



# CITY OF WOOD DALE

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## **STREETSCAPE AND ECONOMIC ENHANCEMENT COMMITTEE** **AGENDA**

Date & Time: April 1, 2024 at 6:30PM  
Location: Executive Session, City Hall, 404 N Wood Dale Rd, Wood Dale, IL 60191  
Members: Chairperson Ald. Peter Jakab, Vice-Chair Ald. Michael Curiale, Shashwat Baxi, Paula Masilotti, Michael Melone, Steven Mikos, Nicholas Lucania  
Staff Liaison: Andrew Koterak, Planner

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. BUSINESS ITEM**

- A. Approval of Meeting Minutes from March 4, 2024
- B. Façade Improvement Policy Revisions
- C. Future Projects Discussion

### **IV. ADJOURNMENT**

The next regularly scheduled meeting of the Streetscape & Economic Enhancement Committee is May 6, 2024.

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## **STREETSCAPE & ECONOMIC ENHANCEMENT COMMITTEE MINUTES**

Committee Date: Monday, March 4, 2024  
Present: Chairperson Ald. Peter Jakab, Vice-Chair Ald. Michael Curiale, Mike Melone, Paula Masilotti, Shashwat Baxi  
Absent: Nick Luciana, Steve Mikos  
Also Present: Andy Koterias, Planner, Gosia Pociecha, Senior Planner  
Meeting Convened at: 6:30 PM

### **CALL TO ORDER:**

Chairperson Ald. Jakab called the meeting to order at 6:34 pm. Roll call was taken and a quorum was present.

### **BUSINESS ITEMS:**

#### A. Approval Of the Minutes

Ald. Jakab motioned to approve the minutes of the February 5, 2024 meeting with corrections, seconded by Ald. Curiale. The minutes were unanimously approved via voice vote.

#### B. Additional Benches - Quote

Planner Koterias presented a recap of prior discussion of the benches proposed for City owned properties. The bench that was previously selected by SEEC, the "Silhouette" by Barco was presented with both surface and in-ground mounted options. The previously selected locations suitable for bench installation are the Metra station facing the parking lot and the clock tower along the concrete walkway. Plaques can be added to the benches and customized as needed. The total cost for purchase and installation of four benches is \$4,655.11. Motion was made by Ald. Jakab and seconded by Ald. Curiale. During discussion Mr. Baxi raised a question if there is enough foot traffic at the clock tower to support installation of the benches. Ald. Curiale noted that there is a significant amount of foot traffic on the south side of Irving Park Rd, and there is also the possibility of patrons from adjacent Shorty's restaurant using the benches. It was noted that there is a need for benches at the Metra Station.

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Motion passed 4 “yes” to 1 “no” to purchase and install four benches. Motion was revised to remove the plaques at this time. The plaques can be added at a future date, when there are more benches installed in the City.

### C. Community Park Discussion

Planner Koterak started the discussion of the Community Park by sharing the community demographics for Wood Dale, with findings that Wood Dale has a high percentage of families with children aged 5 years and under.

Ald. Jakab provided an update on his discussion with City Manager. The budget for the engineer and architect will be increased from \$50,000 to \$100,000. Staff is already working to procure the engineer for topographic study. After that, an RFP will be prepared for landscape architects. The selected architect will provide a couple of proposals with various price ranges. One idea is to have an open pavilion, similar to Wheaton. The other alternative was to have an enclosed building, but it may not be advisable due to proximity to a similar building owned by the Wood Dale Park District. The SEEC may work with the architect, once selected, to propose a few different alternatives. Proposal in the range of \$1-1.5 million could be constructed by June of 2026. The architect could design the full park, that would be more expensive, but not all the construction would be constructed at once. Current Public Works staff would take on maintenance of the new park, but once established, a contractor may be hired to maintain the flowers. It was also noted that it is unlikely that the City would work jointly with the Wood Dale Park District for joint ownership/maintenance.

### **ADJOURNMENT:**

A motion to adjourn was made by Chairperson Ald. Jakab and seconded by Mr. Mikos; it carried unanimously by voice vote. The meeting adjourned at 7:12 pm.

