



**REGULAR MEETING
ECONOMIC DEVELOPMENT COMMITTEE
Wednesday, November 3, 2021
5:00 PM
VILLAGE HALL – BOARD ROOM**

The mission of the Economic Development Committee (EDC) is to grow a stronger business climate by being an active partner with businesses, investors, and residents. The EDC shall strengthen economic development in the Village by developing business retention, expansion, and attraction programs; the creation and implementation of economic development plans and policies; being business ambassadors to the community; coordinating with other governments on projects; and submitting an annual Economic Development Position Report to the Village Board at the beginning of the fiscal year.

Attendance and Public Comment Procedures: Public comments will be taken in advance of the meeting via email at abeltran@burr-ridge.gov. Prior to voting on each agenda item, email comments for that agenda item will be read into the record, and the Chairperson will pause to receive any person seeking to address the EDC under Public Comment.

MEETING CANCELLED

DUE TO LACK OF QUORUM

NO MINUTES TAKEN



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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF OCTOBER 6, 2021 MEETING**
- 4. UPDATE ON QUOTES FOR A DOWNTOWN BUSINESS DISTRICT FINANCIAL INCENTIVE POLICY**
- 5. BUSINESS, HOTEL, AND FOOD LICENSE PROCESS IMPROVEMENT**
- 6. 2022 ECONOMIC DEVELOPMENT COMMITTEE DATES AND TIMES**
- 7. OTHER CONSIDERATIONS**
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
October 6, 2021

CALL TO ORDER: Vice Chair Russel Smith called the meeting to order at 5:02. p.m. The meeting was held in person and on Zoom at the Village Hall.

ROLL CALL: **Present:** Trustee Russell Smith, Bhagwan Sharma, Kirsten Jepsen, Debbie Hamilton, and Michael Simmons. Paul Stettin and Ramzi Hassan (arrived 5:09) participated digitally by Zoom.

Absent: Chairman Tony Schiappa, Sam Odeh, and Mark Stangle,

MINUTES: A **MOTION** was made by Mr. Simmons to approve the Minutes from the June 2, 2021 meeting. The **MOTION** was seconded by Mr. Sharma and approved by a vote of 6-0.

DISCUSSION OF THE DEVELOPMENT OF A DOWNTOWN BUSINESS DISTRICT FINANCIAL INCENTIVE POLICY

Mr. Beltran with the establishment of the Downtown Business District officially on October 1, 2021, the Village has the ability to use funds in pursuit of the Business District goals. To ensure funds are used in the best possible manner, the Economic Development Committee should discuss possible criteria, requirements, and scoring for any projects/requests that may arise. He asked that if the Committee agreed, staff could develop a policy in one of two ways: internally or by using a consultant. Mr. Beltran advised engaging a consultant firm to do so as they would have greater expertise in the area than staff. Finally, he stated that if an outside firm is employed that it would be an eligible cost to the Business District both to Financial Policy and to administer it.

Vice-Chair Smith asked if there was an estimation of cost. Mr. Beltran stated that he inquired with SB Freidman on a potential cost but had not heard anything back. Mr. Sharma asked if it could be done as an RFP for the services. Mr. Beltran stated that it is possible to do that but it would take a longer period to develop the RFP, get quotes, and award the contract. Vice-Chair Smith stated that he would like to see a couple quotes for the contract. The Committee concurred with directing Mr. Beltran to try to find additional quotes.

UPDATE ON PUBLIC HEARING PASSED BY VILLAGE BOARD FOR DOWNTOWN DEVELOPMENT MORATORIUM

Vice-Chair Smith stated that the Village Board started the process of the establishing a downtown development moratorium over the same area as the business district. As part of the Village's plan is to rezone the downtown to better reflect the long-term vision of the community, a moratorium would keep any development that would not follow vision. This does not stop development already happening in the downtown, merely new development.

DISCUSSION OF ECONOMIC DEVELOPMENT EVENTS TO HOLD IN 2022

Mr. Beltran stated that in previous years the EDC hosted events. He asked if the Committee were interested in something like that in 2022. Ms. Hamilton stated that in 2019 the last event was a business walk in Village Center where they stopped in at a number of shops to mingle. Mr. Hassan stated that it helped neighboring businesses get out and get to know each other. Mr. Sharma stated

that in the past the Village did realtor events, like a breakfast, as well. Vice-Hair Smith stated that they could do multiple events at different audiences the next year. Mr. Beltran said he would look into coordinating with Hannah Weyant, the Village's Community Engagement Analyst.

OTHER CONSIDERATIONS

Mr. Stettin stated that one economic development idea was to find what industry clusters the Village had and marketing to them. Business like to be near businesses. Mr. Hassan agreed and stated that the Village would need accurate data for it to work.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Mr. Simmons made the **MOTION** to adjourn the meeting to November 3, 2021 at 5:00 pm, **SECONDED** by Mr. Sharma. **APPROVED 7-0**. The meeting was adjourned at 5:38 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Andres Beltran". The signature is fluid and cursive, with the first name "Andres" written in a larger, more prominent script than the last name "Beltran".

