



Village of Arlington Heights
Arlington Economic Alliance
Commissions Room, 2nd Floor
August 21, 2019
7:30 AM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 7/17/19

IV. REPORTS

- A. Introduction of New Members

V. OLD BUSINESS

- A. Downtown Construction Update
- B. Downtown Signage Update
- C. Buy Local Program Update

VI. NEW BUSINESS

- A. Arlington Economic Alliance Budget - 2020

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Arlington Economic Alliance
8/21/2019

Item: Minutes 7/17/19

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE HELD ON JULY 17, 2019 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:

Scott Whisler – Chairman
Rich Casey
Tony Guido
Matt Fink
Brian Roginski
Andi Ruhl
Andrew Stengren

MEMBERS ABSENT:

Rex Paisley
Dave Parulo
Jon Ridler

STAFF PRESENT:

Michael Mertes – Business Development Coordinator

ALSO PRESENT:

Scott Rowader, Special Events Commission
Melissa Cayer, Resident
Keith Moens, Resident

Call to Order

Chairman Whisler called the meeting to order at 7:33 AM.

Approval of Minutes – June 19, 2019

The meeting minutes of the June 19, 2019 Arlington Economic Alliance meeting were reviewed.

MATT FINK MOVED AND ANDI RUHL SECONDED A MOTION TO APPROVE THE DRAFT JUNE 19, 2019 ARLINGTON ECONOMIC ALLIANCE MEETING MINUTES. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

Development Update

On July 15, the Village Board approved Sigwalt 16, the 16-unit rowhome development proposed on the southernmost acre of Block 425. Raising Cane's, a fast casual chicken tender restaurant, also received Village Board approval on July 15 to construct an outlot building, with drive-thru, at the Town & Country shopping center. The Village Board held their annual strategic planning meeting on July 9. The Village Manager confirmed that the Mayor and Trustees received the letter from the Economic Alliance, formally approved by the Commission in May, in which the Alliance highlighted economic development areas for consideration over the next year. The Manager's office is currently working on a summary of the Board's feedback.

In response to Chairman Whisler's questions, Mr. Mertes said that groundbreaking dates for all approved development on Downtown Block 425, and the corner of Hickory & Kensington, is to be determined. Chairman Whisler added that Mitsuwa Marketplace has updated their façade. Mr. Fink asked about any status with the Village-owned parcel at the northeast corner of Arlington Heights Road & Golf Road. Staff is currently working with a developer on recruitment of potential users for the vacant site. In regards to Mr. Rowader's question about any movement at Southpoint, Mr. Mertes responded that Dogtopia was recently approved for a special use at this

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shopping center. A northerly portion of the Southpoint parking area has also received approval to be subdivided in order to construct an outlot building. Village Staff remains in contact with the property owners.

Downtown Construction Update

Updates from Village Staff continue to be e-mailed to Downtown business owners and other stakeholders. At least six updates have been disseminated since the previous Alliance meeting on June 19. In the past few weeks, sewer work east of the Campbell & Vail intersection has been completed. As for upcoming work, during the week of July 17 concrete sidewalk and curb restoration, including brick paver restoration, is scheduled to take place on Campbell between Chestnut and Dunton.

During the following week, asphalt pavement restoration is scheduled to take place on Chestnut between Campbell and Wing and to take place on Campbell Street between Ridge and Dunton. Through traffic on Campbell will be detoured to Sigwalt, where local traffic will be allowed. The project goal is to complete the sewer work and pavement restoration on Campbell, east of Chestnut through to the east of Vail, before August 1 to allow for the setup of the Mane Event and the Taste of Arlington Heights. Finally, it is not anticipated that IDOT work on Northwest Highway will occur in the Downtown until at least later in August.

Mr. Stengren pointed out that he has not heard many complaints from the business community regarding the construction thus far. He has been receiving the emails and seeing the posts on the Village's Facebook page. Getting the word out to the community has likely made a difference. Mr. Roginski mentioned that he had an issue with sections of street at Vail & Campbell not being replaced prior to the previous weekend, but he spoke with a representation of Public Works about it. More signage directing customers where to park was also suggested.

Downtown Signage Update

Village Staff's recommendation for the Vail Garage parking system is tentatively slated to go before the Village Board on August 5 (note: this has since been moved back). Discussions also continue with the bidder for Downtown parking signage involving six pole signs (five for the lots and one for the underground garage), as well as the blade signs on both the Vail and North garages. Chairman Whisler asked about the timeline and requirements laid out in the RFP for the pole and blade signs. The timeline for the overall installation is to have all signage in place by the end of the year.

Ms. Ruhl expressed concern hearing from businesses in other communities that Arlington Heights is "hard to work with". She does not necessarily agree with that sentiment, but is concerned about the perception. Additionally, Mr. Mertes said that Public Works plans to have bids go out soon regarding the painting of the Vail Garage walls and stairwells.