*Minutes taken by Gosia Pocięcha*

# CITY OF WOOD DALE

Community Development



## MEMO

DATE: Monday, April 1, 2024

TO: Streetscape & Economic Enhancement Committee

FROM: Andy Koteris, Planner

SUBJECT: Proposed Revisions - Façade Improvement Program Policy

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### **OVERVIEW**

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In recent years, the Façade Improvement Program has been underutilized by local businesses. At a recent Strategic Planning Workshop meeting, the City Council identified several barriers to businesses obtaining grant funding, such as the policy's limitation to the Irving Park and Wood Dale Road corridors and the requirement that applicants obtain three (3) contractor estimates. Staff is bringing the Façade Improvement Program documents to the Committee to review possible changes that might encourage additional businesses to take advantage of the program.

### **BACKGROUND**

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The Façade Improvement Program was originally implemented in 2014 for the purpose of controlling and preventing blight, dilapidation, and deterioration of structures and increasing curb appeal of commercial properties within the City. Initially, the program covered up to 50% of project costs up to \$50,000 for improvements to a building façade. In 2015 the policy was expanded to include restaurants as eligible businesses and limit the scope to only commercial properties fronting Wood Dale or Irving Park Roads. Finally, in 2016 the maximum award was increased to \$130,000 and certain text revisions clarified expectations related to funding applications by developing scoring criteria to ensure evaluations are as objective as possible. The maximum grant award is now calculated via a points-based system that provides more funding to high-quality projects that score highly in categories such as visual impact, improved pedestrian experience, and leveraging private investment.

While several businesses have taken advantage of this opportunity in the past leading to some success, such as JB's Inn, the Local Bar and Grille, and 153-159 Front St, there have been fewer applicants since the COVID-19 pandemic. Staff have received numerous inquiries from interested businesses all of whom have been educated on the program benefits and encouraged to apply. These businesses include Shorty's, White

Cottage, Earth Paint, Sweet Baby Rays, and Green Thumb Florist; however, none have yet submitted a formal application.

## **PROPOSED AMENDMENTS**

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Based upon feedback received from potential program applicants, members of the Streetscape Committee, and City Council, staff have drafted some suggested revisions to the façade policy to address current challenges (see blacklined policy attached). The primary focus was on substantive changes that will encourage more businesses to apply, however several grammatical fixes are also proposed. Deleted text is indicated in red, while the proposed new text is blue.

Proposed Changes:

1. Eliminate the requirement that properties front Irving Park or Wood Dale Road. Expand the program to include all commercially zoned properties and industrial properties fronting a “Community Gateway Corridor”.
2. Increase the maximum award amount from \$130,000 to \$150,000.
3. Clarify the authority of the Wood Dale City Council to award an amount exceeding \$150,000 for exceptional projects.
4. Remove reference to “business licenses”. City refers to this as “Commercial Occupancy Certificate” (COC).
5. Reduce the minimum number of contractor estimates from 3 to 2.
6. Eliminate the requirement that applications be submitted before work is started.
7. Reduce the minimum project cost from \$10,000 to \$5,000.

## **RECOMMENDATION**

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Staff recommends that the Streetscape and Economic Enhancement Committee begin discussion of possible amendments to the program that would increase interest and participation in the program, which in turn would beautify the City’s streetscape.

## **Attachments**

A – Draft Blacklined Façade Improvement Policy

blue – new text  
 red – deleted text  
 green – moved text  
 black – existing text

## City of Wood Dale Façade Improvement Program Policy

Thank you for investing in the City of Wood Dale! The Façade Improvement Program provides financial assistance for exterior building and site improvements of eligible properties to enhance form, function and design within the City of Wood Dale. Specifically, the intent is to reimburse applicants for eligible expenses that contribute to the physical, economic, social and aesthetic well-being of the City.

