



VILLAGE OF BURR RIDGE  
ECONOMIC DEVELOPMENT COMMITTEE  
SPECIAL MEETING



Village Hall – Board Room  
Wednesday, February 5, 2025 – 6:30pm

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- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
- IV. COMMUNICATIONS & REPORTS
- V. CONSIDERATION OF A REQUEST FOR DOWNTOWN  
BUSINESS DISTRICT FUNDING REQUEST FROM  
BROOKHAVEN MARKETPLACE
- VI. OTHER CONSIDERATIONS
- VII. PUBLIC COMMENT
- VIII. ADJOURNMENT

# Economic Development Committee Minutes

## Regular Meeting



Wednesday, November 6, 2024

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### I. CALL TO ORDER

Chair Schiappa called the meeting to order at 6:00 p.m. at the Burr Ridge Village Hall Board Room, 7660 County Line Road, Burr Ridge, Illinois.

### II. ROLL CALL

Present: 5 – Trustee Schiappa, Trustee Smith, Mr. Simmons, Ms. Polanco Webb, Ms. Hamilton (Virtually)

Absent: 1 – Mr. Odeh, Mr. Hassan

Special Projects Manager Hannah Breakey and Village Administrator Evan Walter were also present.

### III. APPROVAL OF MINUTES

A **MOTION** was made by Mr. Simmons and **SECONDED** by Ms. Polanco Webb to approve the minutes of the August 7, 2024 meeting.

The motion was **APPROVED** 5-0.

### IV. COMMUNICATIONS & REPORTS

Ms. Breakey discussed three new businesses that have received business licenses to operate. Studio B Art will have its grand opening on November 16th, while Kingsview Partners Wealth Management is set to host a grand opening on November 7th. The committee members discussed their availability to attend these grand openings. Ms. Polanco Webb and Mr. Simmons both plan to attend both grand openings.

### V. 2025 MEETING DATES

The meeting addressed the proposed 2025 meeting dates, with Ms. Breakey suggesting moving the New Year's Day meeting to January 8 and the July 2 meeting to July 9.

A **MOTION** was made by Mr. Simmons and **SECONDED** by Trustee Smith to approve a motion to adopt the 2025 meeting dates of January 8, 2025, April 2, 2025, July 9, 2025, and October 1, 2025.

The motion was **APPROVED** 5-0.

### VI. DOWNTOWN BUSINESS DISTRICT FUNDING REQUEST

#### A. PUBLIC SAFETY CAMERAS

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Chairman Schiappa introduced the first funding request from the Business District, focusing on expanding the public safety camera system and Village Administrator Evan Walter presented the funding request for the Public Safety Cameras.

The Village currently utilizes Flock cameras, which have proven effective in tracking and reducing vehicle thefts. The proposal aims to add approximately 17 cameras in downtown Burr Ridge, with financial backing from the Village Center, enhancing real-time monitoring and safety in the area. The initiative is backed by a one-time \$50,000 contribution from the Village Center and involves a five-year lease for camera technology at an annual cost of \$85,000, along with a request for \$25,000 in one-time fees for potential additional installations. Village Administrator Evan Walter stated that the police department reports high satisfaction with the system's performance, noting exceptional uptime.

The committee reviewed the camera coverage at key intersections, emphasizing the need for comprehensive monitoring. Village Administrator Evan Walter pointed out that the Flock cameras have a 320-degree vision, ensuring full coverage of critical areas. The pricing structure was also discussed with a plan to include additional cameras if necessary.

Committee members addressed the installation of security cameras in the village center, emphasizing their role in improving safety for both residents and businesses. Committee members questioned why this proposal does not have significant coverage for the County Line Square shopping center included. Village Administrator Evan Walter stated that the Village is hoping to bring a proposal forward soon that has camera coverage in the County Line Square shopping center.

Mr. Simmons asked about additional funding. Village Administrator Evan Walter shared that while some grants were received when cameras were initially installed in the Village in other locations, they do not cover ongoing technology expenses. Ms. Polanco Webb asked if residents could utilize the cameras as a means of security and provided a scenario of car theft. Village Administrator Evan Walter responded that the footage is stored in the cloud for 30 days and that the police department can extract data as part of an investigation.

A **MOTION** was made by Trustee Smith and **SECONDED** by Mr. Smith to approve the request for \$85,000 per year for the next five fiscal years, along with a one-time \$25,000 from the Downtown Business District Fund.

