AGENDA
COMMUNITY COMMITTEE
Wednesday, October 16, 2019 – 7:00 p.m.
Council Chambers
Fairview Heights City Hall
10025 Bunkum Road

Public Participation
Approval of Minutes – October 1, 2019

Parks & Recreation
Alderman Brenda Wagner, Chairman

1. Director’s Report
2. St. Clair County Grant Authorization – Approval to apply for an equipment grant through the St. Clair County Parks Grant Commission

Development
Alderman Bill Poletti, Chairman

1. Director’s Report
2. BAP Letter of Intent for Klein’s Brand Source (Application No. 01-2019KBS)
3. Sales Tax Report

Planning
Alderman Harry Zimmerman, Chairman

1. Director’s Report
2. Area Bulk Variance to allow the clearance area for a pylon sign in the “PB” Planned Business District to be reduced from 10’ in height to 5’ in height for the property addressed as 815 Lincoln Highway, Fairview Heights, Illinois. St. Clair Co. The Zoning Board of Appeals recommended approval. Attached is the staff report and draft meeting minutes.
COMMUNITY COMMITTEE MINUTES
Wednesday, October 1, 2019 – 6:30 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Frank Menn, Ryan Vickers, Brenda Wagner, Harry Zimmerman, Bill Poletti, Mayor Mark Kupsky, Ex-officio

Committee Members absent –

Other Aldermen and Elected Official in attendance – Anthony LeFlore, Pat Baeske, Denise Williams

Staff in attendance - Parks and Recreation Director Angela Beaston, Economic Development Director Paul Ellis, Land Use and Development Director Andrea Riganti, City Attorney Garrett Hoerner, Lt. David Kitley

Recorder – Cheryl Kleb

Public Participation – None.

Approval of August 21, 2019
Motion and second to approve said minutes were made by Committee Members Bill Poletti/Ryan Vickers. Motion carried.

Planning Committee
Alderman Harry Zimmerman, Chairman

Land Use & Development Director’s Report
Director Riganti presented the Director’s report to Committee for review. There were no questions.

Resolution Declaring October Community Planning Month
Director Riganti presented to Committee for approval a Resolution of the City of Fairview Heights, Illinois recognizing October as Community Planning Month.

Motion and second to recommend to City Council approval of a Resolution of the City of Fairview Heights, Illinois recognizing October as Community Planning Month were made by Aldermen Brenda Wagner/Bill Poletti. Motion carried.

PC-09-19 Amendment to a Site Development Plan for 120 Commerce Lane to allow the use of the property for retail/fitness in the PB-Planned Business District
Director Riganti briefed Committee on Planning Commission case PC-09-19, an amendment to a Site Development Plan for 120 Commerce Lane to allow the use of the property for retail/fitness in the PB-Planned Business District.
Motion and second to recommend to City Council approval of Planning Commission case PC-09-19, an amendment to a Site Development Plan for 120 Commerce Lane to allow the use of the property for retail/fitness in the PB-Planned Business District in accordance with the recommendation of the Planning Commission were made by Aldermen Bill Poletti/Brenda Wagner. Motion carried.

Development Committee
Alderman Bill Poletti, Chairman

Draft Recommendations from Economic Dev. Strategy – presentation from Consultant Team
Stephen Ibeendahl, Lead Consultant for the i5 Group, previewed with Committee draft recommendations for the Fairview Heights Economic Development Strategy.

Economic Development Director’s Report
Director Ellis presented the Director’s report to Committee for review. There were no questions.

Sales Tax
Director Ellis reported on the Sales Tax Report and factors that impacted sales taxes.

Parks & Recreation Committee
Alderman Brenda Wagner, Chairman

Parks and Recreation Director’s Report
Director Beaston presented the Director’s written report to Committee for review. There were no questions.

Alderman Poletti moved to adjourn. Alderman Wagner seconded. Motion carried.

Meeting adjourned at 6:56 p.m.

Submitted By:

________________________________________________________________________
Recorder
PARKS AND RECREATION DEPARTMENT

INTER OFFICE MEMO

TO: Elected Officials
FROM: Angela Beaston, Director of Parks and Recreation
DATE: October 14, 2019
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 Monster Egg Hunt and Fall Festival again this year, we had a wonderful turn out of children and families from our community that enjoyed the beautiful fall weather and fantastic festivities. 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.