1. **Eligible Properties:** Properties must either: ~~a) be located within the Town Center Business District or b) front Wood Dale Road or Irving Park Road and have commercial zoning.~~ a) be located in a commercial zoning district, or b) be located in an industrial zoning district abutting a community gateway corridor (Devon, Wood Dale, Mittel, Thorndale North and South, Central, and Route 83). Buildings must be at least 30 years old. Preference is given to properties occupied by a first floor retail business. Properties that contain a non-conforming use are not eligible to apply for funding.
2. **Applicants:** Applicants must either own or lease an eligible property.
3. **Grant Amount:** Only projects with a total construction value (City grant + applicant's share) of ~~\$10,000~~ \$5,000 or greater will be considered. Applicants may be eligible for a grant award of up to 50% of the total improvement cost, up to a maximum of ~~\$130,000~~ \$150,000. Exceptional projects may be eligible for greater award amounts at the sole discretion of the Wood Dale City Council.
4. **Eligible Expenses:** Improvements that qualify for reimbursement include Façade Improvement, Signage, Landscaping, and Other Site Improvements provided that they focus on the street-facing façade and/or areas visible from the public right-of-way.

### Façade Improvement

- a. Façade Renovation – painting, refacing the street-facing façade with a new material or changing the appearance of the building through a change in roofline or other means
- b. Entrance Feature – adding or renovating a prominent entry feature

- c. Windows & Doors – replacing, installing or restoring windows (including display, ornamental, upper-story and storm windows) and exterior doors
- d. Architectural Elements – installing, restoring or replacing cornices, parapets, awnings, canopies and/or exterior woodwork (including window trim)

Signage – replacing or installing wall and/or monument signs **with a solid base constructed of natural materials that match or complement the face of the sign, such as brick or stone.**

Landscaping – installing new landscaping at the foundation of the building, in the parking lot (landscaped islands), around the perimeter of the parking lot and/or in the parkway; water features may also be considered

#### Other Site Improvements

- a. Site Lighting – installing or replacing decorative site lighting (wall or ground mounted) and/or accent lighting to highlight architectural features or elements
- b. Fencing – installing or replacing decorative fencing around parking areas, between properties and/or to define pedestrian space
- c. Refuse Screening – installing or replacing an exterior **trash** enclosure ~~for refuse~~
- d. Access Improvements – modifying site access to consolidate driveways, provide cross access with an adjacent property and/or improve pedestrian movement by providing a sidewalk from the right-of-way to the front entrance or within the site; improving the accessibility of the site to meet ADA requirements

Interior life safety and ADA accessibility improvements are only eligible in conjunction with ~~a~~ **an exterior** façade improvement. Only the portion of costs for demolition that are required to construct the eligible improvements will be considered. Fees related to architectural/engineering drawings, permits and construction management may also be considered for reimbursement.

5. **Ineligible Expenses:** New construction, routine maintenance (such as tuck-pointing, parking lot repair – sealcoating, re-striping, mill and overlay, etc.), general interior remodeling costs, property acquisition, working capital, production equipment, or day-to-day operational expenses (inventory, utilities, taxes, advertising, etc.).
6. **Fees:** There is no application fee associated with the Program. However, if an applicant owes money to the City all accounts must be brought current before

entering into a grant agreement. Additionally, the ~~tenant~~ **building occupant** must have **a current ~~business~~ Commercial Occupancy Certificate (COC) and, ~~as applicable, liquor licenses.~~ liquor license, and/or residential rental license as applicable.**

7. **Evaluation:** The Streetscape Committee will review all applications on an as-needed basis. Proposals shall be evaluated on their visual impact (curb appeal, pedestrian experience and magnitude of improvements), financial impact and property use. An applicant may be required to submit a personal financial statement.
8. **Procedural Requirements:**
  - a. Interested property and business owners should schedule a pre-application meeting with staff to determine the scope of the project and initial compliance with the program policy. ~~No work can commence until a grant agreement is fully executed.~~
  - b. Applicants shall submit a completed application form including proof of ownership/lease and property owner's approval. Applications are available in the Community Development Department and must include:
    - i. Plat of survey with legal description of property;
    - ii. Photos of the existing building and proposed project area/site;
    - iii. Schematic drawings illustrating proposed work, or pictures with project description attached;
    - iv. Project schedule; and
    - v. Cost estimates from at least ~~three~~ **two** contractors.
  - c. The Streetscape Committee will review all applications and make a recommendation to the Planning, Zoning, and Building Committee (PZB).
  - d. The City Council will approve or deny all applications.
  - e. If an application is approved:
    - i. The subject property shall pass a life safety inspection;
    - ii. The City and applicant shall enter into a grant agreement;
    - iii. Upon execution of the grant agreement, the applicant shall be required to submit for permits within 45 days. Permits must be secured and paid for within 90 days after grant agreement approval.
    - iv. Work must begin within 30 days of permit issuance and have passed all required final inspections within 365 days of grant agreement approval.
    - v. Upon completion of the Façade Improvements and all required final inspections, the applicant shall submit to the City a properly executed and notarized contractor statement showing the full cost