On Roll Call, Vote Was:

**AYES:** Smith, Simmons, Polanco Webb, Hamilton, Schiappa

**NAYS:** None

**ABSENT:** Hassan, Odeh

The motion was **APPROVED** 5-0.

## B. PATHWAY REPLACEMENT & SIDEWALK

Chairman Schiappa introduced the proposal to allocate \$350,000 to replace the pathway on the south side of Lincolnshire Drive and install a full-service crosswalk with lighting and ADA compliance measures at the intersection of Burr Ridge Parkway and Lincolnshire Drive. Village Administrator Evan Walter presented the proposal. He discussed the need to replace the existing worn-out asphalt pathway with concrete, which lasts longer. A new crosswalk

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on the north side of Burr Ridge Parkway is also planned to reduce conflicts between pedestrian and vehicle traffic, featuring safety enhancements like lighting and ADA compliance. There is a lot of traffic going south on Burr Ridge Parkway and most vehicles either turn left into the Village Center or right to go to Chasemoor or the Pace lot. Placing the crosswalk on the north side of the intersection will provide a safer path across Burr Ridge Parkway than if it were installed on the south side.

The Committee discussed the safety concerns for pedestrians crossing Burr Ridge Parkway. Trustee Smith suggested options like a bridge or a tunnel. Ms. Hamilton and Ms. Polanco Webb highlighted the need for additional traffic control measures, such as stop signs or flashing lights, to address the issue of speeding vehicles. Ultimately, there was a consensus on the need for traffic control measures, with suggestions including a stop sign.

Village Administrator Evan Walter noted that he would present traffic control options for the intersection at the next Board of Trustees meeting.

A **MOTION** was made by Trustee Smith and **SECONDED** by Mr. Simmons to approve the request for \$350,000 from the Downtown Business District Fund for replacing the pathway on the south side of Lincolnshire Drive and installing a full-service crosswalk at the intersection of Burr Ridge Parkway and Lincolnshire Drive.

On Roll Call, Vote Was:

AYES: Smith, Simmons, Polanco Webb, Hamilton, Schiappa

NAYES: None

ABSENT: Hassan, Odeh

The motion was **APPROVED** 5-0.

## VII. OTHER CONSIDERATIONS

There were no other considerations.

## VIII. PUBLIC COMMENT

There was no public comment.

## IX. ADJOURNMENT

A **MOTION** was made by Trustee Smith and **SECONDED** by Ms. Polanco Webb to adjourn the meeting at 6:38 p.m.

The motion was **APPROVED** 5-0.

**Respectfully Submitted:** Hannah Breakey

Special Projects Manager



# Village of Burr Ridge

Mayor Gary Grasso

TO: Economic Development Committee  
Chairman Tony Schiappa, Trustee

FROM: Evan Walter – Village Administrator

DATE: January 30, 2025

RE: Staff Report – Application for Business District Funds (Brookhaven Market)

The Village has received an application for Business District funds from Brookhaven Market, located at 100 Burr Ridge Parkway. The store is the largest tenant at the County Line Square shopping center; it has been in operation for approximately 20 years and is owned, in part, by John Manos. County Line Square is owned by Reegs Properties (the Garber family). Brookhaven Market is the Village's only significant grocery store and has indicated that it has existing lease extension options to remain at County Line Square for the long term. It is renovating the store to continue to provide a high-quality shopping environment for its patrons as part of its long-term commitment to the Village.

Brookhaven Market seeks \$400,000 in Business District funding to partially offset the cost of an approximately \$1,800,000 interior renovation and front entrance expansion. Significant elements of the project include a \$700,000 roof replacement, \$375,000 in new refrigeration units, extensive floor replacement, and several site improvements. A complete listing of the project scope, line-item budget, and a project rendering is attached.

Being a grocery store, Brookhaven Market is unique in the Business District in that the Village's existing 1% Business District tax is not levied on most items sold by Brookhaven, meaning that the Business District Fund, as a specific entity, receives very little revenue from the store. However, the Village's General Fund receives 1% of the sale of almost all goods through the state sales tax, making Brookhaven one of the larger sales tax generators in the Village. The State of Illinois plans to rescind the application of its 1% state sales tax on grocery sales effective January 1, 2026, but has provided municipalities with authority to levy a local grocery tax to replace the revenue lost by the end of state sales tax on groceries.