Upcoming Events: There is definitely not a shortage of things to do this fall with the Parks and Recreation Department. If you or your friends are looking for something to do, call our office for some suggestions. We have programs for people of all ages. Try something new and possibly meet new friends! We would love to have you at one of these great programs and events: youth soccer classes, youth basketball classes, youth volleyball classes, senior lunch/bingo, senior bunco, craft day, water fitness, swim lessons and exercise classes. We have something that appeals to everyone, encourage your residents to try something new. Chances are they will enjoy being with staff and making new friends.

REC Complex: Last week The REC Complex announced our new health and wellness partner, HSHS St. Elizabeth’s Hospital. We are ecstatic to have them as a partner because it will offer another level of health and wellness programs to the members of The REC. Stay up-to-date with new programs by following us on Facebook and Instagram.

The REC is happy to announce we are now accepting Silver Sneakers. This program is sponsored through select healthcare providers and reimburses the usage up to $20.00 per participant. When comparing the cost difference from an actual senior membership, the cost we will receive is lower than if the person had a senior membership. The positive factor in this program for the City, is that we hope to register individuals that were not currently members and attract new members that would not have had the ability to afford the cost of a normal senior membership. Many people in the community have been waiting for the opportunity to use their Silver Sneaker memberships at The REC, and we are now ready to enroll have them join and become members of our facility.

Angela Beaston
Director of Parks & Recreation

City of Fairview Heights
10025 Bunker Road
Fairview Heights, IL 62208
(618) 489-2040 - Office
(618) 489-2047 - Fax
www.cofh.org
Dear Park Representative:

The St. Clair County Parks Grant Commission is pleased to announce Funding Cycle 26. Funding for this cycle will be limited to $25,000 grant awards. It is our continued goal to provide every eligible community in the County with grant funds.

This is a maintenance equipment funding cycle. Eligible items will be those used for the maintenance, and beautification of park grounds e.g. lawn mowers, weed eater, etc.

Please do not submit more than one application for your respective community. The grant application is also available on the St. Clair County website: www.co.st-clair.il.us

"Verification of Property Ownership (Attachment B)" will NOT be required if this information has been submitted with previous grant applications.

AGENCIES WITH OUTSTANDING GRANTS WILL NOT BE ELIGIBLE.

All applications must be submitted by 3:00 p.m., Friday, November 15, 2019 to:

St. Clair County Board Office
SCC Parks Grant Commission
c/o Dorothy Meyer, Executive Secretary
10 Public Square
Belleville, IL 62220

Please direct questions to Dorothy Meyer, 618-825-2203 or email dmeyer@co.st-clair.il.us
ADMINISTRATIVE AND FUNDING REQUIREMENTS

- The non-St. Clair County Grant Commission funds can be cash, donated services, or use of equipment and must be expended during the St. Clair County Parks Grant Commission approved beginning and end dates, not before or after.
- The grant period is generally 1 to 1-1/2 years and is specified in the grant agreement.
- Grantees may not charge costs for time and/or materials not directly related to performing project work.
- Volunteer time may be used as non-St. Clair County Grant Commission match. Time should be valued at the rate per hour that the task being performed would cost in the local competitive market. Simple labor tasks should be valued at minimum wage, professional or specialized labor at the local competitive rate. Documentation of volunteer hours must be maintained by the grantee for audit purposes.
- Existing grants must be completed before funds can be disbursed for subsequent grant awards, unless approved by the St. Clair County Parks Grant Commission or the Executive Assistant/Parks Coordinator.

AUTHORIZED SIGNATURE

The authorizing official for the applicant must sign the original application. St. Clair County Parks grant funds must be made payable to the Grantee, unless otherwise directed. Grantee may request, in writing, that payment be made directly to vendor. Therefore, the authorized signature must be either that of the chief executive officer of the town, city, mayor of the town or city,

GRANT AMOUNTS

Grant amounts are determined by the St. Clair County Parks Grant Commission. The commission may, at its discretion, award less than the grant request.

