- **Attached are September 3 reports for commercial building plans under review, commercial projects under construction and commercial occupancy permits issued.**

## 2016 - CITY OF FAIRVIEW HEIGHTS - BUILDING PERMITS ISSUED

TYPE OF PERMIT	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
NEW COMMERCIAL	0	0	0	1	0	1	4	1	0				7
SINGLE-FAMILY RESID	1	4	0	2	1	1	2	0	0				11
CONDOMINIUMS	0	0	0	0	0	0	0	0	0				0
RESID ADDN/ALTER	3	5	5	8	8	3	4	5	3				44
COMM ADDN/ALTER	3	2	9	4	3	2	3	7	7				40
GARAGES/CARPORTS SHEDS/POOLS/MISC	3	3	4	2	11	7	5	5	7				47
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0				0
DEMOLITION - TOTAL	2	4	0	1	1	0	0	3	7				18
GRADING	0	1	1	1	0	1	1	1	0				6
SIGNS	7	18	12	12	12	7	14	10	7				99
APARTMENTS - NEW	0	0	0	0	0	0	0	0	0				0
<b>TOTAL</b>	<b>19</b>	<b>37</b>	<b>31</b>	<b>31</b>	<b>36</b>	<b>22</b>	<b>33</b>	<b>32</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>272</b>

**PROPERTY MAINTENANCE MONTHLY REPORT  
2016 INSPECTIONS**

MONTH	APT.	S-F RNT	S-F SOLD	TOTAL
JANUARY - ISSUED	27	8	13	48
INSPECTIONS - COMPLETED	34	19	15	68
FEBRUARY - ISSUED	34	20	19	73
INSPECTIONS - COMPLETED	33	28	37	98
MARCH - ISSUED	40	16	26	82
INSPECTIONS - COMPLETED	29	28	39	96
APRIL - ISSUED	30	23	24	77
INSPECTIONS - COMPLETED	34	35	76	145
MAY -- ISSUED	37	24	39	100
INSPECTIONS - COMPLETED	30	34	58	122
JUNE -- ISSUED	44	26	27	97
INSPECTIONS - COMPLETED	53	30	69	152
JULY -- ISSUED	40	20	26	86
INSPECTIONS - COMPLETED	56	26	56	138
AUGUST - ISSUED	47	15	47	109
INSPECTIONS - COMPLETED	46	31	65	142
SEPT - ISSUED	46	21	34	101
INSPECTIONS - COMPLETED	22	34	59	115
OCTOBER - ISSUED				0
INSPECTIONS - COMPLETED				0
NOVEMBER - ISSUED				0
INSPECTIONS - COMPLETED				0
DECEMBER - ISSUED				0
INSPECTIONS - COMPLETED				0

PAID = OCCUPANCY PERMITS ISSUED

INSPECTIONS = HOUSING INSPECTIONS PERFORMED

**YTD TOTAL IS: 773**

**YTD TOTAL IN: 1076**

**VALUE OF BUILDING PERMITS**

**2016**

<b>MONTH</b>	<b>NEW COMMERCIAL CONSTRUCTION</b>	<b>NEW RESIDENTIAL CONSTRUCTION</b>	<b>MISC. COMMERCIAL ALTERATIONS REMODELS</b>	<b>MISC. RESIDENTIAL CONSTRUCTION OR REMODEL/ALT</b>	<b>TOTALS ACROSS</b>
JAN		\$155,700	\$246,100	\$1,733,300	\$ 2,135,100
FEB		\$911,900	\$108,743	\$201,953	\$ 1,222,596
MAR		\$0	\$1,243,029	\$289,794	\$ 1,532,823
APR	\$32,140	\$294,650	\$104,614	\$67,891	\$ 499,295
MAY	\$0	\$103,600	\$491,110	\$300,150	\$ 894,860
JUN	\$400,000	\$220,000	\$346,143	\$236,806	\$ 1,202,949
JUL*	\$144,600	\$247,700	\$426,055	\$120,201	\$ 938,556
AUG	\$256,000	\$0	\$1,394,625	\$134,100	\$ 1,784,725
SEP	\$0	\$0	\$355,842	\$145,183	\$ 501,025
OCT	\$0				\$ -
NOV	\$0				\$ -
DEC	\$0				
<b>YTD</b>	<b>\$832,740</b>	<b>\$1,933,550</b>	<b>\$4,716,261</b>	<b>\$3,229,378</b>	<b>\$10,711,929</b>

\*Does not include New Commercial Const project cost for 10408 Lincoln Trail--must be added when provided

**OCCUPANCY PERMITS ISSUED**  
**CITY OF FAIRVIEW HEIGHTS**  
**FIGURES INCLUDE PAID PERMITS AND EXEMPTIONS**

	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016	
	Paid	EXMPT																		
<b>JANUARY</b>	54	50	38	39	21	30	33	36	25	29	76	2	75	3	68	1	53	4	46	2
<b>FEBRUARY</b>	45	43	34	27	42	28	35	34	35	37	79	5	88	2	63	1	48	2	68	5
<b>MARCH</b>	48	41	34	39	33	54	40	41	52	43	90	4	66	5	85	1	66	1	78	4
<b>APRIL</b>	29	42	36	41	30	38	47	52	45	31	64	0	91	12	88	1	105	5	74	3
<b>MAY</b>	49	52	46	49	41	37	44	66	49	29	99	2	67	2	86	2	101	5	100	0
<b>JUNE</b>	45	56	45	44	31	43	56	56	73	4	116	4	59	3	85	2	98	2	95	2
<b>JULY</b>	54	64	27	43	38	48	69	52	66	5	137	3	125	4	124	1	110	1	84	2
<b>AUGUST</b>	61	58	60	37	56	55	62	36	106	7	142	6	123	0	83	5	92	3	106	3
<b>SEPTEMBER</b>	60	34	47	49	36	31	43	31	80	5	71	1	88	2	77	2	74	2	99	2
<b>OCTOBER</b>	48	42	55	47	35	33	42	24	73	6	90	5	75	5	61	5	80	4		
<b>NOVEMBER</b>	41	43	39	29	31	20	41	32	62	7	73	2	68	1	72	9	64	3		
<b>DECEMBER</b>	42	25	48	31	34	19	40	22	70	4	51	4	69	4	67	3	45	3		
<b>TOTALS</b>	576	550	509	475	428	436	552	482	736	207	1088	38	994	43	959	33	936	35	750	23

**PROPERTY MAINTENANCE MONTHLY REPORT  
OCCUPANCY PERMITS ISSUED (PAID)  
2016**

PERMITS PAID IN:	VOLUME		\$ TOTAL	YTD TOTAL	EXEMPTS	TOTAL PERMITS
	\$10	\$50				
JANUARY	4	42	\$2,140	\$2,140.00	2	48
FEBRUARY	2	66	\$3,320	\$5,460.00	5	73
MARCH	4	78	\$3,940	\$9,400.00	0	82
APRIL	4	70	\$3,540	\$12,940.00	3	77
MAY	5	95	\$4,800	\$17,740.00	0	100
JUNE	1	94	\$4,710	\$22,450.00	2	97
JULY	2	82	\$4,120	\$26,570.00	2	86
AUGUST	4	102	\$5,140	\$31,710.00	3	109
SEPTEMBER	7	92	\$4,670	\$36,380.00	2	101
OCTOBER			\$0	\$36,380.00		0
NOVEMBER			\$0	\$36,380.00		0
DECEMBER			\$0	\$36,380.00		0
<b>TOTALS</b>	<b>33</b>	<b>721</b>		<b>\$36,380.00</b>	<b>19</b>	<b>773</b>

**NEW COMMERCIAL PROPERTIES UNDER CONSTRUCTION**

1. Petco – 6595 North Illinois – Façade Renovation and demolition  
Tom George @216-520-1551
2. Fairview City Centre – US 50 & North Illinois – New Construction  
Chris Leligdon @216-520-1551
3. Christ United Methodist Church – 339 Frank Scott parkway – Addition/Renov.  
Will Stadjuhr @394-8400
4. Meineke – 10710 Lincoln Trail – Addition & new Development  
Dirk Schaumleffler @781-3742
5. Grace Church – 5151 North Illinois – Exterior renovations  
Matt Costello @973-5507
6. Longacre Ponds – 67-69-71-73 Northbrook Circle Re-Construction -Fire Damage  
Todd Mayer – CATCO 314-568-5837
7. NCI Information System – 16 Executive Drive Ste 300 – Tenant Renovation  
Environs Architect – 344-8699
8. West Route 161 – Excavation-Soil & Sedimentation Control  
Ray Miller @660-6567
9. Tinder Box – 10700 B Lincoln Trail – Relocation – Tenant Finish  
Kent Scharf @407-2425
10. Cerebral Palsey of South Western IL – 10200 Old Lincoln Trail – Office  
Jeanette Haege @233-0210 Ext 15
11. AT&T Tower – 10025 Bunkum Road – Antenna replacements  
Sarah temme @636-922-3400
12. Ashland Storage – 19 Ashland Ave – Excavation  
Chris Korte @779-4910
13. Shoe Department Encore – St Clair Sq #172 – Retail  
Crystal Green @704-782-4143
14. Tucker Allen - 331 Salem Place – Attorney’s Office  
Rachael Berry @314-206-7122
15. Ashland Storage – 19 Ashland Ave – Storage Units – Phase 1  
Chris Korte @779-4910
16. T Mobile – 296 Monticello – additions to cell tower  
Amanda @724-416-2315
17. Fairview Liquor – 5329 North Illinois – Addition – (New Permit)  
Hans Koehl @234-6720
18. St Clair Sq – New Food Court Exterior Stairs –  
Miranda Stevens @277-8870
19. AT&T Tower – 13 Canty Lane – Antena replacement  
Lindsey @636-922-3400

**CONTINUED:**

21. Cerebral Palsey of SW IL - 209 Edding Lane -Community Residence Family Herbert Frentzel @234-8550
22. Palms Carwash – 5922 North Illinois – New Bay Extension to Bay 6 Stephen Tyler @779-4926
23. Ashland Storage - Phase 2 – 19 Ashland – Perimeter Bldgs. Chris Korte @779-4910
24. AT & T Mobile – 6701 North Illinois – Antenna Addition Lindsay Duboenf @636-922-3400
25. Tenant Split Old Hobby Lobby – 10850 Lincoln Trail – Elec Utility Split Jack Aschinger @636-343-1211 Ext 158
26. NAPA Auto Parts – 10408 Lincoln Trail – New Construction Scott Boeker @633-2256
27. Sky Zone – 10850 Lincoln Trail Ste 12B – Tenant Finish Jim Upchurch @314-941-3821
28. Auto Spa = 10518 Lincoln Trail – New Addition Steve Campo @567-7942
29. Platos Closet – 10850 Lincoln Trail Ste 14 – Relocation – Tenant Finish Hugh Hadfield @977 - 9047
30. Lizzie Bob’s – 832 Lincoln Hwy Ste 2 – Bakery Elizabeth Toepfer @ 334-4917
31. Platos Closet – 10850 Lincoln Trail Suite 14 tenant Finish – Relocation James Achurch @314-941-3828
32. Perfect Finish – 10614 Lincoln Trail – NEW CONSTRUCTION Hans Koehl @234-6720
33. AT&T Tower – 6701 North Illinois – Antenna Addition Jack Scheidt @ 636-922-3400
34. T Mobile – 15 Canty Lane – new Antenna & radio head additions Virginia Roth @773-867-2961
35. AT&T – 4 Enterprise road – Antenna replacements & new radio heads Sarah Temmt @636-922-3400
36. Aveda Pur Natur 6540 North Illinois #105 Alterations James Donley @6287374
37. Woolpert 343 Fountains Parkway – Alterations Scott Garmen @797-6744 Ext #116
38. Island Oasis travel & Tease Hair Design – 5016 North Illinois – Alterations Heather @419-1016

## NEW UPCOMING COMMERCIAL PROJECTS AND UNDER REVIEW

1. Ruler Food Store – 10850 Lincoln Trail Suite 12A – Tenant Finish  
Chris Flottesmesch @513-721-8080
2. T-Mobile Sprint-Monticello 296 Monticello – Antenna Replacement  
Russell Been @314-989-9810
3. JC Penney – 245 St Clair Square – Renovation  
Douglas Thompson @316-268-0217
4. Christopher Banks – St Clair Sq Space #180 – Tenant Finish  
Rebecca Olson @651-888-6885
5. Value City – 10705 Lincoln Trail – Interior Renovation  
David Chen – 614-898-7100
6. Best Buy – 26 Plaza Drive – Interior Renovation  
Greta Johnson @ 612-524-5375
7. T Mobile – 1600 North 89<sup>th</sup> St – New 3 antenna mounts  
Virginia Roth 773-867-2961
8. St Clair Square – Center Court – Skylight replacement  
Michael Hagen @632-7567 Ext 228
9. Howenstein Dental 10606 Lincoln Trail – Renovations  
David Lisinski @314-731-0883
10. LA Hair Design – 2 Sheryl drive – Renovations **PENDING ZONING**  
Linda Anderson @789-6270
11. Skyzone – 10850 Lincoln Trail #12B  
Tammy Korte @314-415-2400
12. BP – 10040 Lincoln Trail – New Addition  
Nick Patel @558-6425
13. Sheer Fantasy – 10301 Lincoln Trail – Salon  
Sally Plunkett 281-2900
14. Future School & Offices– 10055 Bunkum Road – Special Uses  
Linda Miller @444-3888

**NEW BUSINESSES** – Commercial Inspections & Change of Occupancy in last 30 days

1. St Clair Sq – I Remember Those – Retail  
Anthony Jackson @314-387-1696
2. Halloween City – 6575 North Illinois – Temp Retail  
Lisa Cahil @734-502-9189
3. The Gallery Tech Center – 10607 Lincoln Trail – Temp Retail  
Annette brooks @560-3623
4. Fitopia – St Clair Square #281 – Restaurant & Café  
Elizabeth lee @480-242-6494

**CONTINUED:**

5. Rons Extra Mile – 5605 North Illinois REAR – Body Shop  
Ron Kaesburg @317-5376
6. Love is in the air – St Clair Sq – T58  
Amir Rab ingwitz @917-769-9943
7. Mother Earth Natural Gallery – 5900 North Illinois Suite #14  
Gloria Locket @722-3578
8. Morris Designer Blinds - St Clair Sq K11  
Victor Morris @365-6447

## INTEROFFICE MEMORANDUM

**To:** City Council  
**From:** Tim Tolliver  
**Subject:** Home Kitchen  
**Date:** October 13, 2016

### **Background:**

The mayor has received a request from a Fairview Heights resident to allow her to establish herself as a home kitchen. Home Kitchen means a person who produces or packages non-potentially hazardous baked goods in a kitchen of that person's primary domestic residence for direct sale by the owner or a family member. State legislation was amended in 2014 to accommodate individuals who bake goods for sale in response to a twelve year who ran afoul of a county health department for selling cupcakes. In order for her to register as such with the St. Clair County health Department the City must adopt legislation allowing the direct sale of baked goods.

