



VILLAGE OF BARTLETT ECONOMIC DEVELOPMENT COMMISSION

MEETING AGENDA

**Meeting to be held at:
BARTLETT VILLAGE HALL
228 South Main Street, Bartlett, IL
June 12, 2023 – 7:00 PM**

1. Call to Order
2. Roll Call
3. Approval of the May 8, 2023 meeting minutes
4. Public Comment
5. Savoury Restaurant BEDA Application
6. New Business
7. Adjournment



VILLAGE OF BARTLETT
ECONOMIC DEVELOPMENT COMMISSION MINUTES
May 8, 2023

1. CALL TO ORDER

Commissioner Erickson called the regular meeting of April 10th, 2023 of the Economic Development Commission (EDC) of the Village of Bartlett to order on the above date at 7:01 PM

2. ROLL CALL

PRESENT: Commissioners Densford, Erickson, Gorski, Gudenkauf, Lewensky, Perri, Suffern

ABSENT: Commissioner Kubaszko

ALSO PRESENT: Economic Development Coordinator Tony Fradin, Assistant Village Administrator Scott Skrycki, Management Analyst Joey Dienberg

3. APPROVAL OF April 10, 2023 MEETING MINUTES

Commissioner Lewensky moved to approve the April 10th, 2023 meeting minutes, seconded by Commissioner Suffern.

ROLL CALL VOTE

AYES: Commissioners Densford, Erickson, Gorski, Gudenkauf, Lewensky, Perri, Suffern

NAYS: None

ABSENT: Commissioner Kubaszko

MOTION CARRIED

4. PUBLIC COMMENT

NONE

5. BEDA PROGRAM UPDATES

Mr. Fradin stated that with five years having passed since initiating the Bartlett Economic Development Assistance (BEDA) program, we have seen much success. The program has attracted over \$7 million in private investment while recirculating a portion of the village's share of video gaming funds into new and expanding business ventures in town. The redevelopment of Bartlett Plaza to Streets of Bartlett, converting a vacant office into a thriving restaurant (One Twenty Live), converting a vacant grocery space into a bar and grill with a bowling alley (O'Hare's Pub/Midway Landing), assisting a home-based



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business in building out two commercial spaces for the village's only bakery, converting a 140-year-old barn into a code-compliant tapas bar and helping attract an 8,000 SF microbrewery with rooftop beer garden are a few examples.

Along with the success, there have been some challenges. Staff is proposing several improvements to the program to help ensure that the funds are allocated and reinvested in the business community to maximum effect.

The following are staff's suggested updates to the BEDA Program:

- 1) To add a consent form as part of the BEDA application notifying applicants the village may conduct background checks, credit inquiries, or review financial records to assess the qualifications and credibility of the applicant.
- 2) To impose a "clawback" provision whereby if a BEDA recipient relocates its business outside of the village, ceases business operations, or fails to comply with the BEDA Program's requirements within the first three years after receiving a grant, the village can recoup certain portions of the grant funds.
- 3) That outdoor dining as an eligible expense include only permanent improvements including patios, railings, and permanent outdoor seating fixtures. Expenses for tables, chairs, umbrellas or other items that can be easily moved elsewhere would not be eligible for grant reimbursement.
- 4) Stronger language requiring a project to be completed within 12 months, and that an extension request must be made in writing by the applicant and presented for approval to the Grant Administrator, EDC, or Village Board, if necessary.
- 5) A requirement that the applicant provide verification of a certificate of occupancy and a valid business license prior to a grant payment being made.
- 6) A requirement that the applicant be current on all payments due to the village.
- 7) Language that acknowledges that if the final costs come in less than what was estimated to determine the reimbursement amount, then the grant amount would be reduced accordingly.
- 8) Requirement to provide a copy of a lease upon request to ensure that the village does not make a grant to a business with an expiring lease.



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In an effort to keep this program streamlined and business-friendly, I believe that the above will improve it to the extent that it can continue to attract further investment in the village while adding a margin of safety for the village over the next several years.

Please consider the eight proposals and review the attached application and come to the meeting prepared to discuss them and any other suggestions that you may have on how to improve the BEDA program.

Commissioner Lewensky asked if it is worth having a claw back provision, given the difficulties in enforcement. When offering a program like this, a business going under is a known risk going into it.