SELECTION PROCESS

The St. Clair County Parks Grant Commission will review applications, select successful applicants, and make funding recommendations to the Property and Recreation Committee. The Property and Recreation Committee will forward selections to the St. Clair County Board for approval. Awards will be announced after approval by the St. Clair County Board.

EVALUATION AND SELECTION CRITERIA

The application must address one or more of the following criteria:

1. Describe how Park Safety will be increased
2. Describe how project improves, restores, or expands local parks
3. Describe the neighborhood/community trail and how it benefits the community
4. Describe how community will provide enhanced access for public areas for the disabled
5. Describe how the community will improve, restore, or expand local parks
6. Describe how the project fills a documented need for the community
7. Does the application meet the standards (Determined by the reviewer's)

The application must address each of the following criteria:

8. Project Summary – Describe how the proposed project will enhance park and recreation activities and preserve green space.
9. Project Description – Describe the impact the proposed project will have on your community and its goals and objectives.
10. Specific goals and plan(s) and when they were developed and adopted by the community.
11. Public Private Partnerships
12. Is the project feasible, are the costs eligible, and is the source of any/all non-St. Clair County Park Grant funds identified? Describe all project activities, including a timeline or schedule of activities. Be sure to verify that all budgeted expenses are allowable (refer back to the ‘What Is Funded and What Is Not Funded’ section of these guidelines to determine eligible and ineligible activities). Please contact the Parks Administrator Describe the source of non-St. Clair County Park Grant funds.
2. PROJECT CRITERIA

a. Describe how this project will increase Park Safety.

b. Describe how this project improves, restores, or expands local parks

c. Does this project include a trail? If so, describe it benefits the community

d. Describe how the project will provide enhanced access for public areas for the disabled
Budget -- Outline the project budget in the form below; add additional lines in a category as needed.

- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- All non-St. Clair County Grant Commission match must be cash expended or services donated during the grant period (generally 1 to 1-1/2 years) and not before.

1. In-Kind Contribution (Labor). Provide the names and titles of key project personnel. Include only the percentage of time used on the project. Please note that grant funds may not be used to pay employee salaries, nor may salaries be used as match/cost share.

<table>
<thead>
<tr>
<th>Name/Title of Position and % of time spent on this Project</th>
<th>Wage or Salary</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

2. Engineer/Consultant Fees. Maximum charged to this grant may not exceed 5% total grant award.

<table>
<thead>
<tr>
<th>Name and Type of Consultant</th>
<th>St. Clair County Parks Grant 5% of Grant (maximum)</th>
<th>Other Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

3. Supplies and Materials. Include consumable supplies and materials to be used in the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>St. Clair County Park Grant Funds</th>
<th>Other Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
A RESOLUTION AUTHORIZING THE CITY OF FAIRVIEW HEIGHTS TO APPLY FOR A GRANT WITH THE ST. CLAIR COUNTY PARKS GRANT COMMISSION FOR FUNDING TO PURCHASE EQUIPMENT FOR PARK USE.

WHEREAS, the City Council hereby approves applying for a grant with the St. Clair County Parks Grant Commission for funding up to Twenty-Five Thousand Dollars ($25,000.00) for funding to purchase equipment for park use.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRVIEW HEIGHTS, ILLINOIS:

That the City of Fairview Heights is hereby authorized to apply for a grant with the St. Clair County Parks Grant Committee for funding to purchase equipment for park use. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED:

APPROVED:

_________________________________
MARK T. KUPSKY, MAYOR
CITY OF FAIRVIEW HEIGHTS

ATTEST:

_________________________________
KAREN KAUFHOLD, CITY CLERK

SPONSORED BY: Community Committee
MEMORANDUM

TO: Elected Officials
FROM: Paul A. Ellis, Director of Economic Development
DATE: October 11, 2019
SUBJECT: Economic Dev. Dept. - Director's Report

1. The Steering Group for the Economic Development Strategy will meet on Oct. 22 to review recommendations, and copies of the draft will be available in both hard copy and electronic versions next week.

2. Yesterday, Total Wine & More opened a 20,000-square-foot store in the former Here Today location, the chain’s 200th store and its first in Illinois; a percentage of the proceeds from the first weekend’s sales will be donated to Backstoppers.