### **Observations:**

Conditions of qualifying as a home kitchen operation include monthly gross sales do not exceed \$1,000, food is not potentially hazardous baked food and notice is provided that product was produced in a home kitchen. Dependent upon how the home kitchen is operated, no visitors to the home, administrative approval would be only requirement and not a special use permit for a home occupation.

### **Action Statement:**

Add a Chapter 40 titled "FOOD" to the City's Code of Ordinances.

### **Attachments:**

Proposed Chapter 40  
Request letter from Kathy Jones  
Relevant state statute excerpt

**PCT: 10.19.16**

## CHAPTER 40

### FOOD

#### **Article I. - Home kitchen and cottage food operations.**

40-1-1

The City of Fairview Heights hereby adopts and incorporates the provisions of the Food Handling Regulation Enforcement Act (410 ILCS 625/1 et seq.), as amended.

40-1-2

Home kitchen operations and cottage food operations, as defined by Food Handling Regulation Enforcement Act, as amended, are permitted within the City of Fairview Heights. The sale of non-potentially hazardous food by home kitchen operations and by cottage food operations is also permitted in accordance with the Food Handling Regulation Enforcement Act.

40-1-3

The City of Fairview Heights hereby authorizes the direct sale of baked goods as described in Section 4 of the Food Handling Regulation Enforcement Act.

September 25, 2016

The Honorable Mayor Mark Kupsky  
Mayor of Fairview Heights  
10025 Bunkum Road  
Fairview Heights, IL 62208

Dear Mayor Kupsky:

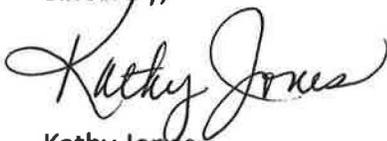
My name is Kathy Jones, and I am a resident of Fairview Heights. I have lived here my entire life, and I am now in need of your assistance. I am trying establish myself as a home kitchen operation and have run into a catch.

I spoke with Sharon Valentine, Environmental Health Manager at the St. Clair County Health Department last Friday, September 16, 2016, in an attempt to register as a home kitchen operation. I was told that, to her knowledge, Fairview Heights had not adopted the Illinois Home Kitchen ordinance yet, and it would be necessary for me to legally register and operate. I then called the City of Fairview Heights to inquire about this and was directed to Tim Tolliver. I left a message, and he was kind enough to get back to me after looking into the ordinance and its requirements. He said he was previously unaware the city also needed to adopt the ordinance and asked that I write a letter to explain my need for this to be done.

That is my purpose in writing you. I am asking that the city of Fairview Heights adopt the Illinois Home Kitchen ordinance that was signed by Governor Pat Quinn on June 10, 2014. It only applies to home kitchen operations where the local governing body has adopted an ordinance authorizing the direct sale of baked goods. My personal goal is to be able to legally sell homemade, hand-decorated sugar cookies. This is an art I enjoy and have been mastering for several years while baking for family and friends. My hope is to be able to supplement my income after retirement. Starting my business now is essential in order to gradually build a customer base prior to retirement.

I appreciate your time and consideration. Please let me know if there is anything else needed to help get this accomplished. I can be reached at 618-806-2972.

Sincerely,



Kathy Jones

cc: Tim Tolliver

Sec. 3.6. Home kitchen operation.

(a) For the purpose of this Section, "home kitchen operation" means a person who produces or packages non-potentially hazardous baked goods in a kitchen of that person's primary domestic residence for direct sale by the owner or a family member. As used in this Section, "baked good" has the meaning given to that term under subparagraph (C) of paragraph (1) of subsection (b) of Section 4 of this Act. A home kitchen operation does not include a person who produces or packages non-potentially hazardous baked goods for sale by a religious, charitable, or nonprofit organization for fundraising purposes; the production or packaging of non-potentially hazardous baked goods for these purposes is exempt from the requirements of this Act. The following conditions must be met in order to qualify as a home kitchen operation:

(1) Monthly gross sales do not exceed \$1,000.

(2) The food is a non-potentially hazardous baked good, as described in Section 4 of this Act.

(3) A notice is provided to the purchaser that the product was produced in a home kitchen.

(4) The food package is affixed with a label or other written notice is provided to the purchaser that includes:

(i) the common or usual name of the food product;  
and

(ii) allergen labeling as specified in federal labeling requirements by the United States Food and Drug Administration.

(5) The food is sold directly to the consumer.

(6) The food is stored in the residence where it is produced or packaged.

(b) The Department of Public Health or the health department of a unit of local government may inspect a home kitchen operation in the event of a complaint or disease outbreak.

(c) The requirements of this Section apply only to a home kitchen operation located in a municipality, township, or

county where the local governing body having the jurisdiction to enforce this Act or the rules adopted under this Act has adopted an ordinance authorizing home kitchen operations.

(Source: P.A. 98-643, eff. 6-10-14; 99-78, eff. 7-20-15; 99-191, eff. 1-1-16.)

(410 ILCS 625/4)

Sec. 4. Cottage food operation.

(a) For the purpose of this Section:

"Cottage food operation" means an operation conducted by a person who produces or packages non-potentially hazardous food in a kitchen located in that person's primary domestic residence or another appropriately designed and equipped residential or commercial-style kitchen on that property for direct sale by the owner, a family member, or employee stored in the residence or appropriately designed and equipped residential or commercial-style kitchen on that property where the food is made.

"Department" means the Department of Public Health.

"Farmers' market" means a common facility or area where farmers gather to sell a variety of fresh fruits and vegetables and other locally produced farm and food products directly to consumers.

"Main ingredient" means an agricultural product that is the defining or distinctive ingredient in a cottage food product, though not necessarily by predominance of weight.

"Potentially hazardous food" means a food that is potentially hazardous according to the Department's administrative rules. Potentially hazardous food (PHF) in general means a food that requires time and temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

(b) Notwithstanding any other provision of law and except as provided in subsections (c), (d), and (e) of this Section, neither the Department nor the Department of Agriculture nor the health department of a unit of local government may regulate the service of food by a cottage food operation providing that all of the following conditions are met:

(1) The food is a non-potentially hazardous baked

good, jam, jelly, preserve, fruit butter, dry herb, dry herb blend, dry tea blend, or similar product as adopted and specified by Department rules pursuant to subsection (e) of this Section, and is intended for

end-use only. The following provisions shall apply:

(A) The following jams, jellies and preserves are allowed: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits. Any other jams, jellies, or preserves not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory, at the expense of the cottage food operation, as being not potentially hazardous, containing a pH equilibrium of less than 4.6 or has been specified and adopted as allowed in administrative rules by the Department pursuant to subsection (e) of this Section.

(B) The following fruit butters are allowed: apple, apricot, grape, peach, plum, quince, and prune. Pumpkin butter, banana butter, and pear butter are not allowed. Fruit butters not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory, at the expense of the cottage food operation, as being not potentially hazardous, containing a pH equilibrium of less than 4.6 or has been specified and adopted as allowed in administrative rules by the Department pursuant to subsection (e) of this Section.

(C) Baked goods, such as, but not limited to, breads, cookies, cakes, pies, and pastries are allowed. Only high-acid fruit pies that use the following fruits are allowed: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants or a combination of

these fruits. Fruit pies not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory, at the expense of the cottage food operation, as being not potentially hazardous, containing a pH equilibrium of less than 4.6 or has been specified and adopted as allowed in administrative rules by the Department pursuant to subsection (e) of this Section. The following are potentially hazardous and prohibited from production and sale by a cottage food operation: pumpkin pie, sweet potato pie, cheesecake, custard pies, creme pies, and pastries with potentially hazardous fillings or toppings.

(2) The food is to be sold at a farmers' market, with the exception that cottage foods that have a locally grown agricultural product as the main ingredient may be sold on the farm where the agricultural product is grown or delivered directly to the consumer.

(3) Gross receipts from the sale of food exempted under this Section do not exceed \$36,000 in a calendar year.

(4) The food packaging conforms to the labeling requirements of the Illinois Food, Drug and Cosmetic Act and includes the following information on the label of each of its products:

(A) the name and address of the cottage food operation;

(B) the common or usual name of the food product;

(C) all ingredients of the food product, including any colors, artificial flavors, and preservatives, listed in descending order by predominance of weight shown with common or usual names;

(D) the following phrase:  
"This product was produced in a home kitchen not subject to public health

inspection that may also process common food allergens.";

(E) the date the product was processed; and

(F) allergen labeling as specified in federal labeling requirements.

(5) The name and residence of the person preparing

and selling products as a cottage food operation is registered with the health department of a unit of local government where the cottage food operation resides. No fees shall be charged for registration. Registration shall be for a minimum period of one year.

(6) The person preparing or packaging products as a cottage food operation has a Department approved Food Service Sanitation Management Certificate.

(7) At the point of sale a placard is displayed in a prominent location that states the following: "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens.".

(c) Notwithstanding the provisions of subsection (b) of this Section, if the Department or the health department of a unit of local government has received a consumer complaint or has reason to believe that an imminent health hazard exists or that a cottage food operation's product has been found to be misbranded, adulterated, or not in compliance with the exception for cottage food operations pursuant to this Section, then it may invoke cessation of sales until it deems that the situation has been addressed to the satisfaction of the Department.

(d) Notwithstanding the provisions of subsection (b) of this Section, a State-certified local public health department may, upon providing a written statement to the Department, regulate the service of food by a cottage food operation. The regulation by a State-certified local public health department may include all of the following requirements:

(1) That the cottage food operation (A) register with the State-certified local public health department, which shall be for a minimum of one year and include a

reasonable fee set by the State-certified local public health department that is no greater than \$25 notwithstanding paragraph (5) of subsection (b) of this Section and (B) agree in writing at the time of registration to grant access to the State-certified local public health department to conduct an inspection of the cottage food operation's primary domestic residence in the event of a consumer complaint or foodborne illness outbreak.

(2) That in the event of a consumer complaint or foodborne illness outbreak the State-certified local public health department is allowed to (A) inspect the premises of the cottage food operation in question and (B) set a reasonable fee for that inspection.

(e) The Department may adopt rules as may be necessary to implement the provisions of this Section.



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

October 12, 2016

Fairview Heights City Council  
10025 Bunkum Road  
Fairview Heights, IL 62208

Dear City Council Member:

The petition listed below is hereby transmitted for your consideration:

<b>Petition No:</b>	<b>ZBA 05-16</b>
<b>Petitioner:</b>	Thomas Birdsong
<b>Request:</b>	Area/Bulk Variance
<b>Area Size:</b>	Approximately 1.86 acres
<b>Location:</b>	238 Circle Drive
<b>Hearing Date:</b>	October 6, 2016
<b>Proponents:</b>	0
<b>Opponents:</b>	0
<b>Recommendation:</b>	Approval
<b>Report:</b>	Staff Advisory (Exhibit 1)
<b>Ward:</b>	I

Respectfully,

Cheryl Bunfill, Chairman  
Zoning Board of Appeals

## **ZBA 05-16, Area/Bulk Variance—238 Circle Drive Birdsong**

### **AREA LAND USE AND ZONING**

The subject property, 238 Circle Drive, is an approximate 1.86 Acre tract of ground containing a garage structure and a recently constructed home having been granted a variance for its placement in May, 2016. The parcel is located on the east side of Circle Drive. The subject property is zoned "R-1" Single Family Residential District as are the adjoining properties. The adjoining properties are developed with single family residences.

### **DEVELOPMENT PROPOSAL**

The Petitioner, Thomas Birdsong, is requesting a front set back variance in order to construct a new 24' X 30" garage to replace existing garage. The structure is proposed to be located 38' from the centerline of the Circle Drive. Circle Drive is a 50' wide right of way thus establishing the front property line 25' from centerline thus placing proposed structure 13' from the front property line.

Petitioner states that elevation drops off severely preventing placement of structure any further to the east.

### **VARIANCE REQUESTED**

A 47 foot variance from the required 60 feet front lot line setback for an accessory structure within a residential district as stipulated in Section 14-3-8.1 C.3.

### **AREA-BULK VARIANCE CRITERIA**

In accordance with 14-10-13 Zoning Board of Appeals: Powers, Duties, Procedures, no area-bulk variance in the application of any provisions of this Code shall be recommended by the Board, unless it finds:

(a) That special circumstances or conditions fully described in findings of fact apply to the land or buildings for which the area-bulk variance is sought, which circumstances or conditions are peculiar to such land or buildings and do not apply generally to the land or buildings in the neighborhood, and that said circumstances or conditions are such that strict application of the provisions of this Code would deprive the applicant of a reasonable use of such land or building;

(b) that, for reasons fully set forth in the findings, the recommending of the area-bulk variance is necessary for the reasonable use of land or

buildings, and that the variance as recommended by the Board is the minimum variance that will accomplish this purpose;

(c) that the recommending of this variance will be in harmony with the general purpose and intent of this Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare. In addition to considering the character and use of adjoining buildings and those in the vicinity, the Board, in making its recommendations shall take into account whether the conditions of the subject premises are peculiar to the lot or tract described in the petition. Should it be determined that the conditions are part of the general condition of the neighborhood, then it shall be so noted and the Board may recommend appropriate corrections to Code.