Mr. Fradin stated that it is something he has thought about. Staff knows that if a business goes under, it may be difficult or impossible to collect, but there are so many different types of BEDA grants, there are different avenues that staff can use to collect. The village attorney would be involved in anything like that.

Mr. Skrycki stated that it is a little bit more government bureaucracy, some of the templates we looked at are 3 years at a pro-rated cost. Those decisions will be made by the management team, and at the end of the day, a business being hesitant to sign a clawback provision may create some hesitancy on the staff side.

Commissioner Lewensky added a point about maybe having a dollar amount threshold for a clawback, maybe for grants over \$10,000.

Commissioner Erickson agreed, but also stated that she liked having it vague, and a specific number could paint us into a corner. Every case should be looked at uniquely.

Commissioner Gorski had agreed with both points. There's a big difference between a \$3,000 sign and a \$50,000 remodel.

Commissioner Erickson added that she liked it being vague for when you look further down, and a valid business license, to me that could mean certificates of good standing. Fraud has moved from consumers to big time business fraud, so that's where we really look for that information.

Mr. Dienberg added that the certificate of good standing is a part of the business licensing process, and that would check those boxes.

Commissioner Gorski asked if there were any new points that staff didn't ultimately decide to add when doing the research for this.

Mr. Fradin stated that there were, but there were some towns that were a little bit more specific in the types of eligible projects, and we liked the broadness that we previously had describing a buildout, and just list what is not eligible.



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Commissioner Gorski also recommended making the consent form for background checks or credit inquiries would be to be consistent to prevent any possible discrimination based on who staff deems requiring a background check.

Commissioner Erickson stated that she cannot speak to background checks, but as soon as you put credit inquiries and you pull credit, it does have to be all or nothing as a part of the fair credit act.

Mr. Fradin thanked the Commissioners for the feedback, and added that the new village attorney from Ancel Glink would review this information as well.

Commissioner Perri asked if we have the village attorney review this.

Mr. Fradin stated yes, there will ultimately be an official incentive agreement for every grant to help protect the village's interests.

Commissioner Suffern asked if a clawback provision was in place with the Bartlett Tavern, would we be going after them?

Mr. Skrycki stated that staff would have had to evaluate all factors, every situation is so different, and the management team would evaluate that specific project on a case-by-case basis.

Commissioner Erickson stated that she liked the case-by-case basis, citing the pandemic as an example of a special circumstance if a business went under, she couldn't see the village going after them for a small grant.

Mr. Fradin stated that he would work to change the language for point one to make the consent form required and less discretionary.

Commissioner Gorski moved to recommend the BEDA Program with the mentioned changes to the village board. That motion was seconded by Commissioner Gudenkauf.

AYES: Commissioners Densford, Erickson, Gorski, Gudenkauf, Lewensky, Perri, Suffern

NAYS: None

ABSENT: Commissioner Kubaszko

Motion Carries

6. NEW BUSINESS

Commissioner Suffern asked for an update on branding.



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Mr. Fradin stated that will probably be going before the board in June, and staff will be proposing a phased approach to fit within the budget.

Mr. Skrycki added that the recommendation will be the entire project, but just not all at once, to accommodate the budget.

Commissioner Suffern suggested putting in signage for parking once More Brewing is open.

Mr. Skrycki stated staff is looking at options. During hours of operation for More, METRA parking is already free, so it is a matter of advertising that and helping people along in the beginning.

Commissioner Erickson added that from her point of view at the bank, people are starting to figure it out, and parking near the train, and walking to their destinations.

There being no further business to discuss, Commissioner Densford moved to adjourn the meeting. Seconded by Commissioner Gudenkauf.

ROLL CALL VOTE TO ADJOURN

AYES: Commissioners Densford, Erickson, Gorski, Gudenkauf, Lewensky, Perri, Suffern

NAYS: None


ABSENT: Commissioner Kubaszko

MOTION CARRIED

The meeting was adjourned at 7:45 p.m.

Joseph Dienberg
Management Analyst

ECONOMIC DEVELOPMENT MEMORANDUM

DATE: June 5, 2023
TO: Chairman and Members of the Economic Development Commission
FROM: Tony Fradin, Economic Development Coordinator 
RE: Savoury Restaurant BEDA Application

APPLICANT: Gap Sparta Food Service dba Savoury Restaurant and Pancake Café

BACKGROUND: This BEDA application is from Despina Kotrotsos, owner/operator of Savoury Restaurant and Pancake Café, located at 782 W. Bartlett Road in the Westgate Commons shopping plaza.