3. Urban Air Adventure Park experienced delays in scheduling their planned opening due to the shortage of visas from China, but the store is almost complete now with its grand opening expected before Thanksgiving; the Director was invited to tour the facility today and it is exciting!

4. The Director has received an application from Klein’s Brand Source through the Business Assistance Program (BAP) for reimbursement of eligible costs paid as part of their recent expansion project in the Lincoln Trail District.

5. The Director and the Director of Land Use & Development have been reviewing the BAP for several months now, and both have come to the conclusion that the program as it currently exists needs a significant overhaul; staff will begin working with the Business Alliance Commission on this project at that group’s Nov. meeting.

6. Following approval of the PACE financing program, the Director has been working with Sustainable Solutions Funding (SSF) of St. Louis and the Illinois Finance Authority to prepare marketing materials and get the word out to builders, developers and property owners about this new incentive.

7. The Director has served as the “pitch coach” for the 16 semifinalists in this year’s Metro East Start-Up Challenge, a $20,000 cash prize business plan competition to identify, encourage, and reward excellence in entrepreneurship in the region; for the first time, three of the 16 semifinalists in this year’s competition are from Fairview Heights.

8. The Fairview Heights location for Bobcat of St. Louis has put its proposed move to Rieder Rd. on hold for now; the Director is working with the company to facilitate either expansion at their current location or construction of a new facility elsewhere in the city.

9. The Intergovernmental Agreement for the Metro East Business Incubator (MEBI) is still being negotiated; meanwhile, discussions are continuing with regional businesses and foundations to secure funding needed to launch the initiative.

10. An initial meeting was held this week with St. Clair Transit and Metro Transit on how to initiate a “pop up” retail program at the Fairview Heights light rail station.
11. The Director has been named by St. Clair County to the Mid America Workforce Investment Board, a collaboration of business, economic development, education, human resources, community and labor leaders charged with developing and maintaining employment programs for five Illinois counties.

12. The Director will be in Indianapolis Oct. 13-16 participating in the International Economic Development Council (IEDC) Annual Conference and moderating a panel discussion on entrepreneurism.

___________________________________________________________________________________________________________

Paul A. Ellis  
Director of Economic Development

Attachments:

- a. Letter of Intent – Business Assistance for Klein’s Brand Source
- b. Total Wine sets opening time for new Fairview Heights store [Belleville News Democrat]
- c. Retail Industry Not Struggling as Much as You Think [Buxton Retail Insights]
If you’re planning a party this weekend, there’s a new place to get supplies.

Total Wine & More will open at 9 a.m. Thursday at 5905 N. Illinois St. in the Lincoln Place Shopping Center in Fairview Heights.

The liquor store’s grand opening offers are scheduled to be available from Thursday through Sunday.

Total Wine says it has over 8,100 types of wines, 3,000 spirits and nearly 2,700 types of beers.

“That’s a lot when you first come in, but we definitely are here for our guests, and we’re here for our community and, you know, that’s what it’s about,” store manager Heidi Eller
said. “It’s think local, drink local. And make sure that when people come into the store, they’re greeted, and they just have that overall exceptional experience in our building.”

Eller said Total Wine employees are trained to help customers sift through the thousands of products in the store.

Total Wine will start with 34 employees and 70% of them will be full time, Eller said.

There are three other Total Wine stores in St. Louis County, but this is the first one in the metro-east.

Eller said the Missouri stores have performed well and, based on that volume of business, the company wanted to expand into Illinois.

While Total Wine has products from around the world, it also features drinks produced in St. Louis and the metro-east, including beers from 4204 Main Street Brewing in Belleville.

FAIRVIEW HEIGHTS BUSINESS

Paul Ellis, director of economic development for Fairview Heights, said Total Wine reported that it spent about $1 million in renovating its space in the Lincoln Place Shopping Center. Here Today, a discount retailer, previously was in the space taken over by Total Wine.

Ellis said despite the recent “churn” in big box retailers, Fairview Heights has continued to receive interest from retailers.

For instance, in the shopping center where Total Wine is opening, Aldi grocery store and Carter’s OshKosh B’gosh clothing store recently opened. At St. Clair Square, H&M clothing store opened earlier this year.

CONTACT TOTAL WINE

Nationwide, the Total Wine chain has 201 stores with the opening of the Fairview Heights store and another store also opening Thursday in Corpus Christi, Texas.