In consideration of the Village's use of Business District funds for this project, the petitioner has indicated that they support the Village establishing a 1% local grocery tax to begin collection on January 1, 2026, to continue to receive revenue from the sale of groceries as it does presently. Staff is not permitted to release the specific amount of sales tax received by Brookhaven but can state that if the Village agreed to the petitioner's full request for \$400,000, it would recoup its investment in about two years.

As part of this project, Brookhaven Market must obtain a minor PUD amendment to accommodate

the expanded front entrance area, as shown in the rendering. The Business District Funding Policy states that all petitioners must obtain zoning approval before receiving any funds from the Village; therefore, any EDC recommendation in favor of investing Business District funds for this project would be held in contingency until after the petitioner obtains zoning approval. In addition, the EDC could recommend that any funds be released on a reimbursement basis, meaning that Brookhaven Market would be required to complete certain phases of work or surpass certain spending levels before accessing Business District funds.

Lastly, while the petitioner has the property owner's consent to apply for Business District funds, there is no indication that the property owner is providing financial support for the project. The staff's preliminary discussion with the petitioner indicated that the petitioner is solely financing the project and seeking the Village's assistance to defray the costs as deemed appropriate.

The petitioner's complete application is attached. The EDC may seek additional information as it requires to make a determination and then forward a recommendation for approval (with or without conditions or changes) or disapproval to the Board of Trustees for final consideration.

cc: Janine Farrell – Community Development Director  
Ella Stern – Planner



January 30, 2025

Evan Walter  
Village Administrator  
Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, Illinois, 60527

RE: Downtown Business District Funding – Brookhaven Market

Evan:

Please be advised that the undersigned is the attorney for CJAJ, Inc. d/b/a Brookhaven Market Place III (“Brookhaven”), the operator of the Brookhaven Market located at 100 Burr Ridge Parkway. Pursuant to the Village’s Downtown Business District Funding (“DBDF”) Policy (“Policy”), Brookhaven is submitting a request for Four Hundred Thousand and 00/100 Dollars (\$400,000.00) to assist with the performance of exterior and interior improvements to the Brookhaven Market. The amount requested is only a small portion of the 1.8 Million Dollar investment Brookhaven is undertaking. In support of this request, we submit the following responses to the Section 5 – Evaluation Criteria of the Policy:

5.1.1 Qualification Assessment

a. Is the project in the Downtown Business District?

Response: Yes, the project entails exterior and interior improvements of the Brookhaven Market grocery store which is located within the Downtown Business District’s boundaries. A rendering of the proposed building improvements is attached as “Exhibit A.”

b. Is the funding request for an eligible project?

Response: Yes, the project involves renovating, rehabilitating, and reconstructing an existing building, improvements, and fixtures within the Downtown Business District, as defined and permitted by Section 2.2.5 of the Policy. Professional service costs incurred as part of the project are also permitted pursuant to 2.2.1 of the Policy. A list of eligible project costs is attached hereto as “Exhibit B.”

c. Has the applicant demonstrated their eligibility for a funding request?

Response: Yes, Brookhaven is an eligible applicant. No conflict of interest exists (Section 3.1), the project complies with Village codes (Section 3.2), all taxes and fees are paid up to date (Section 3.3), the property owner has granted Brookhaven authorization to file this request (Section 3.4) pursuant to the consent attached hereto as “Exhibit C.” However, the property owner has declined to participate financially in any of the project improvements.

5.1.2 Business District Objectives

a. Objective 1: Enhance the Village’s tax base by encouraging investment and redevelopment within the proposed Business District.

Response: The planned renovations represent a significant reinvestment in the property, enhancing its value and attracting more customers to the area. Increased foot traffic and sales from the grocery store could generate higher sales tax revenues for the Village. Additionally, this investment could set a precedent, encouraging neighboring businesses within the District to undertake similar improvements, fostering broader economic revitalization. Finally, Brookhaven acknowledges its vital role in the Village and expresses its willingness to support the continuation of a 1% grocery sales tax after the State of Illinois eliminates its grocery tax on January 1, 2026. This reflects Brookhaven's commitment to the ongoing growth and prosperity of the Village and its residents.

b. Objective 2: Foster the construction, improvement, replacement and/or repair of public infrastructure.