Savoury has been in business for sixteen years and is widely considered one of the best breakfast and lunch restaurants in the area. It is a family-run business.

The applicant, Despina Kotrotsos, has been planning a renovation in order to better serve customers and increase seating capacity for the past several years and has met with staff to discuss it on multiple occasions.

There will be four additional tables and two high-tops added in the interior, totaling seating for more than twenty additional diners. Combined with the additional outdoor seating, not only can Savoury handle more customers with less waiting time, but the restaurant's private party business can expand.

Ms. Kotrotsos indicated that she intends to hire additional staff in support of this expansion.

We anticipate that this year's project should help Savoury continue succeeding for years to come.

BEDA APPLICATION:

The attached application details \$97,387 of improvements, however there are several that are not considered BEDA eligible.

Those that are eligible build-out related improvements include interior demolition, framing, electric, drywall, paneling, cabinets, countertops, and new butcher block tables with the work being done by Greenline Construction of Addison. Those expenditures amount to \$49,586 of eligible expenses.

Indoor and outdoor seating will be added and replaced at a total cost of \$14,536. Outdoor seating is encouraged and is an eligible BEDA expense, amounting to \$4,930.55 and includes 32 additional seats, four 32" x 32" tables, eight 31.5" black square metal tables, and five 9 ft. square wood market umbrellas.

The new business sign will cost \$5,270.40 (permit fee not eligible).

Altogether, the applicant has submitted estimates of \$59,786.95 worth of BEDA-eligible improvements.

A letter of support from the property owner is included.

RECOMMENDATION:

Staff recommends a matching fifty percent BEDA grant in the amount of **\$29,893.48**.

We recommend the maximum percentage due to the applicant's track record of long-term success and dedication to running one of the premier breakfast and lunch venues in the area.

Village of Bartlett Economic Development Assistance Application

Applicant Information:

Applicant(s) Name: GAP SPARTA FOOD SERVICE / SAVOURY RESTAURANT

Applicant(s) Address: 782 W. Bartlett Rd

E-Mail Address: SAVOURYDES@gmail.com

Primary Contact for Project: Despina Kotrotsos

Cell Phone Number and/or Home Number: 630 - - -

Applicant is or will be (check all that apply) Tenant Property Owner

Number of Years in Business: 16 Number of Years in Bartlett: 16

Contact Name and Information for Applicant's Agent or Architect (if any):

(Note: if applicant is a tenant, attach a letter from the property owner granting permission for project)

Property Information:

Project Property Location/Address: 782 W. Bartlett Rd

This Property is (check all that apply): Retail Restaurant Office

Other (explain)

Number of Businesses on Site: 2

Names of Other Businesses on Site: American Family Insurance

Size of Building (dimensions or total square feet) 7,000 sq. ft

Stories in building: 1 Parking spaces on property:

Last Real Estate Taxes Paid: \$75,915

Property Tax Index Number(s) (PIN): 06-34-109-006-1008

County: Cook DuPage Kane

Project Information:

Total Anticipated Project Cost: \$

Project Scope: Describe and identify all exterior/interior improvements proposed (Use additional paper if necessary to fully describe proposed project)

attached

If approved, estimated project completion date: August 2023

Business Plan: For new business ventures, please include a two- to five-page business plan. Contact Tony Fradin with questions about the seven elements of a strong plan.

Please Attach: Contractor Estimates, Receipts; Copies of both sides of cancelled checks, credit card statements or bank accounts from which materials were purchased and contractors paid; Waivers of Lien

Application Statement (Read and Sign Below)

I hereby make application to participate in the Bartlett Economic Development Assistance (BEDA) program. In making this application I understand that the purpose of BEDA is to help encourage and leverage private investment in the Village's business community and help my business bring an underperforming property into more productive use.

I understand that prior to commencing any work, the Village must first approve both my participation and proposed scope of work for the project. Applicants must meet with Economic Development staff prior to paying for improvements in order to review how much, if any, the Village may reimburse for the project.

I understand that all improvements made through the help of BEDA must be in accordance with all Village plans and codes. Moreover, as a condition of approval, I understand the Village may require changes to the scope of work I am proposing. I further understand that any work started or completed prior to approval of the project and my participation in the BEDA program is not eligible for reimbursement.