The store hours will be 9 a.m. to 10 p.m. Monday to Saturday and 9 a.m. to 9 p.m. Sunday.

For more information, call 618-509-5975 or go to TotalWine.com.
Today’s news headlines scream the end of the retail industry as we know it. This “retail apocalypse” has been discussed so often that it is embraced as fact.

But is it true?

A new study from IHL Group on 1,660 U.S. retailers with 50+ locations suggests that the retail industry is not, in fact, dying. Instead, the industry has seen a net gain of 8,575 stores from 2017-2019.

Consider these facts from the study:

- Seven of nine retail segments are projected to have an increase in store counts in 2019 over the prior year. The only two segments that are projected to have a decrease in store count are department stores and specialty softgoods (apparel and shoes).
The store closures are being driven by a small number of failing chains, rather than industry-wide struggles. Twenty companies account for 75% of all projected net closings in 2019.

Retailers are growing more than they are closing stores. There are 2,965 more openings announced for 2019 than announced closings. As stated previously, the industry is projected to see a net gain of 8,575 stores for the period from 2017-2019.

In the worst years of store closings (2017 and 2018), sales were still up. Retail sales grew $232 billion in 2017 and $36 billion in 2018. Amazon is just a fraction of the growth. Their sales grew approximately $29 billion in 2017.

While the ratio of openings to closings has remained positive 2017-2019, the volumes do seem to be slowing. There are fewer openings and closings this year than in the prior two years, suggesting we may be reaching an equilibrium.

**Thriving in Today’s Retail Environment**

What we are witnessing is a classic business example of survival of the fittest. Retailers who have adapted to the new omnichannel environment and managed their finances well are thriving. Those who haven’t are dying. However, the number who have adapted greatly exceeds the number who have not.

Retail leadership teams need to double down on answering fundamental questions.

- **Do you know who your customers are and where they are located?** This knowledge is essential for competing in today’s environment. Without it, you are just guessing.
- **Are you making thoughtful real estate investments?** The stakes are high. Each store opening should be carefully evaluated using
a combination of quantitative and qualitative tools. Each lease renewal should be similarly scrutinized to ensure the location is still a solid place to reach your target customers.

- **Is your marketing as efficient as it could be?** Reaching mass audiences may be good for branding but isn’t efficient for driving purchases. Household-level targeting of best potential customers is the key to maximizing marketing investment.

### The Bottom Line

The retail industry isn’t struggling as much as you may think. Sound business management and a willingness to adapt to the changing environment are the keys to success.

If your company needs help addressing any of the fundamental questions above, we can help. Our retail analytics and technology are designed to help you make the right business decisions to position your company for success. [Learn more.](#)

### Posts by Industry

- [Retail](#)
- [Healthcare](#)
- [Restaurant](#)
- [City Government](#)

### Stay in the loop.

Receive our monthly Retail Insights newsletter.

`ellis@cofh.org`

Sign me up!
October 10, 2019

Doug Klein, Owner
Klein’s Brand Source
10338 Lincoln Trail
Fairview Heights, IL 62208

RE: LETTER OF INTENT – BUSINESS ASSISTANCE FOR KLEIN’S BRAND SOURCE

Dear Mr. Klein:

This will confirm that you have applied for benefits under the City of Fairview Heights’ Business Assistance Program (Application No.01-2019KBS). The purpose of this Letter of Intent is to memorialize your preliminary requests of the City of Fairview Heights (“City”) with respect to your project proposed for assistance at 10338 Lincoln Trail (“Project”).

Both 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 Klein’s Brand Source (“Applicant”) and Mayor Mark Kupsky, 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 the Mayor absent the approval of the City Council. Subject to and without waiving any of the foregoing:

- The Applicant represents that the total development costs for the Project are $648,430.95; and
- The Applicant contends that many of the Project’s cost are eligible under guidelines of the Business Assistance Program (“BAP”); and
- The maximum amount available through the BAP is $75,000 for any single project, subject to the Applicant meeting program criteria.

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 Applicant and the Mayor.