Response: The proposed exterior improvements, including concrete curbs, sidewalks, paving, and electrical work, align with infrastructure enhancement goals. While these improvements are located on private property, the upgrades will likely improve accessibility and safety for customers of the entire shopping center, contributing to the overall attractiveness and functionality of the District.

c. Objective 3: Provide improved pedestrian and bicycle access throughout the proposed Business District.

Response: Similar to Objective 2, the exterior paving and sidewalk improvements will facilitate safer and more efficient pedestrian movement to and around the property.

d. Objective 4: Promote the improvement of façades and signage within the proposed Business District.

Response: Exterior enhancements such as stucco, paint, awnings, and updated signage contribute to a more visually appealing façade, enhancing the store's curb appeal. These changes create a modern, cohesive look for the property, aligning with the aesthetic goals of the District. Attractive signage and façade improvements will also draw attention from passersby, potentially increasing foot traffic, not only for the grocery store, but for surrounding businesses as well.

e. Objective 5: Promote private investment within the Village.

Response: The scale of the proposed renovations reflects a significant private investment in the grocery store, demonstrating confidence in the long-term viability of the Downtown Business District. This investment could have a ripple effect, encouraging other property owners and businesses to follow suit, fostering a culture of redevelopment.

### 5.1.3 Strategic Vision Alignment

Does the project demonstrate furtherance of the Village's Strategic Vision? List answers for each Vision, along with any supporting evidence, studies, etc. as to how the application aligns with each element of the Village's Strategic Vision.

#### 5.1.3.1 Vision 1: High-Performing and Engaged

Brookhaven Market serves as a critical resource for the Village as its only grocery store. Enhancing the building and services will ensure the store continues to meet the community's needs efficiently and effectively. The proposed improvements indirectly support community engagement by maintaining a key location for residents to access essential goods.



#### 5.1.3.2 Vision 2: Financially-Sustainable Future

The inclusion of energy-efficient equipment, such as new rooftop condensers, compressors, and refrigerated cases, supports a financially sustainable future. These upgrades will reduce operational costs through energy savings and demonstrate the store's commitment to efficient resource management. The renovations also ensure the store remains competitive, contributing to stable and predictable revenue for the business and associated tax contributions to the Village.

#### 5.1.3.3 Vision 3: Proactive Infrastructure Management

The exterior improvements, including paving, curbs, and sidewalks, reflect proactive infrastructure management. These upgrades are preventative, designed to ensure the long-term functionality and aesthetics of the property. By addressing potential wear and tear before it becomes problematic, the project aligns with the Village's goal of maintaining high-quality infrastructure.

#### 5.1.3.4 Vision 4: Community-Focused Development

As the Village's only grocery store, the planned renovations contribute directly to community-focused development. The enhancements to the existing facility will improve the overall shopping experience, ensuring residents continue to have convenient access to essential goods in a well-maintained and appealing environment. The improvements will also boost the perception of the Downtown Business District as a vibrant and desirable area for commerce.

#### 5.1.3.5 Vision 5: Secure and Healthy Neighborhoods

The renovation indirectly supports a healthy community by ensuring the continued operation of a grocery store within the Village. The store provides access to fresh and essential goods, which is a critical component of community health and well-being.

Thank you for your consideration of this request. Attached for your review are the documents that relate to this application. Should you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,



James E. Olguin

Item	Phase	Description	Cost
1	Exterior	Window Graphics	\$ 7,000
2	Exterior	Design Fees	\$ 10,000
3	Exterior	Electrical	\$ 10,000
4	Exterior	Awnings / Vestibule	\$ 25,000
5	Exterior	Stucco / Paint	\$ 35,000
6	Exterior	Signage	\$ 40,000
7	Exterior	Concrete Curbs / Sidewalk	\$ 45,000
8	Exterior	Paving	\$ 80,000
9	Exterior	Roof	\$ 740,000
<b>TOTAL</b>			<b>\$ 992,000</b>

10	<i>Interior 1</i>	<i>Rooftop Condensor (COMPLETE)</i>	<i>\$ 40,000</i>
11	<i>Interior 1</i>	<i>New Compressor / Rack (COMPLETE)</i>	<i>\$ 20,000</i>
13	Interior 1	Floor Resurfacing (33%)	\$ 25,000
12	Interior 1	Design Fees	\$ 45,000
15	Interior 1	Appliance Install	\$ 95,000
14	Interior 1	New Frozen / Refrigeration	\$ 275,000
<b>TOTAL</b>			<b>\$ 440,000</b>