Exhibits:

- 1 -- Staff Advisory
- 2 -- Application
- 3 -- Site Plan
- 4 -- Aerial Image
- 5 -- Photographs
- 6 -- Garage Image
- 7 -- Public notice
- 8 -- Surrounding Property owners

**ZBA05-16, Area Bulk Variances**  
**Thomas Birdsong**  
**238 Circle Drive**

**ZONING BOARD OF APPEALS FINDINGS**

Based upon review of the request, Peterson moved to approve an Area Bulk Variance, a 47 foot variance from the required 60 feet front lot line setback for an accessory structure within a residential district as stipulated in Section 14-3-8.1 C.3 within the City of Fairview Heights for the following reasons:

1. The front & back lot is restrictive and with minimum deviation from the code will alleviate the hardship.
2. The applicant is requesting the minimum variance necessary for the reasonable use of the property due to the aforementioned circumstances of the land.
3. Strict application of the Code would deprive the applicant of reasonable use of the property (land).
4. This development will be in harmony with the general purposes and intent of the Code and will not be injurious or detrimental to the public health, safety and welfare.

Wicks seconded

VOTE: 4 YEAS; Petroff, Peterson, Wicks, and Bunfill  
1 NAYS; Abernathy, 2 ABSENT; Bramstedt & Prescott

**ZONING BOARD RECOMMENDATIONS**

Based upon application materials and proposed plans, the Zoning Board of Appeals recommends Approval of the aforementioned Area Bulk Variances contained in ZBA05-16, for property located at 238 Circle Drive.

# APPLICATION FOR AREA-BULK VARIANCE



Land Use and Development Department  
 Fairview Heights City Hall  
 10025 Bunkum Road  
 Fairview Heights, IL 62208  
 Phone (618) 489-2060

(Do not write in this space – for office use only)

Case Number Assigned: _____	Date Proof of Public Notice Sign Provided: _____
Date Application Received: _____	Zoning District of Property: _____
Date Set for Hearing: _____	Recommendation of ZBA: _____
Name of Newspaper and Publication Date: _____	Date of City Council 2nd reading: _____
Publication Fee Paid: _____	Action by City Council: _____

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): Thomas Birdsong  
 Mailing address: 238 Circle DR Fairview Heights IL 62208  
 Phone: 618-401-4850 - 618-213-8284 Home 618-980-0195 cell  
 E-Mail: \_\_\_\_\_
  
2. Name of applicant (if other than owner): Veronica Bowlby  
 Relationship to owner (contractor, family member, lessee, etc.): Fiancee  
 Mailing address: 238 Circle DR Fairview Heights IL 62208  
 Phone: 618-980-0195 cell 618-213-8284 Home 618-401-4850 Thomas cell  
 E-Mail: \_\_\_\_\_

3. Address of property: 238 Circle DR Fair Heights IL 62208  
Parcel (Tax) ID number: 03-17-0 401-063  
Present use of property: Residential ~~at home has been~~  
Zoning district: R 1

4. Variance requested: For Front Set Back From 60' to 38'  
To Locate New Garage

5. Hardship: What unique physical characteristics of the subject property are cause for allowing reasonable relief from Development Code regulations?

- |                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Too narrow  | <input checked="" type="checkbox"/> Topography | <input type="checkbox"/> Soil         |
| <input type="checkbox"/> Too small   | <input type="checkbox"/> Drainage              | <input type="checkbox"/> Sub-surface  |
| <input type="checkbox"/> Too shallow | <input type="checkbox"/> Shape                 | <input type="checkbox"/> Other: _____ |

Please describe:

Rear of site behind Elevation drops to quickly to ~~not~~  
Build on

6. Are the conditions of hardship for which you request a variance peculiar only to the property described by this petition?  Yes  No

If "no", how many other properties are similarly affected? 8

7. Was the hardship created by the action of anyone having property interest in the land after the Development Code was adopted?  Yes  No

If "yes", please describe: \_\_\_\_\_

8. Was the hardship created by any other man-made change; such as the relocation of a road? ( ) Yes (✓) No

If "yes", please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do the existing structures comply with all area and bulk regulations for the zone district in which it is located? ( ) Yes (✓) No (if "no", specify each non-conforming use):

Existing Shed and House are set back from  
center line of Road

10. What is the "minimum" variance from the area/bulk regulations that will permit you to make reasonable use of your land? (Specify, using maps, site plans with dimensions and written explanation. Attach additional sheets if necessary).

38' See Site Plan

11. An area-bulk variance is requested for the property described above in conformity with the documents submitted herewith.

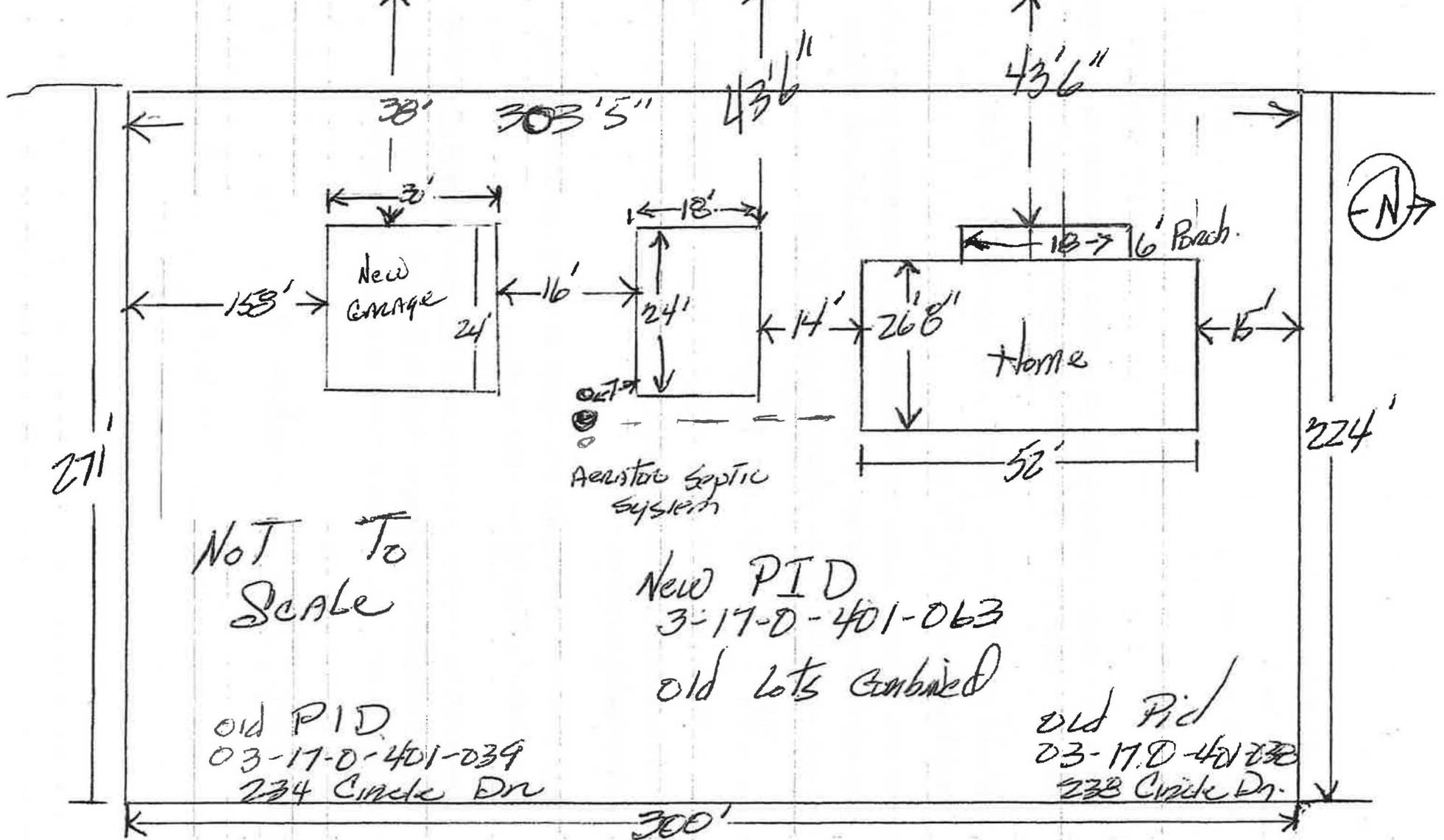
I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: Thomas Birdsong Date: 9/6/16

Signature of Applicant: Thomas Birdsong Date: 9/6/16

Center Line of Road 228 Circle Drive



NOT TO SCALE

New PID  
3-17-0-401-063

old lots combined

old PID  
03-17-0-401-039  
234 Circle Dr

old PID  
03-17-0-401-038  
238 Circle Dr

Tom Birdsong OWNER.

City of Fairview Heights

9/6/15

I recently removed the old home that was located at 238 Circle Drive and replaced it with a new home. I was granted a variance to locate the home and porch 43'6" from the center line of the road.

I now wish to build a new 24'x30' garage for my personal use. As the road does not run straight with the property lines the distance from the center line of the road to the front of the garage is 38'.

This will allow the garage and front porch of the home to line up.

After the new garage is complete I will tear down the old 18'x24' shed.

Thank you for the your consideration.

Thomas B. Buehler







ARCEL_NUMBE	SITEADR1	SITEADR2	OWNER	ADDRESS	CITYST	ZIPCODE
03160300002	1014 E OFALLON DR	CASEYVILLE, IL 62232	THOMAS KATHRYN A ZANDER GREGOR	1014 E OFALLON DR	CASEYVILLE, IL	622321943
03160300003	1030 E OFALLON DR	CASEYVILLE, IL 62232	KAREN S MITCHELL	1030 E OFALLON DR	CASEYVILLE, IL	622321943
03160300010	1006 E OFALLON DR	CASEYVILLE, IL 62232	JACKLYN MITCHELL	1006 E OFALLON DR	CASEYVILLE, IL	622321943
03160300011	1010 E OFALLON DR	CASEYVILLE, IL 62232	HARRY L JR & JENNIFER M FRASER	1010 E OFALLON DR	CASEYVILLE, IL	622321943
03170400012	233 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	BRYAN & ELVIRA JORDAN	233 CIRCLE DR	FAIRVIEW HTS, IL	622083307
03170400013	229 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	TNJ LAND TR 600 (BORAWSKI FRAN	229 CIRCLE DR	FAIRVIEW HTS, IL	622083307
03170400030	225 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	JOHN H MERAVY	225 CIRCLE DR	FAIRVIEW HEIGHTS, IL	622083307
03170400053	241 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	KEITH A ADAMS	241 CIRCLE DR	FAIRVIEW HEIGHTS, IL	622083307
03170400054	237 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	DAVID & SHARON CROOK	529 DUTCH HOLLOW RD	BELLEVILLE, IL	622234841
03170401007	246 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	WM & KOENIG ELIZABETH WANGLER	246 CIRCLE DR	FAIRVIEW HTS, IL	622083302
03170401008	250 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	JAMES E & UN HUI LINDLEY	250 CIRCLE DR	FAIRVIEW HTS, IL	622083302
03170401009	242 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	CHERYL MOEHLE	242 CIRCLE DR	FAIRVIEW HEIGHTS, IL	622083302
03170401028	226 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	STEVE & KRISTIN CHAPMAN	226 CIRCLE DR	FAIRVIEW HEIGHTS, IL	622083302
03170401029	222 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	TIMOTHY J FORESTER	222 CIRCLE DR	FAIRVIEW HTS, IL	622083302
03170401043	254 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	ELIZABETH ORTIZ	254 CIRCLE DR	FAIRVIEW HEIGHTS, IL	622083302
03170401063	238 CIRCLE DR	FAIRVIEW HEIGHTS, IL 6220	THOMAS E BIRDSONG	13 DUPLEX CT	COLLINSVILLE, IL	62234

# T YOUR NEEDS



Our attention to detail is apparent on this 24' x 24' building.



This 24' wide garage with a 2' protrusion gable has plenty of room for two cars, and your stuff.

*Siding = Shingles to  
mbl's Home 30*  
Is room a problem? Here's a 24' x ~~30'~~  
with enough room for your cars,  
and your toys.



**Our Standard Garage Includes:**  
2" x 6" rafters and cross ties  
16" O.C. studding  
Overhang on both eaves and gables  
Two steel overhead doors  
Walk-in steel service door  
Concrete floor with raised curb  
Vinyl window  
7/16" OSB roof sheathing  
Double top plate, 2" x 6" Ridge pole



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

September 14, 2016

**RE: ZBA05-16, Area Bulk Variance- 238 Circle Drive, Fairview Heights  
(PIN 03-17.0-401-063)**

DEAR SURROUNDING PROPERTY OWNERS/RESIDENTS:

Enclosed please find a copy of "Notice of Public Hearing" which appeared in the Thursday, September 15, 2016 issue of the Fairview Heights Tribune.

Please advise that this notice concerns property in the vicinity of the property owned or occupied by you.

We cannot contact everyone by mail, so feel free to share this information with your neighbors. You are welcome to attend the public hearing and voice your opinions regarding the case.

The public hearing will be held before the Fairview Heights Zoning Board of Appeals in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois, on Thursday, October 6, 2016 beginning at approximately 7:00 p.m., in the City Council Chambers.

If you have any questions, please feel free to contact this office at 489-2063 or 489-2060.

Sincerely,

Kendra Tucker  
Recording Secretary  
Enclosure  
ZBA05-16



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

### **PUBLIC NOTICE**

Notice is hereby given that a public hearing will be held before the Fairview Heights Zoning Board of Appeals on Thursday, October 6, 2016 at 7:00 p.m. in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois at which time and place the Zoning Board of Appeals will consider Area Bulk Variance to the minimum setback requirement from the front lot line for an accessory structure for property located at 238 Circle Dr., Fairview Heights, Illinois. St. Clair Co. Property Identification Number 03-17.0-401-063.

Request was made by Veronica Bowlby, 238 Circle Dr., Fairview Heights, IL 62208

All persons desiring to appear and be heard for or against said proposal may appear at said hearing and be heard thereon.