Proposed Responsibilities of the City of Fairview Heights

1. Rebate $75,000 of incremental property taxes accrued in the Lincoln Trail Tax Increment Finance (TIF) account as reimbursement for eligible costs associated with expansion of the Applicant’s existing facility, paid in two installments of $37,500.
Responsibilities of the Applicant

1. The Applicant shall commit to a private investment in the project of no less than $648,430.95, including but not limited to the expansion, remodeling or new construction no later than April 2020.

2. The Applicant shall commit to retain 25 FTE jobs.

3. The Applicant shall commit to create 2 FTE jobs within the first year of operation following expansion.

4. The Applicant shall commit to create another 2 FTE jobs within 2-5 years following that.

5. The Applicant shall commit to generate, through sales, $565,000 per year for a period of two (2) years.

6. The Applicant shall receive each installment of the reimbursement upon submitting proof of its compliance with the job creation and sales goals to the Director of Economic Development or his/her assign(s), who shall certify said compliance.

7. The Applicant shall not apply to St. Clair County for a reduction in assessed valuation without the consent of the City, provided that the City shall not unreasonably withhold consent.

8. The Applicant and any heirs and/or successors shall commit to remain and operate at the site for no less than five (5) years.

9. The Applicant shall comply with all existing and applicable Federal, State, County, and Local laws and Ordinances.

10. The Applicant 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.

11. The Applicant 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.

12. The Applicant 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.

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 $75,000, confirms the City’s desire to work with Applicant and for Applicant to remain and to expand its current facility in the 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 opportunity.

Paul A. Ellis, Director of Economic Development
### CITY OF FAIRVIEW HEIGHTS, IL

**SALES TAX REPORT**

**State 1% Municipal Tax Portion**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY</td>
<td>$629,863.98</td>
<td>$601,011.50</td>
<td>$586,147.75</td>
<td>$562,285.33</td>
<td>$571,553.40</td>
<td>$553,114.13</td>
<td>$490,116.91</td>
<td>-11.4%</td>
<td>$(62,997.22)</td>
</tr>
<tr>
<td>JUN</td>
<td>$692,902.50</td>
<td>$655,667.46</td>
<td>$708,268.15</td>
<td>$696,077.63</td>
<td>$677,065.69</td>
<td>$676,704.83</td>
<td>$654,604.36</td>
<td>-3.3%</td>
<td>$(22,100.47)</td>
</tr>
<tr>
<td>JUL</td>
<td>$578,187.49</td>
<td>$574,119.26</td>
<td>$563,612.88</td>
<td>$576,220.16</td>
<td>$599,877.49</td>
<td>$555,320.85</td>
<td>$572,195.98</td>
<td>3.0%</td>
<td>$16,875.13</td>
</tr>
<tr>
<td>AUG</td>
<td>$602,449.00</td>
<td>$586,795.92</td>
<td>$607,839.70</td>
<td>$608,444.47</td>
<td>$600,057.37</td>
<td>$607,357.54</td>
<td>$585,032.16</td>
<td>-3.7%</td>
<td>$(22,325.38)</td>
</tr>
<tr>
<td>SEP</td>
<td>$663,854.82</td>
<td>$610,055.28</td>
<td>$653,462.36</td>
<td>$679,234.60</td>
<td>$613,965.54</td>
<td>$623,578.60</td>
<td>$610,349.55</td>
<td>-2.1%</td>
<td>$(13,229.05)</td>
</tr>
<tr>
<td>OCT</td>
<td>$572,075.75</td>
<td>$554,178.50</td>
<td>$573,059.41</td>
<td>$572,368.09</td>
<td>$476,801.05</td>
<td>$540,557.44</td>
<td>$562,791.28</td>
<td>4.1%</td>
<td>$22,233.84</td>
</tr>
<tr>
<td>NOV</td>
<td>$620,158.32</td>
<td>$574,589.49</td>
<td>$642,921.78</td>
<td>$599,121.43</td>
<td>$575,354.24</td>
<td>$570,594.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>$631,306.50</td>
<td>$468,313.25</td>
<td>$626,164.49</td>
<td>$612,305.99</td>
<td>$581,474.30</td>
<td>$577,677.65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAN</td>
<td>$576,698.91</td>
<td>$589,088.14</td>
<td>$627,103.06</td>
<td>$570,540.96</td>
<td>$564,056.46</td>
<td>$560,273.13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td>$710,629.96</td>
<td>$687,960.48</td>
<td>$695,015.32</td>
<td>$678,820.57</td>
<td>$672,397.54</td>
<td>$668,036.72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td>$1,049,090.01</td>
<td>$969,659.49</td>
<td>$1,041,010.81</td>
<td>$974,290.59</td>
<td>$935,340.51</td>
<td>$870,591.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td>$532,313.55</td>
<td>$458,225.94</td>
<td>$519,339.92</td>
<td>$488,717.27</td>
<td>$528,625.80</td>
<td>$457,194.13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD TOTAL</td>
<td>$7,859,530.79</td>
<td>$7,329,664.71</td>
<td>$7,843,945.63</td>
<td>$7,688,427.09</td>
<td>$7,396,569.39</td>
<td>$7,261,000.48</td>
<td>$3,475,090.24</td>
<td>-81,543.15</td>
<td>$</td>
</tr>
<tr>
<td>YTD CHANGE</td>
<td>1.0%</td>
<td>-6.7%</td>
<td>4.3%</td>
<td>-2.0%</td>
<td>-3.8%</td>
<td>-1.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONTHLY AVG</td>
<td>$654,960.90</td>
<td>$610,805.39</td>
<td>$653,662.14</td>
<td>$640,702.26</td>
<td>$616,380.78</td>
<td>$605,083.37</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Following are the major action items or ongoing projects for the Department of Land Use and Development (LUD):

