

## **WEST DUNDEE BUSINESS ATTRACTION AND RETENTION INCENTIVE PROGRAMS**

The Village of West Dundee is committed to working with new and existing businesses to improve and grow the local economy and to enhance the character of the community. The following programs are designed to assist with business attraction and retention. Programs can be combined, tailored, and enhanced dependent upon individual circumstances. Please contact the Community Development Department to discuss your objectives, your needs and additional program details.

### ***1. Façade Improvement Grant***

Designed to enhance the physical appearance of businesses along the Village's most public auto and pedestrian corridors. Improvements can range from minor repairs to complete façade renovation and may include:

- Brick cleaning and tuck pointing
- Window display area remodeling
- Awnings, canopies and lighting
- Window and door replacement
- Restoration of original architectural features
- Façade Improvements visible from the street

### ***2. Code Compliance Grant***

Assists businesses with required code upgrades and to encourage and assist owners to make public safety improvements to existing buildings or properties that are non-conforming. Improvements may include:

- Upgrading fire suppression system to code compliance
- Upgrading utilities to code compliance
- Upgrading building to code compliance, i.e. plumbing, electrical, etc.
- Upgrading to ADA Handicap accessibility (ramps, doors, elevators, etc.)

### ***3. Revenue Generation Incentive Grant***

A tax sharing program to encourage existing businesses to continue to invest and grow their revenue stream and incentivizes new businesses to locate in West Dundee.

### ***4. Façade and Electrical Improvement, Low Interest Loan***

Designed to assist with façade renovations and utility relocation. Eligible improvements include:

- Electrical utilities
- Exterior Lighting
- Awnings and canopies
- Exterior Painting
- Masonry cleaning and tuck pointing
- Window and/or door replacement
- Restoration of original architectural features

### ***5. Economic Development Assistance Loan***

Designed to attract new businesses or to encourage the expansion/retention of existing businesses by stimulating private sector economic activity. Priority will be given for those projects which have the greatest potential for long-term job creation and retention and those that will result in increased Village revenues through increased property and/or sales taxes. Loan proceeds may be used for the following purposes:

- Land Improvements
- Leasehold improvements
- Working capital and inventory purchase
- Building Construction
- Purchase of machinery and equipment
- Purchase and renovation of a building

## 1. Façade Improvement Grant

### A. Target Area

The building(s) or project for which assistance is sought through this program must be located within the corporate limits of the Village of West Dundee.

### B. Purpose of Program

The Façade Improvement Grant is designed to enhance the physical appearance of private businesses along the Village's most public auto and pedestrian corridors. The intent of this program is to encourage and assist owners of these highly-visible properties to make improvements which enhance the overall economic vitality and character of the Village.

### C. Type of Assistance

Owners of property of businesses located within the Village of West Dundee who complete improvements costing a minimum of \$1,000 may receive a grant not to exceed twenty-five percent (25%) of the cost of improvements. Improvements must be approved in advance, and each eligible improvement will be funded only once. However, an applicant may present a project in phases, with completion scheduled within two years. Façade renovations of upper floors may be eligible if first floor improvements are included in the project or if the existing ground floor is compatible with the original building architecture as determined by the Village's Appearance Review Commission.

### D. Eligible Improvements

The program is designed for improvements ranging from minor repairs to complete façade renovation. Eligible improvements include brick cleaning and tuck pointing, window display area remodeling, exterior lighting, window and/or door replacement, awnings, restoration or original architectural features, and other improvements that are visible from the street and have a positive impact on the appearance of the building. Awnings and canopies may be used as a design element if those features are compatible with the original building design and complement the building's architectural features. All facades generally visible from a public right-of-way, including front, sides and rear of building, are eligible for the Façade Improvement Grant. Detailed architectural design work is an eligible cost under the program.

### E. Ineligible Improvements

Mansard roofs and fixed shingle canopies will not be eligible costs under the program. Sandblasting of brick will not be funded under the program, and the program will not participate in any project which includes sandblasting, or any other abrasive cleaning method. It is also not the purpose of the program to finance ongoing improvements which may be considered part of the building's regular maintenance.

### F. Eligibility of Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business located within a commercially zoned property. Business owners

who are tenants of a building for which improvements are planned must provide written consent from the building owner for all proposed improvements. The tenant applicant must have at least a five-year lease at the business location in order to apply.

#### G. Application Process

Pre-application meeting is required. Projects may also require review by the Appearance Review Commission. Color elevations and project budget must be submitted to be considered for funding. Letter of intent and complete application also required.

## 2. Code Compliance Grant Program

#### A. Target Area

Buildings and properties for which assistance is sought must be located within the Corporate Limits of the Village of West Dundee.

#### B. Program Purpose

The Code Compliance Grant Program is designed to assist private property owners proposing a new business or business expansion that requires a significant upgrade in order to comply with Village building codes. The intent of this program is to encourage and assist owners to make public safety improvements to existing buildings or properties that are non-conforming.

#### C. Type Of Assistance

After approval in the program, property owners may receive matching funds not to exceed twenty-five (25%) of the project cost, for code related items only, per location.

#### D. Eligibility Of Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business located within a commercially zoned property. Business owners who are tenants of a building for which improvements are planned must provide written consent from the building owner for all proposed improvements. The tenant applicant must have at least a five-year lease at the business location in order to apply.

#### E. Eligible Improvements

- Upgrading fire suppression system to code compliance
- Upgrading utilities to code compliance
- Upgrading building to code compliance – plumbing, electrical, etc...
- Upgrading to ADA Handicap accessibility (ramps, doors, elevators, etc...)

Architectural and other design work is an eligible cost under the program however, architectural drawings are not required. Potential enhancements visible from a public right-of-way require approval from the Appearance Review Commission. All work funded under the Code Compliance Grant Program is required to conform to all applicable codes and ordinances.