18	Interior 2	Liquor Fixtures	\$ 50,000
19	Interior 2	Floor Resurfacing (67%)	\$ 50,000
16	Interior 2	Interior Painting	\$ 60,000
17	Interior 2	Décor Signage	\$ 100,000
20	Interior 2	New Frozen / Refrigeration	\$ 100,000
<b>TOTAL</b>			<b>\$ 360,000</b>

<b>TOTAL SPENT</b>			<b>\$ 60,000</b>
<b>TOTAL REMAIN</b>			<b>\$ 1,792,000</b>
<b>TOTAL</b>			<b>\$ 1,852,000</b>

EXHIBIT A

exterior window  
graphics

exterior window  
graphics

exterior window  
graphics

exterior window  
graphics



Graphics 1

## EXHIBIT C

Evan Walter  
Village Administrator  
Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, Illinois, 60527

Re: Authorization for Downtown Business District Funding Request Submission

Evan,

As the authorized representative of the owner of the property located at 100 Burr Ridge Parkway, I hereby authorize CJAJ, Inc. d/b/a Brookhaven Market Place III ("Brookhaven"), a tenant of the aforementioned property, to submit a funding request under the Downtown Business District Funding (DBDF) Policy.

This authorization extends to all aspects of the application process, including providing necessary documentation and engaging in communications with the Village of Burr Ridge staff, Economic Development Committee, and the Board of Trustees.

By granting this authorization, I confirm my full consent and support for Brookhaven to proceed with the funding request as part of their planned renovations and improvements.

If further information or documentation is required, please feel free to contact me.

Sincerely,



John Garber

## **Downtown Business District Funding (“DBDF”) Policy**

### **1 PURPOSE**

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The purpose of the Downtown Business District Funding (“DBDF”) Policy is to provide a general framework of guidelines and standards for accessing Business District funds. This policy ensures alignment with the objectives established in the Business District Plan and the Board of Trustees Strategic Vision, supporting the revitalization of the Business District and the Board’s vision for the overall direction of the community. Through this policy, the Village of Burr Ridge (“Village”) ensures that eligible projects contribute to the redevelopment needs of the Business District as outlined in the [Downtown Business District Plan](#):

- a. Rehabilitation of existing buildings.
- b. Infrastructure and capital improvements;
- c. Resources for new commercial and mixed-use development; and
- d. Site preparation.

### **2 PROJECT QUALIFICATIONS**

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#### **2.1 LOCATION**

Projects must be within the Burr Ridge Downtown Business District as described in Section 7.

#### **2.2 ELIGIBLE COSTS**

Projects must meet reimbursement standards outlined in the State of Illinois Business District Act, 65 ILCS 5/Art. 11 Div. 74.3. Preference is given to projects involving public-private partnerships (PPPs). Eligible costs include but are not limited to:

##### **2.2.1 Professional Services**

Costs of studies, surveys, development of plans and specifications, implementation and administration of a plan, and personnel and professional service costs including architectural, engineering, legal, market, financial, planning, or other professional services, provided no charges for professional services may be based on a percentage of tax revenues received by the municipality.

##### **2.2.2 Property Assembly**

Property assembly costs, including but not limited to, acquisition of land and other real or personal property or rights or interests therein, and specifically including payments to developers or other nongovernmental persons as reimbursement for

## **Downtown Business District Funding (“DBDF”) Policy**

property assembly costs incurred by that developer or other nongovernmental person.

### **2.2.3 Site Preparation**

Site preparation costs including but not limited to, clearance, demolition or removal of any existing buildings, structures, fixtures, utilities, and improvements, and clearing and grading of land.

### **2.2.4 Public Infrastructure Installation, Repair, or Construction**

Costs of installation, repair, construction, reconstruction, extension, or relocation of public streets, public utilities, and other public site improvements within or without the business district which are essential to the preparation of the business district for use in accordance with the business district plan, and specifically including payments to developers or other nongovernmental persons as reimbursement for site preparation costs incurred by the developer or nongovernmental person.

### **2.2.5 Renovation or Rehabilitation of Existing Building, Improvements, and Fixtures**

Costs of renovation, rehabilitation, reconstruction, relocation, repair or remodeling of any existing buildings, improvements and fixtures within the business district, and specifically including payments to developers or other nongovernmental persons as reimbursement for costs incurred by such developer or nongovernmental person.