**Planning and Zoning**
- Zoning Board of Appeals met on October 3 to consider a variance to allow the clearance area for a pylon sign in the “PB” Planned Business District to be reduced from 10’ in height to 5’ in height for the property addressed as 815 Lincoln Highway. The ZBA voted to recommend the variance. The Community Committee is being asked to accept the ZBA recommendation and forward same to City Council for final action.
- Staff continues to consult with developers, property owners, and residents on new development, annexation and zoning related matters.
- Staff continues to work with Economic Development Department on various efforts including the Economic Development Strategy, Business Alliance Commission, TIF administration, developer meetings and more.
- Staff continues to work on TIF implementation and administration, including the Bunkum Road TIF and the Business Assistance Program.
- Staff continues to identify properties for strategic acquisition and assist in same.
- Staff continues to provide technical support to the Fox Creek Neighborhood Organization, which is in early formation stages.
- Staff continues to research the zoning implications of the state legalization of recreational marijuana and draft potential ordinance amendments.
- Staff is working with the Planning Commission’s Development Code Committee (DCC) on additional revisions to the draft zoning code and proposed zoning map. The DCC met on October 3 and proposed some changes to the draft map that will reflect anticipated growth patterns and community goals.
- Please be reminded that there will be a Citizen’s Planners Workshop on October 29 from 6:00 p.m. to 8:00 p.m. at the Gateway Center in Collinsville.
Code Enforcement
- Staff continues to perform routine inspections of problem properties and “hot spots” for potential property maintenance issues. Staff also responds to complaint driven issues for same.
- Staff continues to respond to animal control calls.
- Staff is evaluating the IML material on code enforcement best practices for possible program enhancements.
- During the winter months, staff will engage in property maintenance sweeps of commercial areas.
- Staff continues to establish a neighborhood preservation strategy. The program will include education, identifying repair assistance programs, volunteer assistance. It is consistent with recommendations in the Comprehensive Plan and draft Economic Development Strategy.

Building Division
- Staff developed an application, brochures, and implementation processes for licensing electrical contractors in accordance with recently adopted 1838-2019 requiring same. The implementation date is October 28, 2019. Several applications have been received to date.
- The St. Clair County court authorized the City to demolish 109 Ruby Road for health/safety reasons. An Invitation to Bid to demolition contractors will be issued during the week of October 14 for that project.
- Staff continues to perform plan review and building related inspections.

Please let me know if there are questions or concerns

FYE - DID YOU KNOW...

With an estimated population of 16,448, Fairview Heights is the 154th largest city in Illinois? There are 1,229 incorporated areas (cities, villages, etc) in the state.

Our largest age group is 35-54 with 25% of the total population.

Our male population is approximately 47%.

Our veteran population is approximately 1,791.