Buy Local Program Update

Mr. Mertes explained that he is still working on program implementation and working with the Village's In-House Counsel through potential legal issues. Examples include ensuring that Staff is not actually "selecting" the winner. In terms of needing to select a random "winner", Ms. Ruhl recommended using an app with a random number generator. She also mentioned that she investigated the "3/50 Project" over the past month and expressed admiration for the concept. The "3/50 Project" is an NFP created to encourage people to support local businesses by visiting at least three independent merchants every month, and spending at least \$50 at those stores.

Mr. Rowader also inquired about the possibility of having a grand prize as part of the Arlington Heights buy local program, and if that could be tied-in to the annual Tree Lighting ceremony as a kick-off to the holiday season. Mr. Mertes responded that this could certainly still be a consideration.

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Summary of the Permitting Process

Mr. Mertes gave an overview of how building permit applications are submitted and reviewed by various departments, before the issuance of said permits. Six sets of plans, and along with an application, need to be submitted showing the work being done, so that various departments can review for their Code requirements. Separate applications may be needed for plumbing, for electric, and for other aspects of the work. Often, these are needed to verify the licensing of a subcontractor. The overall permit fee is typically \$11 per \$1,000 valuation of work being done. The sets of plans are submitted to the Building Department, who distributes the plans to the appropriate departments for review.

Complete review and feedback by the Building Department after a permit submittal can take up to 15 business days. It usually does not take this long, but the review period is often determined by how many permits have been submitted prior, and their complexity. Besides commercial permits, Staff also receives permits for residential, mixed-use development, and so forth. When review is complete, a corrections report is sent to the applicant. If receiving a "rejection", then the applicant must resubmit and review can take up to another 15 business days. Click2Gov is an online service that the Village uses where applicants can track the status of their permit submittals.

Mr. Mertes explained that there are occasional times when Staff is contacted by an upset business owner regarding the status of their build-out. When Staff looks into this, the situation may be that the general contractor had submitted for the permits far more recently than explained to the business owner, or the contractor has yet to pick up an approved permit. Once a permit is picked up, and work is completed, the applicant needs to contact the Building Department regarding an inspection, providing 24-hour notice.

Mr. Guido and Ms. Ruhl asked if there is an average duration from permit application submittal to final inspection. Mr. Mertes said it really just depends on the scope of the project and that the Building Department can provide a better estimate. It also depends greatly upon how long it takes the contractors to do their work. Mr. Casey noted that the biggest challenge seen by his company is more about the inspections that occur between permitting and final inspection, and not the permit application process itself. While the process works regularly, sometime getting approvals require multiple inspections.

Mr. Ruhl inquired about Building regulation changes and need to bring aspects of the business up to Code. Mr. Mertes replied that there are both local and State Codes, and often times the Village has to refer to the State requirements regardless. Mr. Roginski provided an example from the City of Chicago regarding exemptions given under certain circumstances which helps expedite the permit and inspection process. Mr. Mertes acknowledged this and added that Chicago is often granted, by State statute, certain exemptions that are not granted to all other communities in Illinois.

Chairman Whisler stated that the accuracy and comprehensiveness of the applicant's submittal is critical to moving through the process. He clarified that he asked Mr. Mertes to make this presentation on permitting to make the Alliance more knowledgeable as to how the process works and to speak to any misconceptions that exist. Lastly, Mr. Mertes noted that Staff is not allowed to make recommendations on contractors or architects. However, the Building Department can provide lists of people who have done work with the Village and who will therefore be at least somewhat familiar with the Codes and permit process.

Other Business

The next Alliance meeting is slated for Wednesday, August 21. At this meeting, the Commission's fiscal year 2020 budget will be discussed and voted on.

Mr. Roginski asked about the Cook County minimum wage increase in July and if the Village had opted out of this. Mr. Mertes responded that the Village Board did indeed opt out of the County's minimum wage. The Village's minimum wage defers to the State's minimum wage requirements (currently \$8.25/hour). This will be going up to \$9.25 per hour on January 1, 2020 and then \$10.00 per hour on July 1, 2020. The State minimum wage will increase by an additional \$1.00/hour annually on the first of the year, up to 2025 when it will reach \$15.00 per hour.

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Adjournment

ANDI RUHL MOVED AND BRIAN ROGINSKI SECONDED A MOTION TO ADJOURN. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 8:37 AM.

Scott Whisler, Chairman
Arlington Economic Alliance

Prepared by Department of Planning & Community Development



Arlington Economic Alliance
8/21/2019

Item: Arlington Economic Alliance Budget - 2020

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Proposed Alliance Budget (FY 2020)	Exhibits

Item	FY '20 Proposed	FY '19 Spent	FY '19 Budgeted	Notes
Photocopying	\$300		\$300	101-1021-502.22-15
Marketing & Communications	\$5,000	\$4,208	\$5,000	Alliance Newsletter Design, Printing, & Postage
Business Retention Outreach	\$10,900		\$10,700	Alliance Forum/Seminar & Venue
Petty Cash		\$377		
TOTAL	\$16,200	\$4,584	\$16,000	

Updated: Aug. 2019
101-1021-502.40-40

	<i>Spent and Projected</i>
	<i>Remaining</i>