### **2.2.6 Construction or Installation of Buildings, Improvements, Fixtures, Equipment or Utilities**

Costs of installation or construction within the business district of buildings, structures, works, streets, improvements, equipment, utilities, or fixtures, and specifically including payments to developers or other nongovernmental persons as reimbursements for such costs incurred by such developer or nongovernmental person.

### **2.2.7 Financing Costs**

Financing costs, including but not limited to all necessary and incidental expenses related to the issuance of obligations, payment of any interest on any obligations issued under the Act that accrues during the estimated period of construction of any redevelopment project for which obligations are issued and for not exceeding 36 months thereafter, and any reasonable reserves related to the issuance of those obligations.

## **Downtown Business District Funding (“DBDF”) Policy**

### **2.2.8 Relocation Costs**

Relocation costs to the extent that a municipality determines that relocation costs shall be paid or is required to make payment of relocation costs by federal or state law.

### **2.3 INELIGIBLE PROJECTS**

Projects not compliant with reimbursement standards or other relevant laws are ineligible for reimbursement.

## **3 APPLICANT ELIGIBILITY**

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### **3.1 CONFLICT OF INTEREST CLAUSE**

Elected officials, employees, or consultants with direct or indirect property interests in the Business District are ineligible to receive Business District funds.

### **3.2 CODE COMPLIANCE**

Projects must meet or exceed applicable zoning, building, and safety codes. Eligible projects must receive approval from the appropriate governing body, including, but not limited to, the Plan Commission/Zoning Board of Appeals and the Board of Trustees.

### **3.3 TAX & FEE REQUIREMENTS**

All taxes, applicable fees, or other debts owed to the Village by the applicant or parties of interest are paid up to date.

### **3.4 OWNERSHIP AUTHORIZATION**

Applicants must own the project property or have permission from the property owner. This includes the owner of record, beneficial owner of a trust, or a person having made an offer, which offer has been accepted, to purchase the subject real estate. If the applicant does not own the property but is a prospective purchaser of the property, then a fully executed contract to purchase the subject property may substitute.

### **3.5 FINANCIAL DISCLOSURE**

Applicants must provide project financing and financial information. The Village reserves the right to obtain outside evaluation of relevant financial information to evaluate the financial soundness of a project or applicant, including the creditworthiness of the project and its interested parties.

## **Downtown Business District Funding (“DBDF”) Policy**

### **3.6 PREVAILING WAGE COMMITMENT**

All projects must comply with the Illinois Prevailing Wage Act, where applicable.

## **4 APPLICATION PROCESS**

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### **4.1 SUBMISSION**

Applications shall be accepted on a rolling basis as Downtown Business District funds are available. Applications will be considered on a first come, first served basis. Applicants must submit a completed application package which incorporates and addresses all requested information including, but not limited to, an application form, demonstrating that the project meets all qualifications, answering all questions in the Evaluation Criteria (see below), and other documents that may be required to evaluate the project. The application will be reviewed by Village staff to determine if the application is complete.

### **4.2 ADMINISTRATIVE REVIEW**

Village staff shall review the request within 30 days of submission of all required information. If additional information is required, staff will advise the applicant of the information required. Additional information, if requested, must be submitted within 30 days.

The Village may determine it will be necessary to employ third-party consultants to review and analyze, and/or prepare reports or draft documents relative to the request or its approval.

If it is determined that the application is complete and has merit, a notice of future meetings at which the Economic Development Committee will review the application will be provided to the applicant.

The Chair of the Economic Development Committee may request a meeting with the applicant prior to review by the full committee.

### **4.3 ECONOMIC DEVELOPMENT COMMITTEE**

The funding request shall be forwarded to the Economic Development Committee for its review and recommendation. The Economic Development Committee shall make a recommendation to the Board of Trustees that will determine eligibility of the project and the amount of assistance recommended.

Upon recommendation by the Economic Development Committee, Village staff may coordinate with the Village attorney and third-party consultants to prepare all necessary documents regarding the request.



## **Downtown Business District Funding (“DBDF”) Policy**

### **4.4 BOARD OF TRUSTEES REVIEW TIMELINE**

Applications for funding shall be considered by the Board of Trustees after a formal recommendation by the Economic Development Committee and preparation of all necessary documentation regarding the request.

