

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
February 9, 2022

CALL TO ORDER: Chairman Tony Schiappa called the meeting to order at 6:03. p.m. The meeting was held in person and on Zoom at the Village Hall.

ROLL CALL: **Present:** Chairman Tony Schiappa, Trustee Russell Smith, Bhagwan Sharma, Kirsten Jepsen, Debbie Hamilton, and Michael Simmons. Mark Stangle participated digitally by Zoom. Also present were Economic Development Coordinator Andrez Beltran and Community Development Director Janine Farrell.

Absent: Sam Odeh, Paul Stettin, and Ramzi Hassan

MINUTES: A **MOTION** was made by Ms. Hamilton to approve the Minutes from the October 6, 2021 meeting. The **MOTION** was seconded by Mr. Sharma and approved by a vote of 7-0.

INTRODUCTION OF NEW COMMUNITY DEVELOPMENT DIRECTOR JANINE FARRELL AND CREATION OF COMMUNITY DEVELOPMENT DIVISION

Mr. Beltran stated that in January, the Village hired Janine Farrell as its new Community Development Director. Ms. Farrell served as a Burr Ridge Plan Commissioner from 2018 until resigning to take the position. She has over ten years of experience with Will County and the Village of Frankfort and is also a Burr Ridge resident. As Community Development Director, Ms. Farrell will assume the role of staff liaison to the Plan Commission while also overseeing the management of the new Community Development Division. Mr. Beltran continued that the Division was created as part of Public Works to improve the overall development process in the Village. It includes Building Permit Technician Michelle Mahlan, Development Engineer James Miedema, Records Specialist Cathy Rothbard and a new Building Assistant position, as well as work with Community Service Officer Jeff Dezur for code enforcement and Administrative Adjudication efforts.

Chairman Schiappa stated that the Village was blessed to have her, and asked her if she wanted to come up to further introduce herself. Ms. Farrell thanked Chairman Schiappa.

Ms. Farrell introduced herself and stated that she is looking forward to working with the Economic Development Committee.

Trustee Smith asked Ms. Farrell if she will be involved in the TCF property development. Ms. Farrell stated that she would be, and Village Administrator Evan Walter has been including her on talks with developers who have expressed interest.

UPDATE ON TCF PARCEL

Mr. Beltran stated that the TCF parcel is officially for sale. It is being marketed by CBRE. He included the flier for the Economic Development Committees information. Mr. Sharma asked if the Village knew the price. Chairman Schiappa said he would look it up and let the Committee know.

UPDATE BUSINESS DISTRICT NEXT STEPS

Mr. Beltran stated that although the Downtown Business District went into effect on January 1st of this year, actual revenue will not be added to the Business District Fund until April 1st at the earliest. Between now and the receipt of first funds, there are a number of potential next steps to help direct how the funds are used.

The first would be a Financial Incentive Policy that would guide strategy for any financial incentives for development/redevelopment. A financial firm that specializes in development/redevelopment incentives would be contracted to help formulate this policy. Last year the Village has reached out to companies, particularly SB Freidman who helped create the Business District Eligibility Study and Plan, for costs and timelines. Mr. Beltran stated that he is waiting on details of costs.

The second potential next step would be a Market Analysis. This would give data at what types of developments and how much of each could be supported in the District. A firm that specializes in Market Analysis would be contracted for this as well. Staff reached out to the same companies at the same time as with the Financial Incentive Policy, and are still waiting to hear back.

The last potential next step is a Downtown Sub-Area Comprehensive Plan. This would combine economic data and community input to create a coherent, long term plan for the Downtown including current and prospective business uses, zoning requirements, and aesthetics guidelines for buildings and signage. A planning and design firm would be contracted with and overseen by Ms. Farrell to create the overall document.

Chairman Schiappa asked the Committee members their thoughts on the next steps. The Committee was overall in favor of pursuing all three. Particularly, they liked the idea of targeting specific stores to create not just revenue but to create a family entertainment atmosphere as well. Attractions such as Top Golf and Restoration Hardware were cited as examples. However, the Committee did express concern about being too rigid in aesthetic requirements could hurt attracting development.

Chairman Schiappa asked Ms. Farrell her thoughts on the Downtown Sub-Area Plan and if it was necessary. Ms. Farrell stated that while not absolutely necessary, having a third party consultant does have benefits as it brings in outsider perspectives who specialize in creating these types of plans and it supplements staff efforts of outreach.

Chairman Schiappa thanked her for her insights. With the agreement of the Committee, Chairman Schiappa directed staff to look into how much a Downtown Sub-Area Plan would cost.

BUSINESS LICENSE RENEWAL REMINDER

Mr. Beltran stated that in late February/ early March he will send out automatic business license renewal invoices by email. Additionally, staff will also reach out to businesses that are known to be operating but do not have licenses. Due to the pandemic this outreach has been constrained, but with Omicron receding and spring coming that it will be easier to make visits.

Trustee Smith asked Mr. Beltran for the benefits of the program. Mr. Beltran stated that it was twofold. First, to collect information on current businesses to ensure they are operating correctly

and in case the Village needed to contact them. Secondly, to be able to have remedies against businesses that harm the public welfare. Under the previous zoning certificate of occupancy, the Village would have no recourse against a business like Sterigenics. With the business license, a process exists to review business operations and revoke if necessary.

OTHER CONSIDERATIONS

Chairman Schiappa spoke about how inaccurate rumors on social media can harm the business environment in Burr Ridge. A hotel manager spoke to him about how a rumor started on social media about their location having adult activities was inaccurate, and harmed the reputation of the hotel. Chairman Schiappa recommended that they speak to the Police Department to see if there was anything they could do about their concerns, or just to document them. He noted that it is affecting other businesses in the area.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Mr. Simmons made the **MOTION** to adjourn the meeting to March 2, 2022 at 6:00 pm, **SECONDED** by Mr. Sharma. **APPROVED 7-0**. The meeting was adjourned at 7:03 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Andrez Beltran". The signature is fluid and cursive, with the first name being more prominent.

Andrez Beltran
Economic Development Coordinator