Dated this September 12, 2016

**FAIRVIEW HEIGHTS ZONING BOARD OF APPEALS**

BY: Cheryl Bunfill

ZBA05-16





## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

October 14, 2016

Fairview Heights City Council  
10025 Bunkum Road  
Fairview Heights, IL 62208

Dear City Council Members:

The petition listed below is hereby transmitted for your consideration:

<b>Petition No:</b>	<b><i>PC14-16</i></b>
<b>Petitioner:</b>	Elizabeth Toepfer
<b>Request:</b>	Development Plan in Planned Business
<b>Area Size:</b>	Approximately 1.7 acres
<b>Location:</b>	823 Lincoln Highway
<b>Hearing Date:</b>	October 11, 2016
<b>Proponents:</b>	0
<b>Opponents:</b>	0
<b>Recommendation:</b>	Approval
<b>Votes:</b>	Yeas: Herrington, Hoppe, Mensing, Sudja, Funk, Correale, Smith, McCarthy, & Bramstedt Nays: None Absent: Barkley & Wesemann
<b>Report:</b>	Staff Advisory
<b>Ward:</b>	IV

Respectfully,

Jim Bramstedt, Chairman  
Planning Commission

Staff Advisory PC14-16, 823 Lincoln Highway

### **DEVELOPMENT PLAN REQUEST**

The Applicant, Elizabeth Toepfer, is requesting approval to allow utilization of 823 #2 Lincoln Highway, known as Lincoln Place Center, for a commercial bakery. The applicant has been approved for a retail bakery which is under renovation at the time of advisory but would like to expand her operation to produce baked goods for distribution off-site.

### **AREA LAND USE AND ZONING**

The subject property, 823 #2 Lincoln Highway, is zoned PB Planned Business District. The parcel of land is approximately 1.7 acre in size containing two buildings of 10,000 and 7,000 square feet. The center is occupied by uses including retail, service and office. Suite #2 is located in the 7,000 square foot building on the east side of the parcel.

The adjoining properties to the south, across Lincoln Highway, are zoned "PB" Planned Business District and are developed apartments and single family residences. The adjoining property to the west is likewise zoned "PB" Planned Business District and developed with a financial institution. The adjoining properties to the north are zoned R-4 Single Family Residential District with single family homes. The property to the immediate east is zoned R-4 Single Family Residential and developed as such, further to the east the properties are zoned B-1 Neighborhood Business District and developed with offices.

### **PLANNING CONSIDERATIONS**

**Parking** – Lincoln Place Center was developed with 93 parking spaces for a ratio of one space per 183 square feet of floor area. The Applicant's space contains 1,000 square feet of area with a conceptual allocation of five (5) parking spaces.

**Comprehensive Plan** – The 2012 Comprehensive Plan has identified the IL Rte. 159 corridor in this location as providing neighborhood-oriented retailers and services. Development in neighborhood commercial areas should be of a smaller scale and lesser intensity such that it is considered generally compatible with adjacent and nearby residential uses.

### **DEVELOPMENT CODE AND ZONING REQUIREMENTS**

- **14-2-13 "PB" PLANNED BUSINESS DISTRICT.**

**Purpose.** The "PB" Planned Business District encompasses areas where a variety of commercial developments and uses may be permitted. It is the purpose of these regulations to facilitate the establishment of commercial developments and uses in locations appropriate under approved site development plans and conditions. Such approved plans and conditions shall be consistent with good planning practice and compatible with permitted developments and uses in adjoining districts and properties, so as to protect the general welfare.

Exhibits:

1. Staff Advisory
2. Application
3. Site Plan
4. Floor Plan
5. Narrative
6. Aerial Photo
7. Findings
8. Public notice
9. Surrounding Property Owners

Planning Commissioner Herrington introduced the following resolution and moved for its adoption:

**RESOLUTION PC 014 -16**

**A RESOLUTION ADOPTING FINDINGS OF FACT PC014-16 RELATING TO A REQUEST FROM ELIZABETH TOEPFER TO APPROVE A DEVELOPMENT PLAN WITHIN "PB" PLANNED BUSINESS ZONED PROPERTY FOR COMMERCIAL BAKERY WITHIN LINCOLN PLACE CENTER 823 #2 LINCOLN HIGHWAY**

**WHEREAS**, Elizabeth Toepfer, hereinafter referred to as the "Applicant," has properly applied for a Development Plan approval for a commercial bakery establishment within the "PB" Planned Business District located at 823 Lincoln Highway, PIN # 03-27.0-215-027.

**NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the findings of fact relating to the request are determined to be as follows:**

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on October 11, 2016, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
2. The subject property, 815 Lincoln Highway, is zoned PB Planned Business District. The parcel of land is approximately 1.7 acre in size containing two buildings of 10,000 and 7,000 square feet. The center is occupied by uses including retail, service and office. Suite #2 is located in the 7,000 square foot building on the east side of the parcel.
3. That this permit will not require any changes to traffic circulation and ingress/egress.
4. That this permit will not require any changes to lighting, landscaping, or the existing site usage.
5. That the proposed use will not be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or to the public welfare.
6. That the proposed use will not substantially adversely impair the use, enjoyment, or market value of any surrounding property.
7. That the proposed use will not be hazardous or disturbing to existing neighboring uses.
8. That the proposed use will be served adequately by public facilities and services such as highways and streets.

9. That the proposed use will not create excessive additional requirements at public cost for public facilities and services, and it will not be detrimental to the economic welfare of the community.
10. That the proposed use will not involve activities and uses that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke fumes, glare or odors.
11. The proposed use will be consistent with the Comprehensive Plan.
12. That this Development Plan approval will allow for the applicant's use of business zoned property for a 1,000 square foot commercial bakery at the property as it is proposed per the Development Plan by the Applicant.
13. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this Permit.
14. That the Director of Land Use, and his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.
15. That this Development Plan Approval shall automatically expire if the use is not initiated within one year of City Council approval.

The motion for the adoption of the foregoing resolution was duly seconded by; Funk upon vote being taken thereon, the following voted in favor thereof: Herrington, Hoppe, Mensing, Sudja, Funk, Correale, Smith, McCarthy, & Bramstedt

and the following voted against the same: None

and the following abstained: None

and the following were absent: Wesemann & Barkley

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 11<sup>th</sup> day of October. 2016.

---

Planning Commission Chairman

**ATTEST:**

\_\_\_\_\_  
Land Use Director

Elizabeth Toepfer, hereby acknowledges receipt of this Permit and that he has reviewed the conditions of this Permit and have agreed that he will comply with the terms of this Permit.

By: \_\_\_\_\_

Its: \_\_\_\_\_

**STATE OF ILLINOIS)**

) **SS.**

**COUNTY OF \_\_\_\_\_)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016 before me, a Notary Public, personally appeared \_\_\_\_\_, the applicant, to be known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

\_\_\_\_\_

# APPLICATION FOR SPECIAL USE PERMIT OR DEVELOPMENT PLAN



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

(Do not write in this space – for office use only)	
Case Number Assigned: _____	Date Proof of Public Notice Sign Provided: _____
Date Application Received: _____	Zoning District of Property: _____
Date Set for Hearing: _____	Recommendation of Plan Commission: _____
Name of Newspaper and Publication Date: _____	Date of Final City Council Decision: _____
Publication Fee Paid: _____	Action by City Council: _____

Development Plan: \_\_\_\_\_ Amended Development Plan: \_\_\_\_\_  
Special Use: \_\_\_\_\_

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): 815 Lincoln Place Center LLC  
 Mailing address: 2015 Fairfield Place O'Fallon IL 62269  
 Phone: 632-1889  
 E-Mail: marty@hubbardconst.com
  
2. Name of applicant (if other than owner): Elizabeth Toepfer  
 Relationship to owner (contractor, family member, lessee, etc.): lessee  
 Mailing address: 1120 Beechcraft Blvd Mascoutah IL 62258  
 Phone: 618-334-4917  
 E-Mail: lizziebobsbakery@gmail.com

3. Address of property: 815 Lincoln HWY suite 2 Fairview Heights  
Parcel (Tax) ID number: 03-27.0-215-027 ILJ 62208  
Present use of property: Retail  
Zoning district: Retail

4. Type of Development for which permit is requested:  
Commercial Bakery as well as existing retail

5. (For residential developments only)  
~~Density : \_\_\_\_\_  
Number of structures: \_\_\_\_\_ Dwelling units per structure: \_\_\_\_\_  
Total number of dwelling units: \_\_\_\_\_  
Estimated number of persons per dwelling unit: \_\_\_\_\_  
Density = Population of development = \_\_\_\_\_ = \_\_\_\_\_ persons/acre.~~

6. A special use permit or development plan approval is requested for the property described above in conformity with the documents submitted herewith.  
I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate; that I have read and understand the regulations pertaining to Special Uses and Development Plans and I believe to the best of my knowledge that the proposed will not violate any portion of said code.

I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

I consent that the entry in or upon the premises described in this application by any authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: *Mark Hubbard* Date: 8-18-16

Signature of Applicant: *Elizabeth A Toyer* Date: \_\_\_\_\_

I, Elizabeth Toepfer, President and CEO of Lizzie Bob's Sweets From Scratch LLC, proposes to offer my baked goods, up to and including, protein cookies, protein muffins, cookies, brownies, dog treats, pup cakes, muffins, cheesecake, breads, and pies to other retail establishments for resale.

My storefront location is 815 Lincoln Highway Suite #2 Fairview Heights, IL 62208. This location is zoned retail. Retail zoning allows end sale only. I will continue to offer All of my products and services for retail sale, in addition to added commercial zoning to allow me to sell my products for resale.

I have been approached by several retail establishments wanting to purchase my products to resell in their establishments. This includes all of the above items, as well as the opportunity to add more of my products to this list. Obtaining a vendor relationship, selling my products for resale, and establishing a business partnership will produce further lines of revenue for my company. This will allow me to grow faster, earn more sales tax revenue for the city of Fairview Heights, expand my company to offer employment for part-time workers, and grow my vendor and client list to ship nationwide. The sky is the limit.

I will not need additional renovation to the current location in order to process orders for resale. My commercial convection oven and gas stove with oven will be more than efficient to complete large orders for vendors and clients. My request for commercial use of my location will be in addition to the already existing retail use. It is simply a matter of logistics in order to accomplish this special use permit.

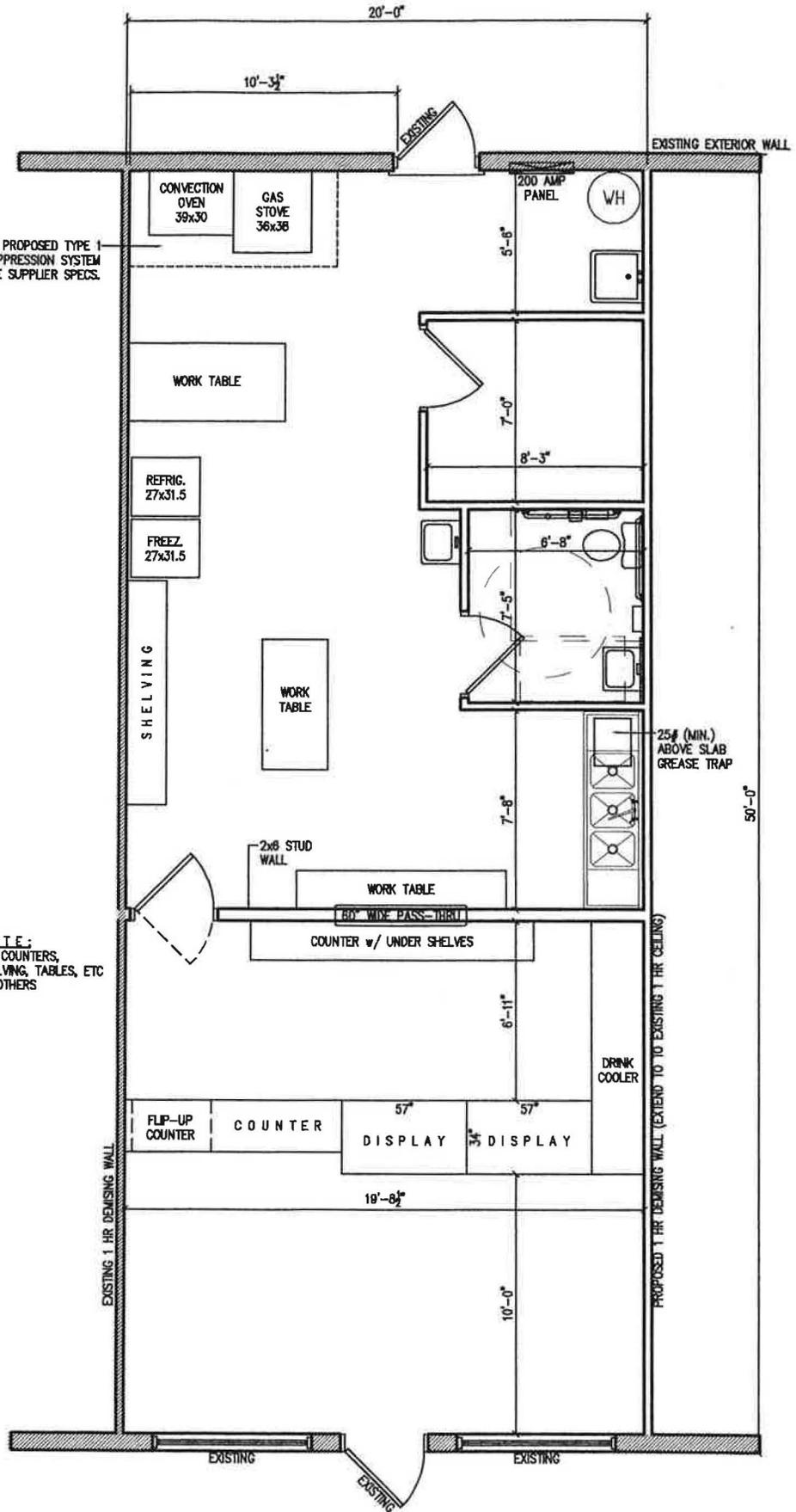
I am committed to get this commercial permit in place in addition to already existing retail permit as soon as possible. I am willing to do whatever is required to complete this objective.