## **5 EVALUATION CRITERIA**

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The Board of Trustees delegates the Economic Development Committee to review the application and forward a recommendation for approval without conditions; approval with conditions or changes; or disapproval to the full Board of Trustees. The Board of Trustees will make all final determinations regarding application approvals. The Economic Development Committee will use the following Evaluation Criteria for each project request and make a recommendation to the Board of Trustees:

### **5.1.1 Qualification Assessment**

The project must meet the standards established in the Project Qualifications section of the DBDF Policy.

- a. Is the project in the Downtown Business District?
- b. Is the funding request for an eligible project?
- c. Has the applicant demonstrated their eligibility for a funding request?

### **5.1.2 Business District Objectives**

The project must align with the objectives of the Business District Plan. How will the application meet each of the five Objectives? List answers for each Objective. If the application will not meet a specific Objective, please write “N/A”.

- a. Objective 1: Enhance the Village’s tax base by encouraging investment and redevelopment within the proposed Business District.
- b. Objective 2: Foster the construction, improvement, replacement and/or repair of public infrastructure.
- c. Objective 3: Provide improved pedestrian and bicycle access throughout the proposed Business District.
- d. Objective 4: Promote the improvement of façades and signage within the proposed Business District.
- e. Objective 5: Promote private investment within the Village.

### **5.1.3 Strategic Vision Alignment**

Does the project demonstrate furtherance of the Village’s Strategic Vision? List answers for each Vision, along with any supporting evidence, studies, etc. as to how the application aligns with each element of the Village’s Strategic Vision.

## **Downtown Business District Funding (“DBDF”) Policy**

### **5.1.3.1 Vision 1: High-Performing and Engaged**

Burr Ridge will provide effective and efficient services focused on continuous improvement with high levels of constituent service, an engaged and supported staff, as well as accessible community engagement.

### **5.1.3.2 Vision 2: Financially-Sustainable Future**

Burr Ridge will be a responsible and transparent steward of all public dollars, creating a strong financial architecture through stable and predictable planning with diverse sources of revenue.

### **5.1.3.3 Vision 3: Proactive Infrastructure Management**

Burr Ridge will regularly assess the condition of its infrastructure, identify capital needs, and secure funding sources to maintain, improve, and expand its infrastructure to meet the needs of the community.

### **5.1.3.4 Vision 4: Community-Focused Development**

Burr Ridge will maintain strong neighborhood standards and character and create complementary value for the community through focused residential and commercial development.

### **5.1.3.5 Vision 5: Secure and Healthy Neighborhoods.**

Burr Ridge will proactively protect the safety of all constituents, including identifying ways to minimize the impacts of criminal activity as well as environmental impacts on the community.

## **6 ADDITIONAL PROVISIONS**

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The adoption of these policies by the Village of Burr Ridge should not be construed as providing a developer, applicant, or business with any legal or equitable right to the approval of an application for the Downtown Business District. All applications will be considered on a case-by-case basis and approval shall be granted at the sole discretion of the Village Board of Trustees. Approval of the application rests solely with the Village Board of Trustees and the applicant and any related party(ies) shall not be entitled to rely on any recommendation from the Village’s Economic Development Commission, Village Staff, or any other party prior to such approval. The Village reserves the right to amend, alter or appeal these policies at any time, and the adoption of these policies shall not be construed as creating any limitation on the ability of the Village Board of Trustees to amend, alter, or repeal them.

## Downtown Business District Funding (“DBDF”) Policy

### 7 PARCEL PINS IN THE DOWNTOWN BUSINESS DISTRICT

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18303000240000	18303000480000	18303030150000
18303000260000	18303000500000	18303030160000
18303000320000	18303010010000	18303030170000
18303000370000	18303010020000	18303030190000
18303000380000	18303020010000	18303030200000
18303000390000	18303020020000	18303040030000
18303000400000	18303020030000	18303040040000
18303000410000	18303020040000	18303050010000
18303000420000	18303030060000	18303050030000
18303000440000	18303030090000	18303050040000
18303000450000	18303030100000	18303050050000
18303000470000	18303030110000	18303000581000

Downtown Business District Funding (“DBDF”) Policy

Downtown Business District Map



- Proposed Business District Boundary
- Proposed Business District Parcels