In making this application, I understand that the BEDA program is competitive, funds are limited and selection for participation is at the sole discretion of the Village of Bartlett. I understand that the Village will review my application and at the Village's discretion may reject or approve my participation in the program. I recognize that a project that enhances the Village's business climate by returning an underutilized property into economic productivity, increases local employment opportunities and includes a larger percentage of private investment than public stands a greater chance of being funded by the Village.

I also understand that if selected for this program, the Village will establish a maximum grant award for the project

I further acknowledge that BEDA operates as a rebate program and, therefore, if selected for participation, Village funds will be disbursed to me at the conclusion of the work, after submittals by me of copies of all bills and satisfactory evidence of their payment, either by lien waivers or bills stamped "Paid" by all contractors. I understand that the actual rebate amount will be calculated at some percentage as recommended by staff in relation to the documented actual costs by me for eligible expenses to complete the agreed upon improvements, up to the maximum grant amount awarded by the Village for the project.

By signing this application, I hereby acknowledge that I have read the above statement and understand these important features about the BEDA Program.

[Handwritten Signature]

Applicant Signature

4/28/23

Date



Return this completed application with attachments to:

Tony Fradin, Economic Development Coordinator

Village of Bartlett

228 S. Main Street

Bartlett, IL 60103

June 21, 2021

To Whom It May Concern,

We are writing to approve the projected renovations asking to be made by our tenants at Savoury Restaurant and Pancake Café on 782 West Bartlett Road. Besides various wear and tear updates and décor changes, the tenants have not made any renovations to their Bartlett location since 2007. There will be no mechanical or structural changes made to the building. The renovation will consist of cosmetic changes, including paint, drywall, tile, and wood refinishing. We are granting permission to the operators of the business on site to make any renovations and changes they see fit to enhance their business in Bartlett. Please let me know if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Dolly Walsh", written over the "Thank you," text.

Dolly Walsh
GMDJ Group
PO Box 322
Wayne, IL 60184



721 W Lake St., Suite 101
Addison, IL 60101

630.632.5035

gogreenline@yahoo.com

2/8/23

Regarding:
Savory Restaurant & Pan
782 W Bartlett Rd,
Bartlett

Line #	Proposed Work	Notes	Amount
1	Demo	Remove Dividers in Dining Room to Accommodate for added Tables and Seating, Remove stone tile on walls and bar, Remove Hostess Stand, Remove coffee Bar wall shelving	\$3,705.94
2	Framing	Frame new closets for Storage and bus boy station. Frame new Hostess stand to Accommodate for added seating and waiting area. Frame in kitchen window	\$1,800.00
3	Electric	Replace all light fixtures in dining room. Replaces all Can light trims and install Led Bulbs Work to be done by EES. Includes new Light fixtures	\$9,375.00
4	Drywall/Durock	Install Drywall on walls where stone tile was removed, Plaster, tape and sand, Drywall, plaster , tape and sand kitchen window	\$2,560.00
5	Paneling/ Trim	Glue and Nail new Shiplap boards Over all existing wood paneling, Wrap and install New paneling and 1x4s around new Hostess Stand and shelving	\$17,275.00
6	Cabinets/Vanities	Install New 42" white Shaker Cabinets on Coffee Bar wall	\$3,905.00
7	Primer Paint	Sand and Prime all wood on booths, Sand and Prime all Chair rail trim, Caulk new ship lap, Paint all new and existing wood, Paint all walls and scrap and touch up any peeling ceiling paint. Sand, stain and poly 10 new tables to match existing	\$20,175.00
8	Countertop W/Sinks	Install New Mid-Grade quartz countertop on coffee bar and hostess Stand	\$4,800.00
9	Tables	Cut to size new table butcher block and Install 10 new butcher block tables on new table stands.	\$6,165.00
10	General Conditions	Site Cleanup, Deliver Charges, Garbage Haul Off, Insurance Etc.	\$7,645.13

All estimates are subject to change after 30 days. / We accept all major credit cards with a 3% Convenience fee. / Payments shall be made every 2 weeks based on work completed.

Total Proposal

\$77,406.06

Savory Restaurant & P: Date

Steve Shaka
Greenline Construction Co.

Thank you for your business!

Financing Available!