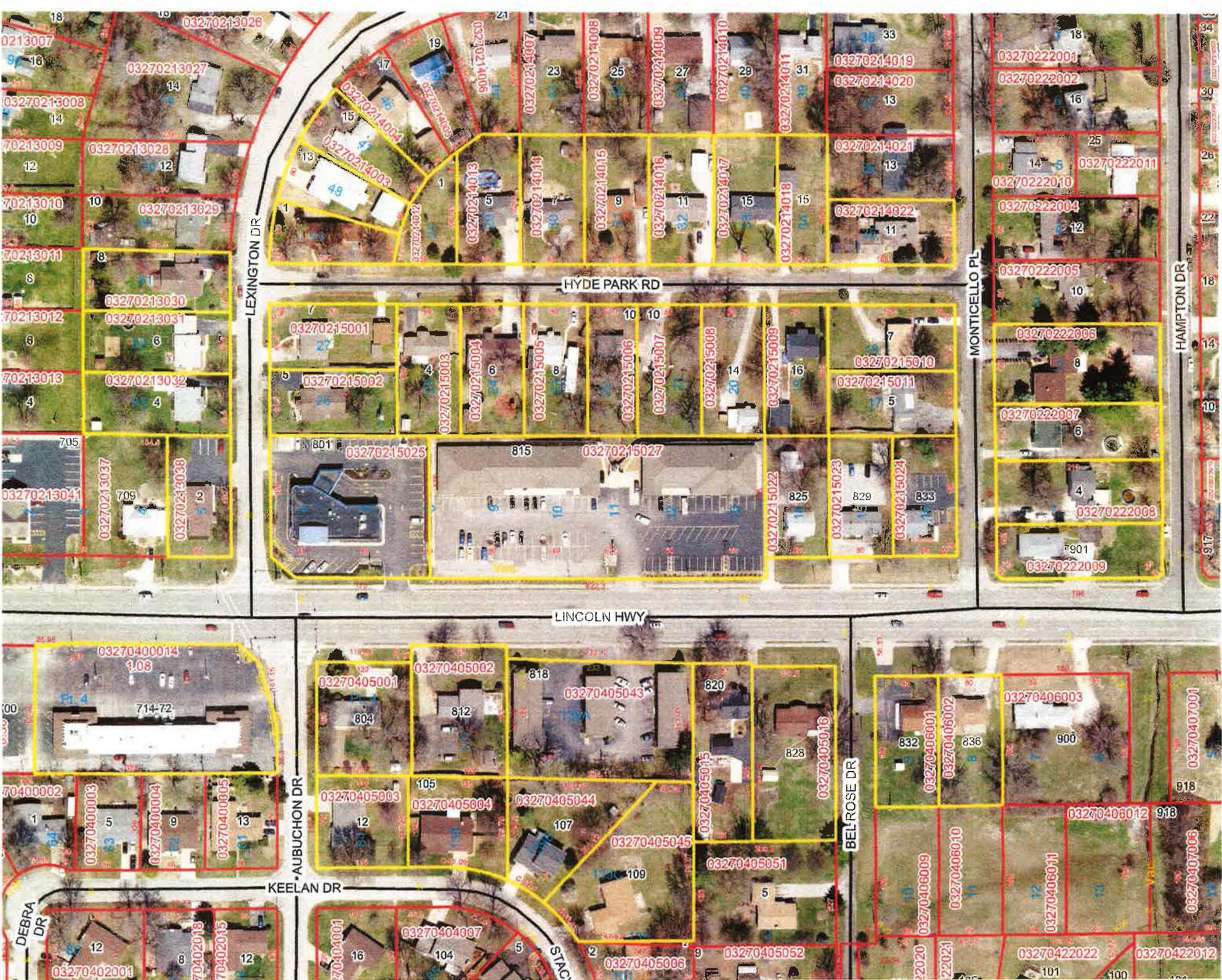
I look forward to voicing my narrative to city officials, answering any questions or concerns, and completing my goal of achieving the commercial permit for my bakery.



PROPOSED TYPE 1 HOOD SUPPRESSION SYSTEM - SEE SUPPLIER SPECS.

NOTE: ALL COUNTERS, SHELVING, TABLES, ETC BY OTHERS







## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

September 22, 2016

**RE: PC14-16, Special Use Permit- 815 Lincoln Highway, Ste. 2**

DEAR SURROUNDING PROPERTY OWNERS:

Enclosed please find a copy of "Notice of Public Hearing" which appeared in the Thursday, September 22, 2016 issue of the Fairview Heights Tribune.

Please advise that this notice concerns property in the vicinity of the property owned by you.

We cannot contact everyone by mail, so feel free to share this information with your neighbors. You are welcome to attend the public hearing and voice your opinions regarding the case.

The public hearing will be held before the Fairview Heights Planning Commission in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois, on Tuesday, October 11, 2016 beginning at approximately 7:00 p.m., in the City Council Chambers.

If you have any questions, please feel free to contact this office at 489-2063 or 489-2060.

Sincerely,

Kendra Tucker  
Recording Secretary  
Enclosure  
PC14-16



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

### **PUBLIC NOTICE**

Notice is hereby given that a public hearing will be held before the Fairview Heights Planning Commission on Tuesday, October 11, 2016, at approximately 7:00 p.m. in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois, at which time and place the Commission will consider a Special Use Permit to allow for a commercial bakery to operate in the PB Planned Business District for property located at 815 Lincoln Highway, Ste. 2 and also identified as St. Clair County PIN 03-27.0-215-027.

Request was made by Elizabeth Toepfer, 1120 Beechcraft Blvd., Mascoutah, IL 62258.

All persons desiring to appear and be heard for or against said proposal may appear at said hearing and be heard thereon.

Dated this 22nd day of September, 2016.

### **FAIRVIEW HEIGHTS PLANNING COMMISSION**

BY: Jim Bramstedt, Chairman

TT/kt PC14-16

SITEADR1	OWNER	ADDRESS	ADDRESS2	CITYST	ZIPCODE
8 LEXINGTON DR	JOHN R WILSON	8 LEXINGTON DR		FAIRVIEW HTS, IL	622082120
6 LEXINGTON DR	KEVIN P THOMAS	109 BAYBERRY DR		FAIRVIEW HEIGHTS, IL	62208
4 LEXINGTON DR	HAROLD WEISSERT	4 LEXINGTON DR		FAIRVIEW HTS, IL	622082120
2 LEXINGTON DR	ROBERT & MARY KAY BRUNS	2 LEXINGTON DR		FAIRVIEW HTS, IL	622082120
1 HYDE PARK RD	BRANDI RUCKEL	1 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	62208
13 LEXINGTON DR	BONEVA & JIMMIE DURHAM	13 LEXINGTON DR		FAIRVIEW HTS, IL	622082138
15 LEXINGTON DR	JAMES R WHITFIELD	15 LEXINGTON DR		FAIRVIEW HTS, IL	622082138
1 HYDE PARK RD	CRAIG & BETTY KONECZNY	5 HYDE PARK RD		FAIRVIEW HTS, IL	622082117
5 HYDE PARK RD	CRAIG R & BETTY J KONIECZNY	5 HYDE PARK RD		FAIRVIEW HTS, IL	622082117
7 HYDE PARK RD	CELESTE B BERRY	7 HYDE PARK RD		FAIRVIEW HTS, IL	622082117
9 HYDE PARK RD	DARRELL A HULLER	9 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	622082117
11 HYDE PARK RD	STEVEN W SR & CINDY R PHELPS	11 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	622082117
15 HYDE PARK RD	JOSEPH H LEE	15 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	62208
15 HYDE PARK RD	JOSEPH H LEE	15 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	62208
11 MONTICELLO DR	RICHARD BARKER	11 MONTICELLO PL		FAIRVIEW HEIGHTS, IL	62208
7 LEXINGTON DR	JERRY WEAVER	7 LEXINGTON DR		FAIRVIEW HEIGHTS, IL	62208
5 LEXINGTON DR	LURENDA & ELIZABETH ANN DAILEY	5 LEXINGTON DR		FAIRVIEW HEIGHTS, IL	622082119
4 HYDE PARK DR	DONNA SHINSKY	4 HYDE PARK RD		FAIRVIEW HTS, IL	622082118
6 HYDE PARK RD	SHAUNDRA JOHNSTON	6 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	622082118
8 HYDE PARK DR	MACK J & JANET M SCHMITT	105 PINE DALE DR		SWANSEA, IL	622262333
10 HYDE PARK RD	JEREMY & BRANDI FOPPE	10 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	622082118
10 HYDE PARK RD	JEREMY & BRANDI FOPPE	10 HYDE PARK RD		FAIRVIEW HEIGHTS, IL	622082118
14 HYDE PARK RD	BARNUM ANN M MARTZ BETTY L &	1322 THREE RIVERS DR		OFALLON, IL	62269
16 HYDE PK RD	ANTHONY W & EILEEN P HORNACEK	16 HYDE PARK RD		FAIRVIEW HTS, IL	622082118
7 MONTICELLO DR	APRIL VIVIAN	7 MONTICELLO PL		FAIRVIEW HEIGHTS, IL	62208
5 MONTICELLO DR	AARON P PATON	5 MONTICELLO DR		FAIRVIEW HTS, IL	62208
825 LINCOLN HY	ROBERT L & JEAN CARGAL	13089 TRACY LN		CREAL SPRINGS, IL	629223851
829 LINCOLN HY	AARON FIELDS	829 LINCOLN HWY		FAIRVIEW HEIGHTS, IL	622082216
833 LINCOLN HY	DENNIS A & LYNDA R WOOFF	3200 JAMES TER		ALTON, IL	620025552
801 LINCOLN HY	BPD COMPANY II LLC	11939 MANCHESTER RD STE 133		SAINT LOUIS, MO	631314502
815 LINCOLN HWY	815 LINCOLN PLACE CENTRE LLC	2015 FAIRFIELD PL		O FALLON, IL	622697236
8 MONTICELLO PL	EDEN VANESSA	5509 PONTIAC		FAIRVIEW HEIGHTS, IL	62208
6 MONTICELLO PL	KIMBERLY NOTHSTINE	6 MONTICELLO PL		FAIRVIEW HTS, IL	622082224
4 MONTICELLO PL	KENNETH RODEWALD	801 LINCOLN HWY STE B		FAIRVIEW HEIGHTS, IL	62208
901 LINCOLN HWY	RICHARD J TROLARD	901 LINCOLN HWY		FAIRVIEW HEIGHTS, IL	62208
714-724 LINCOLN HY	FOREST HILLS LP	%BAUER MANAGEMENT LLC	918 FREEBURG AVE	BELLEVILLE, IL	622202623
804 LINCOLN HWY	LAWRENCE & THELMA MUELLER	804 LINCOLN HWY		FAIRVIEW HTS, IL	622082217
812 LINCOLN HWY	LAWRENCE F & THELMA L MUELLER	812 LINCOLN HWY		FAIRVIEW HTS, IL	622082217
12 AUBUCHON DR	MUELLER LAWRENCE F & THELMA L	812 LINCOLN HIGHWAY		FAIRVIEW HEIGHTS, IL	62208
105 KEELAN DR	TIFFANY S SMTIH	105 KEELAN DR		FAIRVIEW HEIGHTS, IL	622082837
820 LINCOLN HY	QUAYLE ALPINE F TRUSTEE QUAYL	820 LINCOLN HWY		FAIRVIEW HEIGHTS, IL	622082217



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

October 14, 2016

Fairview Heights City Council  
10025 Bunkum Road  
Fairview Heights, IL 62208

Dear City Council Member:

The petition listed below is hereby transmitted for your consideration:

<b>Petition No:</b>	<b>PC15-16</b>
<b>Petitioner:</b>	JQP Properties, LLC
<b>Request:</b>	Development Plan
<b>Area Size:</b>	Approximately 3.0 acres
<b>Location:</b>	XXX Longacre Drive
<b>Hearing Date:</b>	October 11, 2016
<b>Proponents:</b>	1
<b>Opponents:</b>	2
<b>Recommendation:</b>	Denial
<b>Votes:</b>	Yeas: Herrington, Hoppe, Funk, Smith, McCarthy, & Barkley Nays: Bramstedt, Sudja, & Correale Present: Mensing Absent: Wesemann
<b>Report:</b>	Staff Advisory
<b>Ward:</b>	III

Respectfully,

Jim Bramstedt, Chairman  
Planning Commission

## **PC15-16, Development Plan, Longacre Drive, JQP Properties LLC**

### **AREA LAND USE AND ZONING**

The subject property is an undeveloped 3.0 acre "L" shaped parcel located with frontage on Longacre Drive zoned Planned Business District. The property is adjoined by Lincoln Place II Shopping Center to the east, the Lincoln Place storm water basin to the north, and a hair salon to the west all zoned Planned Business District. The properties to the immediate south across Longacre Drive are zone R-4 Single Family Residential and are developed as such. The Longacre Ponds Apartments are located to the west and are zoned M-2 Multiple Family Residential.

### **DEVELOPMENT PLAN PROPOSAL**

The applicant, JQP Properties, LLC, is requesting approval of a Development Plan to construct a self-storage facility. The facility will contain approximately 49,800 square feet of area in nine (9) structures of which 43,600 square feet will be rentable space with the balance to be utilized for corridors, office space and onsite manager's residence. Approximately 46% of total units will be climate controlled in buildings 1, 2, 3, & 4. Building 1 will also contain the office and the residence. The buildings fronting Longacre Drive will have window systems on the facade and sides visible to Longacre Dr. The facility will be contained by fencing and building walls being setback a minimum of twenty (20) feet from the western property lines approximately ten (10) feet from the east side and rear perimeter property lines except. The western line adjoining the apartment complex being setback a minimum of thirty seven (37) feet.

The exterior of the structures will be designed using various architectural features, primary material being architectural block for all buildings and glass on buildings 1 and 2 that would be visible to Longacre Dr. providing a storefront entrance.

Access gate will be computer coded for access between hours of 9:00 a.m. to 11:00 p.m. seven days a week the office will operate 9:00 a.m. to 6:00 p.m. except on Saturday closing is at 5:00 p.m. and will be closed on Sunday.

Applicant is proposing one access curb cut onto Longacre Drive.

### **PLANNING CONSIDERATIONS**

## **Comprehensive Plan**

The 2012 Comprehensive Plan, Section 4 Land Use, has identified the subject parcel as multiple family residential.

## **Buffer and Setback**

Section 14-4-23.1 "Buffer Standards, General Standards" which states that buffers shall be located on the outer perimeter of a lot or parcel, extending to the lot or parcel boundary line, or between differing land uses on a single parcel, but may not occupy any portion of a dedicated or reserved public or private street or right of way. The table of buffer requirements details the width and density of the planting based on the intensity of the proposed development or use and the uses which are developed on the adjacent properties. Table 14.4.23.1 (D) is attached for reference. The Applicant is required to provide Buffer Yard B on the west side adjoining the multiple family residences, the buffer area is proposed to be approximately 37' at the closest point. In addition to the buffer yard, there is also additional landscaping proposed in front of the western most building fronting Longacre Dr. and on the east side of the parking area. Detailed landscaping plan has not been submitted at this time but areas are provided.