Approximately 73% of our housing is owner-occupied.
AGENDA  
ZONING BOARD OF APPEALS  
October 3, 2019  
7:00 P.M.  
City Council Chambers

1. Call to Order and Roll Call

2. Citizens Comments- *This is an opportunity for the public to address the ZBA on non-agenda related items. Comments made during this section of the agenda that require a response will be referred to the appropriate City staff member or official for follow-up at a later date.*

3. Approval of Minutes – March 21, 2019

4. ZBA Cases / Public Hearing

   a. ZBA 02-19, Area Bulk Variance to allow the clearance area for a pylon sign in the “PB” Planned Business District to be reduced from 10’ in height to 5’ in height for the property addressed as 815 Lincoln Highway, Fairview Heights, Illinois. St. Clair Co. PIN 03270215027.

5. Old Business – None

6. New Business - None

7. Announcements – Director’s Report

8. Adjournment
MINUTES
ZONING BOARD OF APPEALS
October 3, 2019

The Fairview Heights Zoning Board of Appeals meeting was held on Thursday, October 3, 2019 in Council Chambers at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois and called to order at approximately 7:00 p.m. by Chairman, Cheryl Bunfill.

1. ROLL CALL found the following members present: Cheryl Bunfill(Chairman), Chuck Peterson, Bob Prescott, Janice Petroff, and Terry Fowler. Also, present were Andrea Riganti, (Director of Land Use & Development), Kendra Tucker (Secretary), and Rob Samuelson (City Attorney).

2. MINUTES – Mr. Peterson made a motion to approve the minutes of March 1, 2019. Ms. Bunfill seconded.

VOTE: Unanimous

3. COMMUNICATIONS – None.

4. PUBLIC HEARINGS

ZBA02-19, Area Bulk Variance – Robert Mize, 815 Lincoln Highway, Fairview Heights, IL. 62208 (03-27.0-215-027)

Director Riganti presented the board with the staff advisory.

The applicants were present.
Robert Mize of 4918 Maria Lane, Millstadt, IL was sworn in.
Martin Hubbard of 1311 Hartman Lane, Belleville, IL was sworn in.

Mr. Mize explains the request to the board.

The board discussed alternative options for the sign that was being proposed. The applicants stated the problem with these options and explained the need for the variance.

Mr. Peterson stated that he had driven the area and found that this variance would not cause problems for motorist or pedestrians.

Mr. Peterson makes a motion for approval.
Based upon review of the request, Board member Peterson moves to recommend approval of ZBA02-19, an Area Bulk Variance to allow the clearance area for a pylon sign in the “PB” Planned Business District to be reduced from 10’ in height to 5’ in height for the property addressed as 815 Lincoln Highway, Fairview Heights, Illinois. St. Clair Co. PIN 03-27-0-215-027 for the following reason(s):

Area/Bulk Variance

1. The request will not be injurious or detrimental to the public health, safety and welfare.

2. The applicant is requesting a variance for the use of the property due to the topographical conditions of the road.

3. Strict application of the Code would deprive the applicant of reasonable use of the property (land).

4. The request would not alter the essential character of the area.

5. The request will not extend the nonconformity.

Mr. Prescott seconded
VOTE: 5 YEAS; Peterson, Prescott, Petroff, Fowler, and Bunfill
0 NAYS; 2 ABSENT; Abernathy & Wicks

ZONING BOARD RECOMMENDATIONS
Based upon the application materials and proposed plans, the Zoning Board of Appeals recommends Approval of the aforementioned Area Bulk Variance contained in ZBA02-19, for property located at 815 Lincoln Highway.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS – None

7. ANNOUNCEMENTS – Ms. Riganti stated that the Development Code was being updated to make the criteria more defined. Ms. Riganti also reminded the board of the upcoming Planning and Zoning Workshop.

8. ADJOURNMENT – Peterson moved and Bunfill seconded to adjourn. This meeting was adjourned at approximately 7:30 p.m.
The next regularly scheduled meeting of the Fairview Heights Zoning Board of Appeals is Thursday, November 7, 2019, at 7:00 p.m. in Council Chambers at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois.

Respectfully,

Andrea Riganti, Director
Land Use & Development Department
AR/kt