Line #	Description	Indoor/Outdoor	Quantities	Price
	Lancaster Table & Seating 24" Square Bar Height Recycled Wood Butcher Block Table with Vintage Finish and Cast Iron Cross Base Plate	Indoor seating	Two (additional seating)	\$139.99 (each) \$279.98
	Lancaster Table & Seating Vintage Ladder Back Bar Height Chair with Black Padded Seat	Indoor seating	Six (additional seating)	\$104.99 (each) \$629.94
	Lancaster Table & Seating 30" Square Standard Height Recycled Wood Butcher Block Table with Vintage Finish and Cast Iron Cross Base Plate	Indoor seating	Four (additional seating)	\$174.99 (each) \$699.96
	Superior Seating Solid Beech Wood Cross-back Commercial Chair in Espresso	Indoor seating	80 (20 are additional seats)	\$99.95 (each) \$1,999.00 (for 20) \$7,996.00 (grand total)
	Lancaster Table & Seating Black Outdoor Arm Chair	Outdoor seating	32 (additional seats)	\$29.99 (each) \$959.68
	Lancaster Table & Seating 32" x 32" Black Powder-Coated Aluminum Bar Height Outdoor Table with Umbrella Hole and 4 Barstools	Outdoor seating	Four (additional seating)	\$529.00 (each) \$2116.00
	Mellie 31.5" Black Square Metal Indoor-Outdoor Table with Base	Outdoor seating	Eight (additional seating)	\$107.49 (each) \$859.92
	9 Ft. Square Wood Market Umbrella with Push Lift and Single Wind Vent	Outdoor seating	Five	\$198.99 (each) \$994.95
	New sign	Outdoor		Attached
				Grand total \$14,536.43



1245 Humbracht Circle, Suite C
 Bartlett, IL 60103
 (630) 289-7082

ESTIMATE

EST-9782

www.MarkYourSpaceInc.com

Payment Terms: Cash Customer

Created Date: 5/18/2023

DESCRIPTION: Exterior LED Sign - Channel Letters - UL Listed Parts - Installed -

Bill To: Savoury
 782 W Bartlett Rd
 Bartlett, IL 60103
 US

Installed: Savoury
 782 W Bartlett Rd
 Bartlett, IL 60103
 US

Requested By: Des .
 Email: SavouryDes@gmail.com
 Cell Phone: (630) 276-6201

Salesperson: Diana Cusumano

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Exterior LED Sign - Channel Letters (Overall 120.4" x 65.11") - Replacing "Savoury" above front entrance with New Logo and Name - UL Listed Parts - Installed	1	\$5,040.00	\$5,040.00
2	Permit Acquisition	1	\$175.00	\$175.00
3	Actual Permit Fees/Bonds/Licenses - TBD	1	\$0.00	\$0.00

Subtotal:	\$5,215.00
Taxes:	\$230.40
Grand Total:	\$5,445.40

You are welcome to accept this estimate and submit your 50% deposit via the Customer Portal. If you have any questions please don't hesitate to contact us.

The balance of your invoice will be due upon completion of your order. I agree to pay a finance charge of 1.5% per month (18% per annum), or \$2.00 minimum per month, whichever is greater, on the unpaid balance over 30 days. In the event of default of any or all of the agreed upon credit terms as set forth, the undersigned agrees to pay such additional sum as and for collection agency fees of 35%, attorney's fees and court costs as the same are incurred in collecting the undersigned's past due amount.

Warranty includes 2 yrs Parts and Labor.

Power MUST be located within five (5) feet of the sign AND have easy access. Price is based on Mark Your Space, Inc. making electrical hook-up ONLY. Electrical connection MUST be in place at time of installation. TIMER FOR SIGN NOT INCLUDED.

If for any reason we are required to penetrate the roof or any part of the roof, the customer is solely responsible to have repairs/sealing done. We highly recommend using the company that installed the roof to ensure the roof warranty is maintained. We will do everything in our power to let you know of this need ahead of time, but this is not always possible.

Pricing assumes a single install visit. Authorized customer representatives MUST be present at the beginning and completion of installation to review the project scope prior to work and inspect/approve upon completion. Additional site visits to be charged @ \$250/hour PLUS travel.

Any sign(s) being removed will be disposed of unless another direction is provided in writing from the client 48 hours prior to removal.

Installation price to be adjusted IF the site conditions prevent easy access to the sign area OR are otherwise not found to be as described when the order is placed. Pricing includes installation during standard business hours unless stated otherwise. Standard hours are between 7:30am and 3pm CST.