The perimeter fencing and walls will be setback a minimum of approximately ten (10) feet from east and northern perimeter property lines, the western perimeter fencing and walls have setbacks of 20' except, the western line adjoining the apartment complex being setback approximately 37 feet.

Building No. 2 and adjoining parking area are proposed to be set back 59' from the front property line.

Building No.1 is set back 57' from the front property line, the same setback as the adjoining structure to the west.

## **Exterior Building Materials**

Section 14-3-35 "Exterior Building Material and Design: Business and Industrial Districts" of the Development Code lists some general requirements for architectural design. This section of the code also lists a specific requirement that "all exterior walls shall consist of a minimum of sixty percent (60%) glass and/or masonry materials (brick, natural clay, natural stone and architectural concrete units, excluding smooth faced block except when used as an accent) on all sides." It also lists other building materials that are acceptable and unacceptable. The self-storage buildings are proposed to be constructed of masonry units and glass (only on buildings 1 & 2).

## **Parking**

Applicant is proposing 7 parking places, including one handicapped space, in the front of the office/ building #1. Parking lot layouts including setback and landscape areas are code compliant. Drive/access aisles are proposed at a minimum of 24'.

## **Signs**

Applicant is proposing signage in compliance with code.

## **Exhibits**

1. Staff Advisory
2. Application
3. Narrative
4. Aerial View
5. Existing Topography
6. Site Plan
7. Building Perspectives (3)
8. Findings of Fact macro
9. Public Notice
10. Surrounding Property Owners

TT/kt

Planning Commissioner McCarthy introduced the following resolution and moved for its adoption:

**RESOLUTION PC 015-16**

**A RESOLUTION ADOPTING FINDINGS OF FACT PC015-16 RELATING TO REQUEST FROM JQP PROPERTIES, LLC TO DENY A DEVELOPMENT PLAN ALLOWING SELF-STORAGE UNITS WITHIN THE PLANNED BUSINESS DISTRICT.**

**WHEREAS**, JQP Properties, LLC, hereinafter referred to as the “Applicant,” has properly applied for a Development Plan approval for a self-storage unit development within the “PB” Planned Business District District located on the north side of Longacre Drive Dr. and legally described as:

Parcel 1- Legal Description for portion of adjacent tract

Part of the Southeast Quarter of Section 28, Township 2 North, Range 8 West of the Third Principal Meridian, County of St. Clair, State of Illinois, being more particularly described as follows:

Commencing at an iron pin found at the northwest corner of Lot 3 of Lincoln Place Phase II; reference being had to the plat thereof in the St. Clair County Recorder’s Office in Plat Book 101 on page 62; Thence on a bearing based on Illinois State Plane West Zone of South 00 degrees 28 minutes 32 seconds East, on the westerly line of said Lot 3, a distance of 201.11 feet to the northwest corner of a tract recorded in the St. Clair County Recorder’s Office in Document A02437490, being the Point of Beginning of the tract herein being described.

From Said Point of Beginning; thence South 89 degrees 23 minutes 06 seconds East, on the northerly line of said tract described in Document A02437490, a distance of 147.28 feet to the northeast corner of said tract; thence South 00 degrees 29 minutes 32 seconds East, 292.00 feet to the north right of way line of Longacre Drive; thence North 89 degrees 15 minutes 03 seconds West, On Said Right of Way line, 7.5 feet; thence North 00 degrees 00 minutes 00 seconds East, 136.74 feet; thence North 90 degrees 00 minutes 00 seconds West, 4.00 feet; thence North 00 degrees 00 minutes 00 seconds East, 142.06 feet; thence North 90 degrees 00 minutes 00 seconds West, 138.07 feet to the southerly extension of the west line of said Lot 3; thence North 00 degrees 28 minutes 32 seconds West, on said extension, 146.67 feet to the Point of Beginning.

Said parcel contains 0.10 acres, more or less.

Subject to easements, conditions and restrictions of record.

Parcel 2- Legal Description of Lot 3

Lot 3 of Lincoln Place II, a subdivision according to the plat thereof recorded April 9, 2002, in Plat book 101 on Page 63.

Said parcel contains 2.9 acres, more or less.

**NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the findings of fact relating to the request are determined to be as follows:**

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on October 11, 2016, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
2. The subject property is vacant and is zoned "PB" Planned Business District. The subject property is situated on one parcel, PIN# 03-28.0-4098-021 and is identified by the previous legal description.
3. That the Subject Property contains approximately 3.0 acres.
4. That this permit will require any changes to traffic circulation and ingress/egress.
5. That this permit will require any changes to lighting, landscaping, or the existing site usage.
6. That the proposed use will be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or to the public welfare.
7. That the proposed use will substantially adversely impair the use, enjoyment, or market value of any surrounding property.
8. That the proposed use will be hazardous or disturbing to existing neighboring uses.
9. That the proposed use will not be served adequately by public facilities and services such as highways and streets.
10. That the proposed use will not create excessive additional requirements at public cost for public facilities and services, and it will be detrimental to the economic welfare of the community.
11. That the proposed use will involve activities and uses that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke fumes, glare or odors.
12. The proposed use will not be consistent with the Comprehensive Plan.

13. That this Development Plan denial will not allow for the applicant's use of business zoned property for a 49,800 gross square feet a self-storage facility, including climate controlled space, office and onsite managers residence at the property as it is proposed per the Development Plan by the Applicant.

The motion for the adoption of the foregoing resolution was duly seconded by; Hoppe upon vote being taken thereon, the following voted in favor thereof: Herrington, Hoppe, Barkley, Funk, Smith, McCarthy

and the following voted against the same: Correale, Sudja, & Bramstedt

and the following voted present: Mensing

and the following were absent: Wesemann

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 11<sup>th</sup> day of October 2016.

\_\_\_\_\_  
Planning Commission Chairman

**ATTEST:**

\_\_\_\_\_  
Land Use Director

JQP Properties, LLC, hereby acknowledges receipt of this Permit and that he has reviewed the conditions of this Permit and have agreed that he will comply with the terms of this Permit.

By: \_\_\_\_\_

Its: \_\_\_\_\_

**STATE OF ILLINOIS)**

) **SS.**

**COUNTY OF \_\_\_\_\_)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016 before me, a Notary Public, personally appeared \_\_\_\_\_, the applicant, to be known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

# APPLICATION FOR SPECIAL USE PERMIT OR DEVELOPMENT PLAN



Land Use and Development Department  
Fairview Heights City Hall  
10025 Bunkum Road  
Fairview Heights, IL 62208  
Phone (618) 489-2060

(Do not write in this space – for office use only)	
Case Number Assigned:	Date Proof of Public Notice Sign Provided:
Date Application Received:	Zoning District of Property:
Date Set for Hearing:	Recommendation of Plan Commission:
Name of Newspaper and Publication Date:	Date of Final City Council Decision:
Publication Fee Paid:	Action by City Council:

Development Plan: \_\_\_\_\_ Amended Development Plan: \_\_\_\_\_  
Special Use: \_\_\_\_\_

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): Yogini Bhatia  
 Mailing address: 1016 S. Church Belleville IL 62221  
 Phone: 618-222-5998  
 E-Mail: g5vb3@yahoo.com
  
2. Name of applicant (if other than owner): JQP Properties LLC  
 Relationship to owner (contractor, family member, lessee, etc.): contract to purchase  
 Mailing address: 801 Midpoint Drive O'Fallon MO 63366  
 Phone: (636) 379-0500 or 314 220-3100  
 E-Mail: jqp@charter.net

Signature page of App for Special Use Permit 09-06-16.pdf



3. Address of property: Long Ace Drive  
 Parcel (Tax) ID number: 03-28.0-409-021 - part of  
 Present use of property: vacant 03-28.0-408-005  
 Zoning district: PB

4. Type of Development for which permit is requested:  
Storage Units

5. (For residential developments only) N/A  
 Density : \_\_\_\_\_  
 Number of structures: \_\_\_\_\_ Dwelling units per structure: \_\_\_\_\_  
 Total number of dwelling units: \_\_\_\_\_  
 Estimated number of persons per dwelling unit: \_\_\_\_\_  
 Density = Population of development = \_\_\_\_\_ = \_\_\_\_\_ persons/acre.

6. A special use permit or development plan approval is requested for the property described above in conformity with the documents submitted herewith. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate; that I have read and understand the regulations pertaining to Special Uses and Development Plans and I believe to the best of my knowledge that the proposed will not violate any portion of said code.

I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

I consent that the entry in or upon the premises described in this application by an authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: [Signature] Date: 9/6/16

Signature of Applicant: [Signature] Date: 9-6-16

**Special Use Permit  
&  
Development Plan Narrative**

***Lincoln Place Phase II***

***Lot 3***

***Fairview Heights, Illinois***

SAFE LOCK STORAGE is a local self-storage provider which opened its first facility over 20 years ago with locations in Illinois and Missouri. SAFE LOCK STORAGE has been proudly serving St. Clair County at their Shiloh location since 2003. The industry has grown and significantly evolved from the original concept of self-storage. Today's facilities cater to both residential and small business users who need additional space for their storage needs. The facility provides an attractive appearance and service to the community. SAFE LOCK STORAGE is interested in locating a facility within Fairview Heights and is submitting this proposed Development Plan for consideration.

The proposed project entails the development of an upscale self-storage facility to be constructed on the vacant Lot 3 of Lincoln Place Phase II and a portion of the adjacent property to the west. The site is 3.0 acres and is currently zoned Planned Business. (See attached legal description)

- A. Location - The proposed development is located along Longacre Drive just west of the Lincoln Place Shopping Complex. There is an existing entrance that will be removed and a proposed entrance that will serve as the main access to the gated storage area and parking lot.
- B. Site & Site Characteristics – The site is currently vacant. The proposal includes storage facilities with small office space – Gross Floor Area is 49,800 square feet. The proposal is to construct nine (9) buildings with a rentable space of approximately 43,600 square feet. The Office and Onsite Manager's residence would also be a part of these buildings.
- C. Architecture - The buildings will be attractively designed using various architectural features, such as hidden fastener metal architectural panels which have an embossed texture to reduce metallic glare and gloss and become a 'softer' surface. It is proposed in an off white color, with a barely visible textured ribbing and has a 20 year finish. Real windows are exposed to Longacre Drive into the perimeter hallway around the storage units. This is very similar to the metal panels on Associated Bank, First Community Bank or portions of the new Fairview Center or Casablanca or Custom Sound.

- D. Interior Architecture - The buildings are considered "state of the art" in the industry, equipped with a climate controlled environment and a sophisticated security system. Approximately 46% of the total units will be climate-controlled, comprising 42% of the net rentable space. The user accesses the building through a main entrance and proceeds to their individual unit.
- E. Operating Hours - The facility is supervised by one or two staff personnel and the front office will operate from 9:00 am to 6:00 pm Monday through Friday, 9:00 am to 5:00 pm on Saturday and will be closed on Sunday. The facility will have access for customers from 9:00 am to 11:00 pm Sunday through Saturday. A typical customer stays with us for 6-8 months during which time they come in, sign their lease and store their goods, paying their rent by credit card or online through the automated payment system. This type of customer base gives us very low traffic volumes and are considered the lowest of any commercial use.
- F. Setbacks for the proposed development are being proposed as follows;
- Front Yard Setback – 57 feet minimum
  - Side Yard Setback – 10.03 feet minimum on the east side and 20 feet on the west side
  - Rear Yard Setback – 9.79 feet minimum in the northeast corner and 20 feet in the northwest corner
- G. The infrastructure for the project will consist of concrete drives and parking lot. Private utility services will be provided for the development. Storm water detention shall be provided in the existing detention facility adjacent to the northerly property line.
- H. There will be some small tree removal and site grading to establish the finish floor elevations for the proposed structures.
- I. Impacts and Demands – This facility makes limited demands on the municipality and these impacts can be assessed as follows:
- Waste – There is little to no waste generated both in terms of solid waste and sanitary waste as there are only one to two employees at any given time and a private hauler attends to the limited solid waste.
  - Noise – The noise is limited because the facility has few employees, needs virtually no deliveries or restocking of supplies, and has limited traffic volume. The loading and unloading into the facility is typically done from cars or SUVs since it is primarily used by residential and small business users.
  - Public Water – There is minimal demand on the public water supply since there are only one or two employees, and no water is required for the product or service this facility provides.

- **Municipal Services** – The facility makes minimal demands on the municipal services, i.e. roads, infrastructure and none on the school system. There are no large trucks (18 wheelers) at the site. The customer base accesses the site with car or SUV.
  - **Security** – For security measures, the facility will utilize a 6' fence in areas that would prevent access to the grounds other than passing through the computer controlled electronic front gate. The building will be utilized as an access barrier to a portion of the perimeter. Security monitors will be placed on the premises along with well-lit driveways and personal access codes to open the automated gate.
- J. **Construction Schedule** – The anticipated construction schedule is November 2016 to July 2017.
- K. **Signage** – The proposed monument sign and signage will be designed according to the City Code.
- L. **Detention** – The joint use detention area north of the property will be used for storm water detention. There is an agreement between the lots within Lincoln Place for the maintenance and use of the detention pond.

Parcel 1 – Legal Description for portion of adjacent tract

Part of the Southeast Quarter of Section 28, Township 2 North, Range 8 West of the Third Principal Meridian, County of St. Clair, State of Illinois, being more particularly described as follows:

Commencing at an iron pin found at the northwest corner of Lot 3 of Lincoln Place Phase II; reference being had to the plat thereof in the St. Clair County Recorder's Office in Plat Book 101 on page 62; thence on a bearing based on Illinois State Plane West Zone of South 00 degrees 28 minutes 32 seconds East, on the westerly line of said Lot 3, a distance of 201.11 feet to the northwest corner of a tract recorded in the St. Clair County Recorder's Office in Document A02437490, being the Point of Beginning of the tract herein being described.