Andres Beltran
Economic Development Coordinator



VILLAGE OF BURR RIDGE
MEMORANDUM

TO: Economic Development Committee (EDC)
Trustee Tony Schiappa, Chairman

FROM: Andrez Beltran, Economic Development Coordinator

DATE: November 3, 2021

RE: **Economic Development Committee Agenda Items Summary**

Please find below a brief summary of the agenda items of the November 3, 2021 EDC meeting.

Update on Quotes for a Downtown Financial Incentive Policy

Staff has not heard back on quotes from firms contacted to develop a Downtown Financial Incentive Policy.

Business, Hotel, and Food License Process Improvement

As part of the implementation of the Business License program, staff examined the other licenses issued by the Village for redundancies. Liquor licensing is highly regulated by the State of Illinois and was not examined. Scavenger licenses are not located in the Village and so would not fall under the Business Licensing program. Food Licensing and Hotel/Motel Licensing were the only other two licenses. As both were implemented prior to Business Licensing program, redundancies were identified. Staff recommends eliminating those redundancies and bringing regulations into line with current Village practices. Please see the attached memo for specifics.

Additionally, there is currently no license fee for Food Establishment Licenses. Instead, twice a year health inspections for Food Establishments in Cook County are billed to the Village for \$100, and the Village bills the Food Establishments \$105. Establishing an upfront fee of \$210 would make the process simpler for Food Establishments and the Village. However, research would be needed to understand how this would work with the Cook County contract, as well its effects on Food Establishments in DuPage County. Staff would like direction on how to proceed.

Finally, there are currently no Temporary or Food Truck licensing procedures in the Village. With the growing popularity of events with food vendors that have no physical location in the Village, staff has run into roadblocks in trying to get vendors licensed for sales and safety purposes. Staff would like direction on whether to pursue the creation of a Temporary and/or Food Truck license.

2022 Economic Development Date and Times

The Village is required by law to publish a list of regular scheduled meetings every year. As such, staff needs to confirm the regularly scheduled date and time for the Economic Development Committee for 2022.



MEMORANDUM

TO: Tony Schiappa, Chair; Economic Development Committee
FROM: Andrez Beltran, Economic Development Coordinator
DATE: 11/03/2021
RE: Burr Ridge Licensing Ordinance Merger

As part of the implementation of the Business License program, staff examined the other licenses issued by the Village for redundancies. Liquor licensing is highly regulated by the State of Illinois and was not examined. Scavenger licenses are not located in the Village and so would not fall under the Business Licensing program. Food Licensing and Hotel/Motel Licensing were the only other two licenses. As both were implemented prior to Business Licensing program, redundancies were identified. Staff recommends making the following changes to the Village Municipal Code to streamline the licensing process. The code with revisions marked will be attached.

Municipal Code Chapter 17 – Food Dealers Regulations and Inspections

- 17.12 Hearings
 - Change the person overseeing Hearings from the Village Administrator to the Administrative Adjudication Hearing Officer as it is a Municipal Code violation.
- 17.22 Penalties
 - Remove the current monetary penalty and instead state it is the general penalty as stated in Municipal Code Section 1.06

Municipal Code Chapter 32 – Motels

- 32.02 License Required
 - Remove “Such license shall be issued only to persons of good moral character and any person who shall have been found guilty by a court of competent jurisdiction of any offense denoting moral turpitude is to be presumed, prima facie, to be of bad moral character.” It is duplicate of Chapter 22.06.7
- 32.03 Application For License
 - Remove “if any, or desk clerk or clerks or any other person or persons having charge of the operation of the premises” as unnecessary information with manager and general manager requirements
 - Remove “the maximum number of persons and vehicles to be accommodated; and whether or not kitchen facilities are afforded and if so, the number and location of each such unit.” As information will be covered by the Zoning Ordinance, building permits, and food license requirements.
- 32.04 License Fee
 - Change annual fee from \$50 + \$5/rooms over 10 to no annual fee for 20 or less rooms with a \$5/room over 20.

- This accounts for the \$100 business license so as motels do not end up paying an additional \$100
- 32.05 Transfer of License
 - Eliminate as covered under Chapter 22.21.
- 32.06 Construction requirements
 - Eliminate as building and fire codes will be covered under the respective building and fire codes.
- 32.07 Caretaker
 - Eliminate as outdated standard that has never been an issue.
- 32.08 Cleanliness of Establishment and Surrounding Area
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.10 Maintenance of the Bathroom
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.11 Dangerous Articles, Storage of Inflammable Liquids and Chemicals
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.12 Sheets, Towels, Etc.
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.13 Drinking Containers
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.14 General Maintenance
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances.
- 32.15 Refuse Containers
 - Eliminate as covered by Chapter 22.22 and 22.23 as well as Chapter 38 Nuisances and county health codes.
- 32.17 Fire Extinguishers
 - Eliminate as would be covered under fire codes.
- 32.18 Adequate Heat
 - Examine if needed, and if not already covered under state law
- 32.19 Lobby
 - Eliminate as would be covered under building and zoning ordinances
- 32.20 Rate Notices
 - Eliminate as not enforced and is covered under Chapter 22.14
- 32.21 Fines
 - Replace with language stating the fine is the general penalty stated in Municipal Code Section 1.06
- 32.22 Termination, Revocation or Suspension of a License
 - Eliminate as covered under Chapter 22.14.