Price EXCLUDES permit application, bonds and licensing fees and other out-of-pocket fees. DOES NOT INCLUDE ANY ENGINEERING OR ELECTRICAL DRAWINGS

PAYMENT TERMS 50% DEPOSIT; BALANCE DUE AT INSTALLATION.

Quote valid for 15 days.

Signature: _____ **Date:** _____

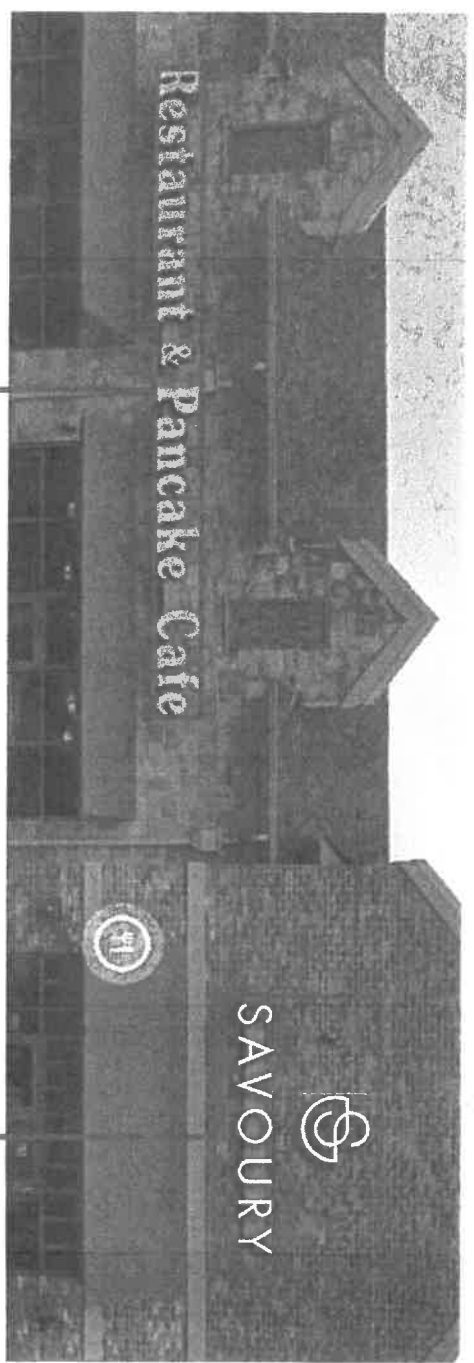
Client:	Savoury	Project:	Exterior Sign	Revision:	3
Address:	782 W. Bartlett Road, Bartlett, IL 60103			Date:	5/18/2023

Measurements:

Dimensions

Allowance: 75 sq/ft of both signs
 Overall Size: 120.4"W x 65.1"H
 Logo: 34.04"W x 34.42"H
 SAVOURY 120.4"W x 19.2"H

Location



Proposed New "Savoury" Sign

"Restaurant & Pancake Cafe"
 312.25"W x 22.72"H
 49.3 Sq. Ft

Overall: 132.45"W x 71.64"H
 65.9 Sq. Ft.

Logo: 34.04"W x 34.42"H
 8.14 Sq. Ft.

Savoury: 120.4"W x 19.2"H
 16.06 Sq. Ft.

Total: 24.2 Sq Ft.

Total of both signs: 73.5

Sign Description


Sided: Single-Sided
 Illumination: Internally Illuminated
 Fabrication: Channel Letters
 Return: 3" ■ Black
 Trim Cap: 1" Brown
 Face Color: White
 Raceway: Matthews #23446 Brick Red
 Electric w/in 5ft: Yes
 Site Modifications: No
 Remove Existing: Yes - Only Savoury
 LED Color: White
 UL Listed Parts: Yes
 Access to Rear: Yes