From Said Point of Beginning; thence South 89 degrees 23 minutes 06 seconds East, on the northerly line of said tract described in Document A02437490, a distance of 147.28 feet to the northeast corner of said tract; thence South 00 degrees 28 minutes 32 seconds East, 292.00 feet to the north right of way line of Longacre Drive; thence North 89 degrees 15 minutes 03 seconds West, On Said Right of Way line, 7.5 feet; thence North 00 degrees 00 minutes 00 seconds East, 136.74 feet; thence North 90 degrees 00 minutes 00 seconds West, 4.00 feet; thence North 00 degrees 00 minutes 00 seconds East, 142.06 feet; thence North 90 degrees 00 minutes 00 seconds West, 138.07 feet to the southerly extension of the west line of said Lot 3; thence North 00 degrees 28 minutes 32 seconds West, on said extension, 14.67 feet to the Point of Beginning.

Said parcel contains 0.10 acres, more or less.

Subject to easements, conditions and restrictions of record.

Parcel 2 - Legal Description of Lot 3

Lot 3 of Lincoln Place Phase II, a subdivision according to the plat thereof recorded April 9, 2002, in Plat Book 101 on Page 63.

Said parcel contains 2.9 acres, more or less.

Subject to easements, conditions and restrictions of record.



# SAFE LOCK STORAGE

Fairview Heights, Illinois

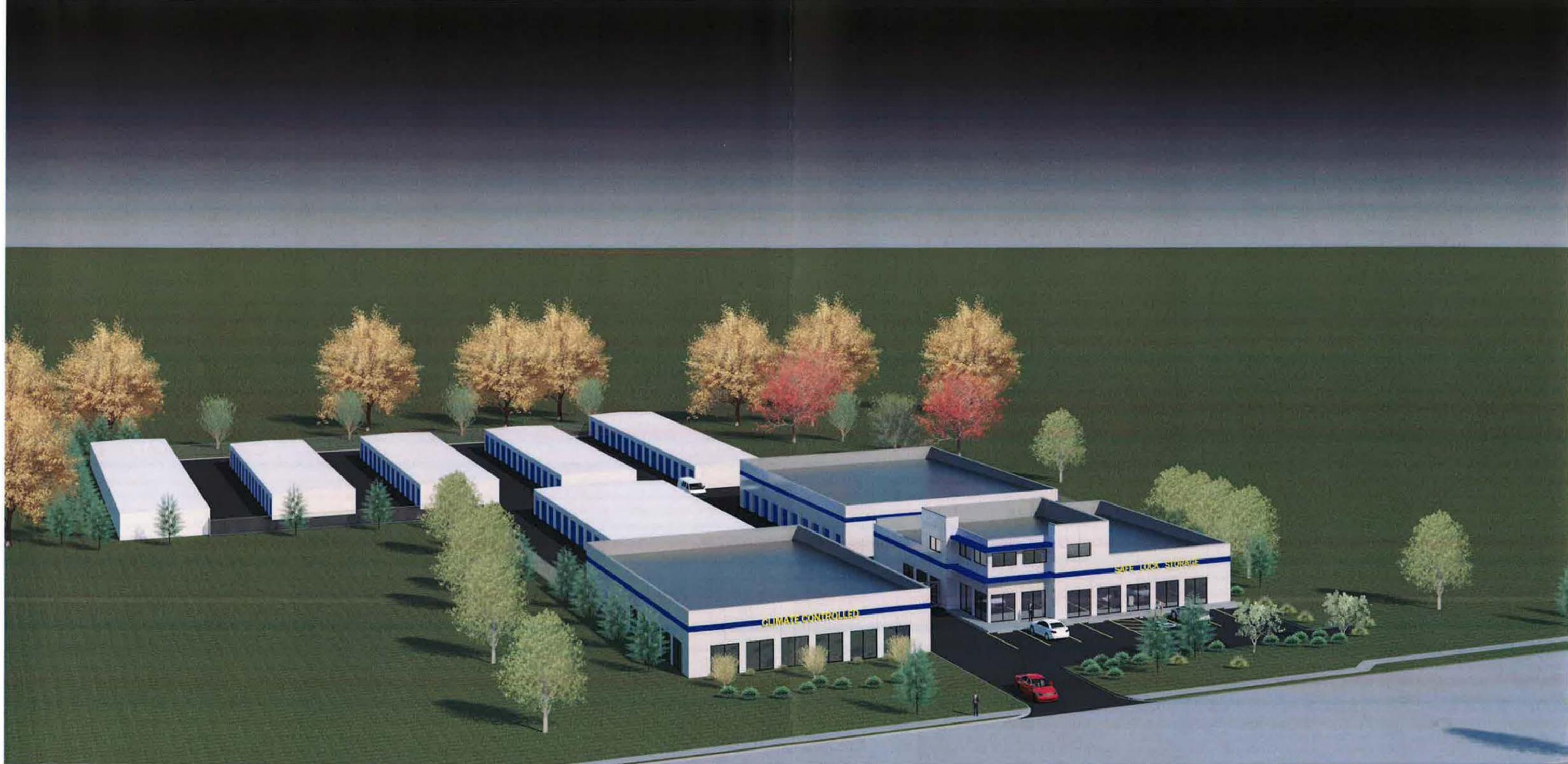




# SAFE LOCK STORAGE

Fairview Heights, Illinois



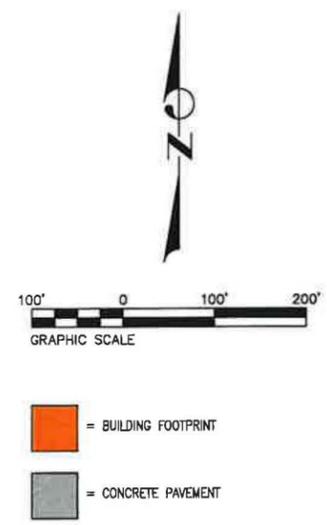


# SAFE LOCK STORAGE

Fairview Heights, Illinois



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 Date: 1/15/2010 7:42:00



**THOUVENOT,  
WADE &  
MOERCHEN, INC.**  
 ENGINEERS • SURVEYORS • PLANNERS



- CORPORATE OFFICE**  
4940 OLD COLLINSVILLE RD.  
SWANSEA, ILLINOIS 62226  
TEL (618) 624-4488  
FAX (618) 624-6688
- WATERLOO OFFICE**  
113 SOUTH MAIN STREET  
WATERLOO, ILLINOIS 62298  
TEL (618) 939-5050  
FAX (618) 939-3938
- EDWARDSVILLE OFFICE**  
600 COUNTRY CLUB VIEW, SUITE 1  
EDWARDSVILLE, ILLINOIS 62025  
TEL (618) 656-4040  
FAX (618) 656-4343
- ST. LOUIS OFFICE**  
720 OLIVE ST., SUITE 200A  
ST. LOUIS, MISSOURI 63101  
TEL (314) 241-6300  
FAX (314) 241-2391
- ST. CHARLES OFFICE**  
400 N. 5TH STREET, SUITE 101  
ST. CHARLES, MISSOURI 63301  
TEL (636) 724-8300  
FAX (636) 724-8304

PROFESSIONAL REGISTRATIONS	LICENSE NO.
ILLINOIS PROFESSIONAL DESIGN FIRM	194-001220
PROFESSIONAL ENGINEERING CORP.	82-003370
PROFESSIONAL STRUCTURAL ENGR. CORP.	81-005202
ILLINOIS PROF. LAND SURVEYING CORP.	048-000029
MISSOURI PROFESSIONAL ENGR. CORP.	MC 001528
MISSOURI LAND SURVEYING CORP.	MC 000346

SEAL

Signature: \_\_\_\_\_  
 Signature Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

**STATEMENT OF RESPONSIBILITY**  
 I hereby confirm that the document herein to be authorized by my seal is restricted to this sheet, and I hereby disclaim any responsibility for all other drawings, specifications, estimates, reports or other documents or instruments relating to or intended to be utilized for any other part of the architectural, engineering or survey project.

TITLE  
**AERIAL VIEW**  
 PROJECT:  
**LINCOLN PLACE-PHASE II, LOT 3**  
**CITY OF FAIRVIEW HEIGHTS**  
**ST. CLAIR COUNTY**  
**ILLINOIS**

REV	DATE	DESCRIPTION
△		
△		
△		

DRAWN BY:	LEW	SHEET
DESIGNED BY: <td>LEW</td> <td><b>1</b></td>	LEW	<b>1</b>
CHECKED BY: <td>MJM</td> <td>OF 3 SHEETS</td>	MJM	OF 3 SHEETS
APPROVED BY: <td>MJM</td> <td>AERIAL MAP</td>	MJM	AERIAL MAP
PROJECT NUMBER	D01160327	

- ISSUED FOR REVIEW
- ISSUED FOR BIDDING
- ISSUED FOR CONSTR.
- RECORD DRAWING



☑ **CORPORATE OFFICE**  
4940 OLD COLLINSVILLE RD.  
SWANSEA, ILLINOIS 62226  
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FAX (636) 724-8304

PROFESSIONAL REGISTRATIONS	LICENSE NO.
ILLINOIS PROFESSIONAL DESIGN FIRM	184-001220
PROFESSIONAL ENGINEERING CORP.	62-035370
PROFESSIONAL STRUCTURAL ENGR. CORP.	81-065202
ILLINOIS PROF. LAND SURVEYING CORP.	048-000029
MISSOURI PROFESSIONAL ENGR. CORP.	NC 001528
MISSOURI LAND SURVEYING CORP.	NC 000346

SEAL

Signature: \_\_\_\_\_  
Signature Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

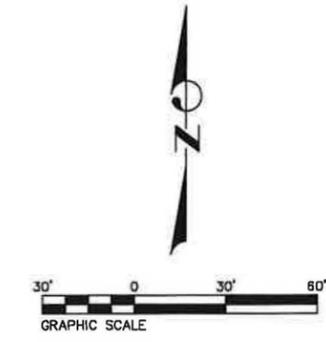
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EXISTING TOPOGRAPHY

PROJECT:  
**LINCOLN PLACE PHASE II, LOT 3**  
CITY OF FAIRVIEW HEIGHTS  
ST. CLAIR COUNTY  
ILLINOIS

REV	DATE	DESCRIPTION
△		
△		
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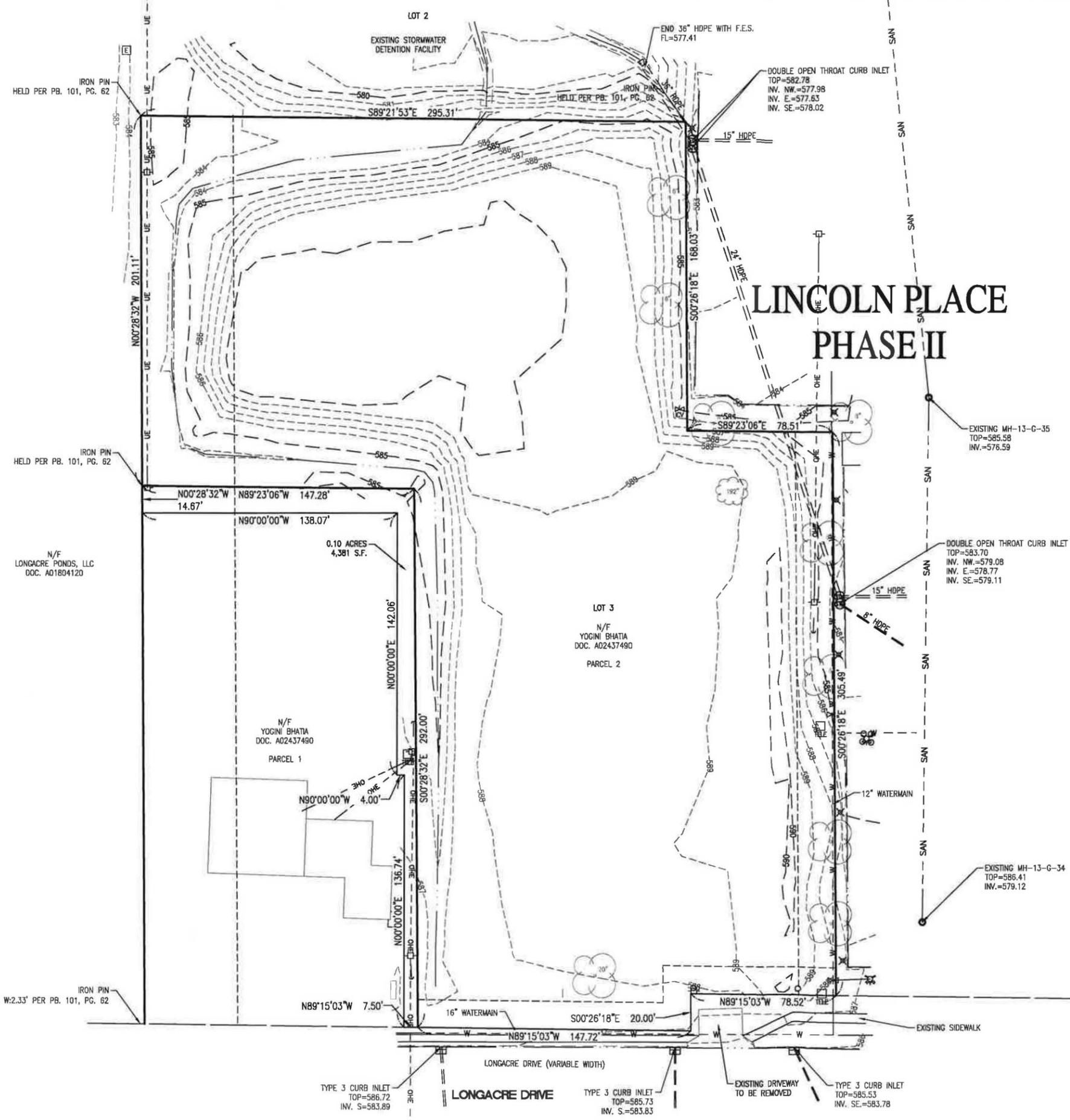
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LEM	LEM	MJM	MJM	<b>2</b>
				OF 3 SHEETS
PROJECT NUMBER: D01160327				EX. TOPO
☑ ISSUED FOR REVIEW		☐ ISSUED FOR BIDDING		
☐ ISSUED FOR CONSTR.		☐ RECORD DRAWING		