of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment in the work. In addition, the applicant shall submit to the City proof of payment of the contract cost pursuant to the contractor's and the architect's statements and waivers or releases of liens from each contractor and subcontractor.

- f. Grant disbursements will be made in one installment paid upon the City's determination that all of the required construction work for the improvements has been completed and the proper waivers or releases of liens therefor from each contractor and subcontractor have been submitted to the City.
9. **Maintenance:** The applicant, its successors, and/or assigns shall be responsible for properly maintaining the improvements in their finished form and without change or alteration thereto, except as may be approved by the City, for a period of three (3) years from completion.

# CITY OF WOOD DALE

Community Development



## MEMO

DATE: Monday, April 1, 2024  
TO: Streetscape & Economic Enhancement Committee  
FROM: Andy Koteris, Planner  
SUBJECT: Future Projects Discussion

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### **FUTURE PROJECTS LIST**

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In October 2023 the Streetscape Committee finalized a list of future project ideas to help guide decision making. The project list was based upon feedback received from Committee members, as well as a “Committee Initiatives List” from 2020. The current list is attached in Exhibit – A.

### **RECOMMENDATION**

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Staff recommends that the Streetscape and Economic Enhancement Committee identify preferred project(s) which should be pursued next. Committee members are welcome to bring forward any additional ideas for consideration.

### **Attachments:**

A – Streetscape Committee Future Projects List

**EXHIBIT - A**

<b>Streetscape Master Project List</b>			
Updated: 9/25/2023			
<b>Initiative</b>	<b>Description</b>	<b>Priority</b>	<b>Status</b>
Market / Update Façade Improvement Program	Encourage investment in the exterior commercial property exteriors w/ matching grant up to \$130,000. Explore opportunities for marketing program to businesses	High	In Progress
Additional Benches & Trash Cans	Explore potential locations for additional public benches with potential for art and design component. Pursue funding through DuPage Arts League?	High	In Progress
Community Park & Pavilion	Future park proposed on City-owned land at northwest corner of Irving Park & Wood Dale Rd. per 2013 Vision Plan. Elements: Pavilion, Adventure Park, Public Garden	High	In Progress
Additional Holiday Decorations	Identify locations for holiday lights / decorations to celebrate diverse winter holidays	Medium	Proposed
Tree Maintenance and Replacement Policy	Tree Maintenance and Replacement Policy developed by Public Works in 2019 and presented to SEEC. Staff working on updated policy.	Medium	In Progress
Metra Planters	Identify locations for additional planters on grounds of City-owned Metra train station. Planters may be similar to those recently installed at City Hall.	Medium	Proposed
Wayfinding Signage	Comprehensive wayfinding plan developed in 2013. Signs partially installed. Remaining signs purchased. To be installed by Public Works in 2023	Medium	In Progress
Metra Digital Message Board	Explore installation of a wall or ceiling mounted TV monitor to display community announcements inside City-owned Metra station	Low	On Hold
Tree Planting Program	Plantings occurring annually (Spring & Fall)	Low	In Progress
Street Lights (Border to border)	Install decorative street lights along Irving Park & Wood Dale Roads. Irving Park Rd. street lights budgeted for FY 25 CIP	Low	In Progress
Gateway Entry Signage	7 / 8 entry signs installed. Final sign waiting on IDOT permit. Proposed sign at Rte. 83 & Oak Meadows Dr. on hold.	Low	In Progress
City Hall Planters	Purchase and install 10 large and 5 small self-watering planters at entrance to Wood Dale City Hall	N/A	Complete
Wind Sculptures	Mechanical sculptures placed on city-owned property in two locations: In front of Wood Dale City Hall / Southeast intersection of Wood Dale Rd. & Elizabeth Ct.	N/A	Complete