Notes: - 2

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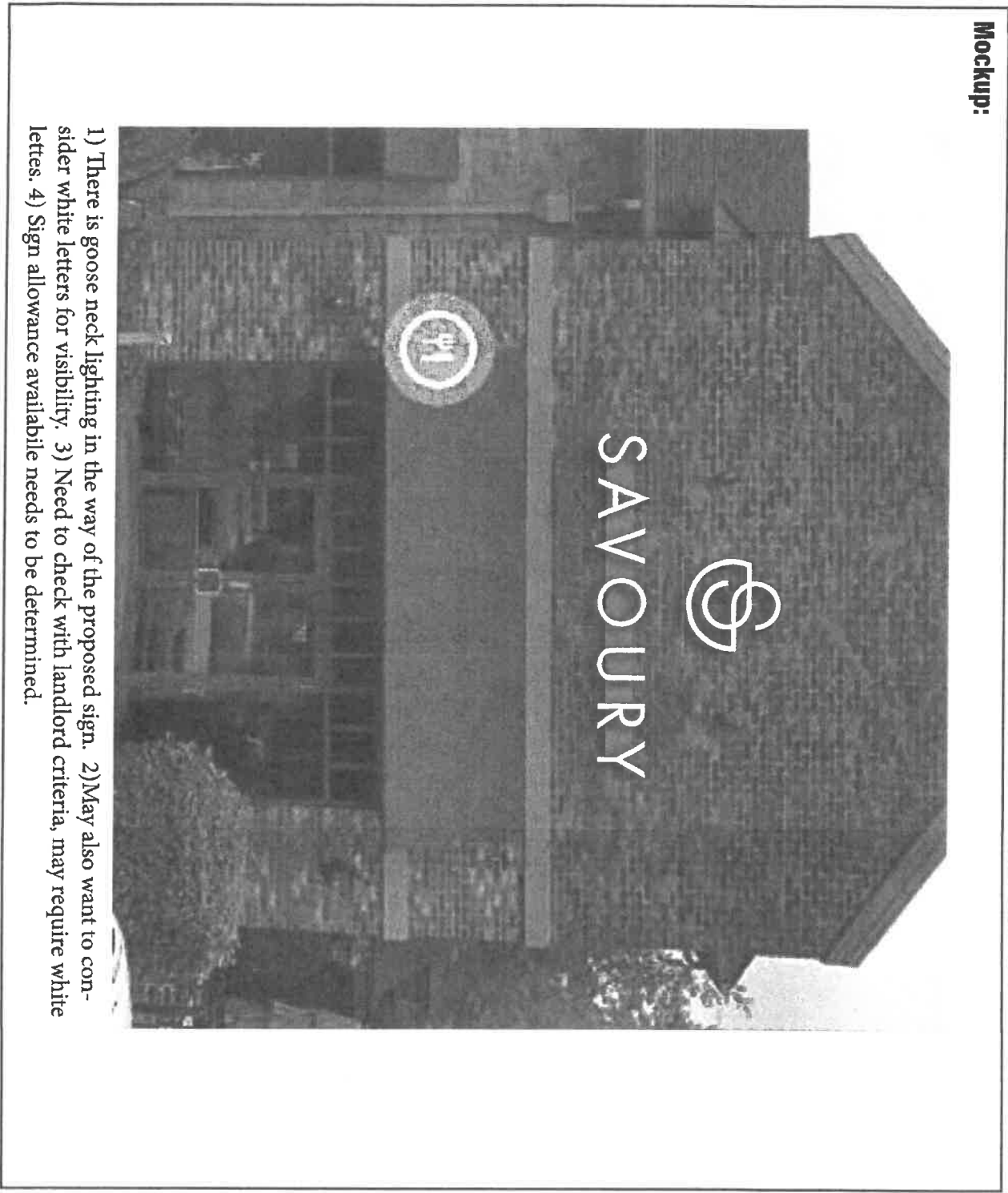
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MARK YOUR SPACE
 1245 Humbracht Circle, Unit C
 Bartlett, IL 60103
 (630) 289-7082

Client:	Savoury	Project:	Exterior Sign	Revision:	3
Address:	782 W. Bartlett Road, Bartlett, IL 60103			Date:	5/18/2023

Mockup:



- 1) There is goose neck lighting in the way of the proposed sign.
- 2) May also want to consider white letters for visibility.
- 3) Need to check with landlord criteria, may require white letters.
- 4) Sign allowance available needs to be determined.

Dimensions

Allowance: 75 sq/ft of both signs
 Overall Size: 120.4"W x 65.11"H
 Logo: 34.04"W x 34.42"H
 SAVOURY 120.4"W x 19.2"H

Location



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 Remove Existing: Yes - Only Savoury
 LED Color: White
 UL Listed Parts: Yes
 Access to Rear: Yes
 Notes: 1



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