**LEGEND (EXISTING)**

- IRON PIN FOUND
  - SANITARY MANHOLE
  - LIGHT POLE
  - POWER POLE
  - ELECTRIC RISER
  - FIRE HYDRANT
  - GATE VALVE
  - TELEPHONE POLE
  - TELEPHONE RISER
  - FLARED END SECTION
  - STORM MANHOLE
- 
- CENTER LINE
  - - - DITCH LINE
  - OHE — ELECTRIC OVER HEAD
  - - - UE — ELECTRIC UNDERGROUND
  - FM — FENCE LINE
  - ROW LINE
  - SAN — SANITARY SEWER LINE
  - STORM SEWER LINE
  - W — WATER LINE

# LINCOLN PLACE PHASE II



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 PLOT DATE: 11/17/2017 7:58am



☑ **CORPORATE OFFICE**  
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SWANSEA, ILLINOIS 62226  
TEL (618) 624-4488  
FAX (618) 624-6688

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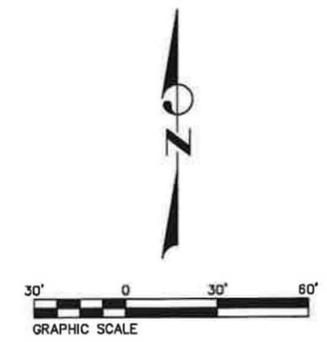
☐ **ST. CHARLES OFFICE**  
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ST. CHARLES, MISSOURI 63301  
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FAX (636) 724-8304

PROFESSIONAL REGISTRATIONS	LICENSE NO.
ILLINOIS PROFESSIONAL DESIGN FIRM	184-011220
PROFESSIONAL ENGINEERING CORP.	62-035370
PROFESSIONAL STRUCTURAL ENGR. CORP.	81-005202
ILLINOIS PROF. LAND SURVEYING CORP.	048-000029
MISSOURI PROFESSIONAL ENGR. CORP.	MC 001526
MISSOURI LAND SURVEYING CORP.	MC 000346

SEAL

Signature: \_\_\_\_\_  
Signature Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

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# LINCOLN PLACE PHASE II

### LEGEND (PROPOSED)

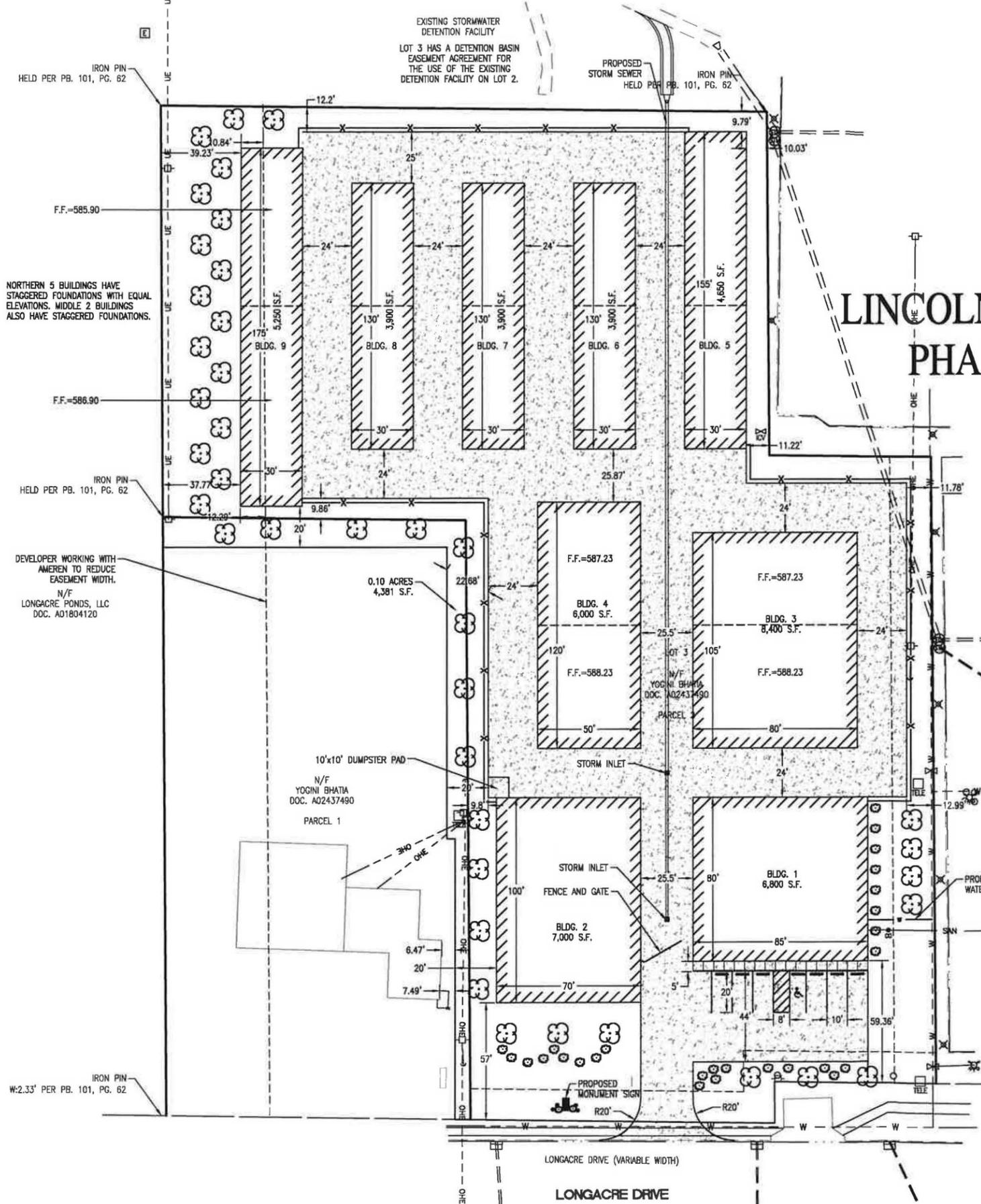
- PROPOSED CONCRETE PAVEMENT
- PROPOSED HANDICAP SYMBOL
- PROPOSED INLET
- PROPOSED JUNCTION BOX
- PROPOSED SANITARY CLEANOUT
- PROPOSED LANDSCAPING SHRUB
- PROPOSED LANDSCAPING TREE
- PROPOSED CENTER LINE
- PROPOSED ROW LINE
- PROPOSED SECTION LINE
- PROPOSED LOT LINE
- PROPOSED EASEMENT LINE
- PROPOSED SETBACK LINE
- PROPOSED FENCE LINE
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATER LINE

ZONING: PB (PLANNED BUSINESS)  
MINIMUM PROVIDED BLDG SETBACKS:  
FRONT= 27.00'  
SIDE= 10.03'  
BACK= 9.79'

**PARKING SPACES**  
6 STANDARD SPACES  
1 ACCESSIBLE SPACE  
TOTAL = 7 SPACES

**BUILDING AREAS AND USES**  
BLDG. 1 = 6,800 SF - OFFICE/STORAGE  
BLDG. 2 = 9,100 SF - STORAGE  
BLDG. 3 = 8,400 SF - STORAGE  
BLDG. 4 = 6,000 SF - STORAGE  
BLDG. 5 = 4,600 SF - STORAGE  
BLDG. 6 = 3,900 SF - STORAGE  
BLDG. 7 = 3,900 SF - STORAGE  
BLDG. 8 = 3,900 SF - STORAGE  
BLDG. 9 = 5,250 SF - STORAGE  
TOTAL = 51,900 SF

**UTILITIES**  
SANITARY SEWER: CASEYVILLE TOWNSHIP  
WATER: CITY OF O'FALLON  
GAS: AMEREN  
ELECTRIC: AMEREN  
CABLE: CHARTER  
TELEPHONE: AT&T



**PLANNED BUSINESS  
SITE PLAN**

**PROJECT:**  
LINCOLN PLACE-PHASE II, LOT 3  
CITY OF FAIRVIEW HEIGHTS  
ST. CLAIR COUNTY  
ILLINOIS

REV	DATE	DESCRIPTION

DRAWN BY: LEM	SHEET
DESIGNED BY: LEM	<b>3</b>
CHECKED BY: MJM	OF 3 SHEETS
APPROVED BY: MJM	SITE PLAN
PROJECT NUMBER: D01160327	
<input type="checkbox"/> ISSUED FOR REVIEW	<input type="checkbox"/> ISSUED FOR BIDDING
<input type="checkbox"/> ISSUED FOR CONSTR.	<input type="checkbox"/> RECORD DRAWING





## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

September 22, 2016

**RE: PC15-16, Development Plan- Long Acre Drive (03-28.0-409-021)**

DEAR SURROUNDING PROPERTY OWNERS:

Enclosed please find a copy of "Notice of Public Hearing" which appeared in the Thursday, September 22, 2016 issue of the Fairview Heights Tribune.

Please advise that this notice concerns property in the vicinity of the property owned by you.

We cannot contact everyone by mail, so feel free to share this information with your neighbors. You are welcome to attend the public hearing and voice your opinions regarding the case.

The public hearing will be held before the Fairview Heights Planning Commission in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois, on Tuesday, October 11, 2016 beginning at approximately 7:15 p.m., in the City Council Chambers.

If you have any questions, please feel free to contact this office at 489-2063 or 489-2060.

Sincerely,

Kendra Tucker  
Recording Secretary  
Enclosure  
PC15-16



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

### PUBLIC NOTICE

Notice is hereby given that a public hearing will be held before the Fairview Heights Planning Commission on Tuesday, October 11, 2016 at approximately 7:15 p.m. in the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois, at which time and place the Commission will consider a Development Plan within the Planned Business to operate self-storage mini warehousing units containing approximately 49,800 square feet including climate controlled space on approximately 3.0 acres of ground for property located on 4X Longacre Drive, adjacent to Longacre Ponds Apartments, Property Identification Number 03-28.0-409-021 and legally described as follows:

#### Parcel 1- Legal Description for portion of adjacent tract

Part of the Southeast Quarter of Section 28, Township 2 North, Range 8 West of the Third Principal Meridian, County of St. Clair, State of Illinois, being more particularly described as follows:

Commencing at an iron pin found at the northwest corner of Lot 3 of Lincoln Place Phase II; reference being had to the plat thereof in the St. Clair County Recorder's Office in Plat Book 101 on page 62; Thence on a bearing based on Illinois State Plane West Zone of South 00 degrees 28 minutes 32 seconds East, on the westerly line of said Lot 3, a distance of 201.11 feet to the northwest corner of a tract recorded in the St. Clair County Recorder's Office in Document A02437490, being the Point of Beginning of the tract herein being described.

From Said Point of Beginning; thence South 89 degrees 23 minutes 06 seconds East, on the northerly line of said tract described in Document A02437490, a distance of 147.28 feet to the northeast corner of said tract; thence South 00 degrees 29 minutes 32 seconds East, 292.00 feet to the north right of way line of Longacre Drive; thence North 89 degrees 15 minutes 03 seconds West, On Said Right of Way line, 7.5 feet; thence North 00 degrees 00 minutes 00 seconds East, 136.74 feet; thence North 90 degrees 00 minutes 00 seconds West, 4.00 feet; thence North 00 degrees 00 minutes 00 seconds East, 142.06 feet; thence North 90 degrees 00 minutes 00 seconds West, 138.07 feet to the southerly extension of the west line of said Lot 3; thence North 00 degrees 28 minutes 32 seconds West, on said extension, 146.67 feet to the Point of Beginning.

OWNER	ADDRESS	ADDRESS2	CITYST	ZIPCODE
LONGACRE PONDS LLC	622 N WATER ST		MILWAUKEE, WI	532024909
LONGACRE PONDS LLC	622 N WATER ST		MILWAUKEE, WI	532024909
YOGINI BHATIA	1016 S CHURCH		BELLEVILLE, IL	62220
YOGINI BHATIA	1016 S CHURCH		BELLEVILLE, IL	62220
COLE MT FAIRVIEW HEIGHTS II LL	ATTN:ASSET MANAGER	16767 N PERIMETER DR SUITE 210	SCOTTSDALE, AZ	85260
COLE MT FAIRVIEW HEIGHTS II LL	ATTN:ASSET MANAGER	16767 N PERIMETER DR SUITE 210	SCOTTSDALE, AZ	85260
PARKVIEW CHURCH OF NAZARENE	50 LONG ACRE DR		FAIRVIEW HTS, IL	622082626
JACQUELINE MAE WELLS	237 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083549
ANDREW J VELIZ	5709 BONITA BLVD		FAIRVIEW HEIGHTS, IL	62208
GARY E ADAMS	504 N 5TH ST		BALDWIN, IL	622171104
JOHN RILEY	225 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083549
AGNES M LE RUEZ	213 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083549
H3 HOMES	310 E HIGHWAY 50 STE 4		OFALLON, IL	622692700
DANIEL HARMS	217 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
SHAVONDA GIBBS	3121 BROMLEY LN		AURORA, IL	605026516
KATHRYN R ESTRADA	209 CANDLEIGHT DR		FAIRVIEW HEIGHTS, IL	62208
ANGELIQUE R & ERIC M TAMMONS	205 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
JOHN E & JULIE E DALHAUS	228 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083550
MICHAEL HILL	224 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083550
MARY FAUSZ	1915 LLEWELLYN RD		SWANSEA, IL	62223
JASON D & VICTORIA L SNELL	606 HALLECK CT		DAYTON, OH	45433
VIRGINIA F CURTIS	212 CANDLELIGHT DR		FAIRVIEW HTS, IL	622083550
RESIDENT	41 LONGACRE DR		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	5905 N ILLINOIS ST		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	5909 N ILLINOIS ST		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	5709 BONITA BLVD		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	233 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	219 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	211 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	220 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
RESIDENT	216 CANDLELIGHT DR		FAIRVIEW HEIGHTS, IL	62208
FAIRVIEW-CASEYVILLE TWP FIRE	c/o CHIEF BRYAN DOYLE	214 ASHLAND AVE	FAIRVIEW HEIGHTS, IL	62208
PONTIAC DISTRICT #105	c/o SUPT JULIE BROWN	400 ASHLAND AVE	FAIRVIEW HEIGHTS, IL	62208
BELLEVILLE HS #201	c/o SUPT DR. JEFF DOSIER	920 N ILLINOIS ST	BELLEVILLE, IL	62208