F. Ineligible Improvements

It is not the purpose of the program to finance all tenant improvements or ongoing improvements which could be considered part of a building's routine maintenance. Building additions shall not be funded. Each eligible improvement shall be funded by the program only once.

G. Application Process

A pre-application meeting and a site inspection is needed to be considered for this program. Applicants do not have to be in complete code compliance at the time of application for the program but must be compliant on the building exterior before reimbursement can be made to the business.

All required work shall be completed within one year of execution of the grant agreement. When applicable, building permits shall be obtained by the applicant before the work begins.

All projects must apply for a certificate of occupancy, if none exists for current uses in the building. Applicants must submit a project budget, letter of intent and application.

### **3. Revenue Generation Incentive Grant**

A. Target Area

Buildings and properties for which assistance is sought must be located within a commercially zoned area in the Corporate Limits of the Village of West Dundee.

B. Program Purpose

The Revenue Generation Incentive Grant is designed to encourage existing businesses to grow their revenue stream and attract new businesses to West Dundee. The intent of this program is to provide an incentive program to enhance the overall economic vitality of the Village.

C. Type Of Assistance

After approval in the program, property owners may receive a rebate of a percentage of the local sales tax or other revenue sources with an incremental increase over the base year. The term of the agreement will be five years with annual performance reviews and cap on rebate amount not to exceed fifty percent (50%) in any given year at the discretion of the Board. The base year will be the year the request is made.

D. Eligibility Of Applicants

Eligible applicants include the owner of a commercial building or the owner of a retail business located within a commercially zoned property. Business owners who are tenants of a building for which incentives are sought must have at least a five-year lease at the business location in order to apply.

E. Application Process and Administrative Procedures

A pre-application meeting is required for all potential candidates. A letter of request should be submitted to the Director of Community Development. Applicants will also be required to submit sales tax revenue projects along with a detailed budget for all planned improvements.

**4. Façade and Electrical Program Low Interest Loan**

A. Target Area

The building(s) or project for which assistance is sought through this program must be located within the B1 zoning district or the historic areas of the incorporate limits of the Village of West Dundee.

B. Purpose of Program

The Façade and Electrical Program Low Interest Loan Program is designed to enhance the physical appearance of private businesses in the historic areas of the Village. The intent of this program is to encourage and assist owners of older properties with improvements to underground electrical services from current overhead service and to upgrade the exposed exterior surface of building for any façade fronting the public street to enhance the overall economic vitality and character of the Village.

C. Type of Assistance

Owners of property of businesses located within the Village of West Dundee are eligible for loans for up to \$15,000. The interest rate for the loan is 3%.

D. Eligible Improvements

Eligible improvements include improvements to underground electrical services from current overhead service and for façade enhancements to the exterior façade facing a public street from exterior grade to roofline. Projects include structural and decorative element repair or replacement, window replacement, masonry cleaning, tuck pointing, exterior lighting, awning signs, windows and door replacement, painting, and awnings and canopies.

E. Ineligible Improvements

Roof repairs, projects that reduce the amount of storefront window coverage and signage unless displayed on awnings will not be eligible costs under the program.

F. Eligibility of Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business located within a commercially zoned property. Business owners who are tenants of a building for which improvements are planned must provide written consent from the building owner for all proposed improvements. The tenant applicant must have at least a five-year lease at the business location in order to apply and must be

able to provide adequate collateral coverage for the loan.

G. Application Process.

Pre-application meeting is required. Color elevations, project budget, letter of intent and complete application must be submitted to be considered for funding. Credit check authorization and direct debit required. Projects may also require review by the Appearance Review Commission.

**5. Economic Development Assistance Loan**

A. Target Area

Buildings and properties for which assistance is sought must be located within the Corporate Limits of the Village of West Dundee.

B. Program Purpose

The Economic Development Assistance Program is designed to generate new business within the Village or to encourage the expansion/retention of existing businesses. The Program attempts to stimulate private sector economic activity, expand the Village's commercial tax base, and to retain and expand business and employment opportunities within the Village of West Dundee.

C. Type Of Assistance

The maximum loan available from the program is \$250,000 or 40% of the total project cost. The minimal loan amount is \$10,000. The interest rate shall be fixed at 50% of the Prime Rate at the date of the application but shall not be less than 3.0%. The term of the loan shall not exceed 10 years.

D. Eligibility Of Applicants

Eligible applicants include the owner of a commercial building or the owner of a commercial business located within a commercially zoned property. Business owners who are tenants of a building for which improvements are planned must provide written consent from the building owner for all proposed improvements. The tenant applicant must have at least a five-year lease at the business location in order to apply. The applicant must provide a personal guarantee and adequate collateral, credit check and direct debit required.

E. Eligible Improvements

Loan proceeds can be used for land improvements, purchase and renovation of buildings, purchase of machinery and equipment (useful life of 5 years), building construction, leasehold improvements, working capital (no more than 20% of the amount of the loan).

F. Ineligible Improvements

Costs incurred prior to the submittal of the application, distribution or payments to owners and shareholders and payment of delinquent taxes are ineligible expenses. The program also does not allow for more than 25% of loan proceeds for refinancing of existing debt.

G. Application Process and Administrative Procedures

Applicants should request a pre-application meeting to discuss project and eligibility parameters. All loan applications will be reviewed by a loan committee consisting of Village staff and a loan officer at the designated financial institution which serves as the Village's Municipal Depository. Applicants are required to complete an application and submit a list of several documents including but not limited to a business plan, project budget, company and personal financial statements and details of other financing commitments both private and business. Applicants are required to submit to a credit check and provide a non-refundable loan origination fee of \$250 upon submission of application.