

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:	Corridor Improvement Commission Recommendation to Approve a Corridor Improvement Grant for 311 N. 2nd Street				
	Presenter:	Matthew O'Rourke, Economic Development Division Manager				
<i>Please check appropriate box:</i>						
	Government Operations		Government Services			
X	Planning & Development (7/11/16)		City Council			
	Public Hearing					
Estimated Cost:	\$1,000.00	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
<p>Terry Grove, owner of the property located 311 N. 2nd Street, has applied for a Four Season Corridor Improvement Grant for landscape improvements around their property. The applicant is proposing to install new plant and shrub landscape in the foundation landscaping beds in front of the tenant entries. The applicant will use the Four Season Grant to supplement existing evergreen shrubs with perennials that will add more color and interest to the building</p> <p>The Corridor Improvement Commission reviewed the design at their 6/8/2016 meeting and recommended approval of the grant proposal. The applicant has applied for Four Season Grant. This type of grant has a maximum request limit of \$1,000 and does not require matching funds.</p>						
<b>Attachments:</b> <i>(please list)</i>						
Draft Corridor Improvement Agreement. CIC Resolution 3-2016						
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>						
Recommendation to approve a Corridor Improvement Grant for 311 N. 2nd Street (Terry Grove).						
<i>For office use only:</i>		<i>Agenda Item Number: 3e</i>				

**City of St. Charles**  
**CORRIDOR IMPROVEMENT AGREEMENT**

311 N. 2nd Street  
Terry Grove (Multi-Tenant Building)

**THIS AGREEMENT**, entered into this 18<sup>th</sup> day of July, 2016, between the City of St. Charles, Illinois (hereinafter referred to as "CITY") and the following designated APPLICANT, to wit:

APPLICANT Name: **Terry Grove**

Address of Property to be Improved: **311 N. 2nd Street**

PIN Number(s): **09-27-353-008**

Property Owner's Name: **Terry Grove**

**WITNESSETH:**

**WHEREAS**, the CITY has established a **Corridor Improvement Program** to provide matching grants for landscaping and related improvements within the Randall Road, Main Street, Kirk Road, Lincoln Hwy, Special Service Tax District SSA-1B, and Specified Gateway corridors of the CITY; and

**WHEREAS**, Terry Grove, APPLICANT(S), desires to install landscaping and related improvements to the above-described property that are eligible for reimbursement under the Corridor Improvement Program; and

**WHEREAS**, said Corridor Improvement Program is administered by the CITY with the advice of the Corridor Improvement Commission and is funded from the general fund for the purposes of improving the aesthetics of the commercial corridors of the CITY and preventing blight and deterioration; and

**WHEREAS**, the above-described property for which the APPLICANT seeks a grant is located within the area eligible for participation in the Corridor Improvement Program.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements obtained herein, the CITY and the APPLICANT do hereby agree as follows: **SECTION 1:** The

APPLICANT understands and agrees that only the cost of eligible improvements located east of the right-of-way on parcels with the following PIN(s) 09-27-353-008 and landscape design fees associated with those improvements, shall be considered reimbursable as shown in Exhibit II and Exhibit III. The CITY will reimburse the APPLICANT up to 75% of the cost for landscape design services and up to 50% of the cost of labor, materials and equipment necessary to install landscaping and related improvements in accordance with the approved plans, specifications and cost estimates attached hereto as Exhibit "I" (the "Improvements"), but in no event more than the maximum amounts as defined below:

Landscape Improvements Cost: \$1,000.00	City's Share @ 50% up to a maximum of \$1,000.00
Total Project Cost: \$1,000.00	City's Share up to a maximum of \$1,000.00

Labor by the APPLICANT ("sweat equity") is not a reimbursable expense. All Improvements shall be installed in accordance with Exhibit I, subject to minor revisions as may be approved by a representative of the Corridor Improvement Commission due to availability of landscape plants, field conditions not known at the time of design, and similar circumstances beyond the APPLICANT's control.

**SECTION 2:** The Director of Community & Economic Development, or designee, shall inspect the Improvements installed pursuant to this Agreement. Such inspection shall not replace any required permit inspections by the CITY. All work that is not in conformance with the approved plans and specifications shall be remedied by the APPLICANT and deficient or improper work shall be replaced and made to comply with the approved plans and specifications and the terms of this Agreement.

**SECTION 3:** Upon completion of the Improvements and upon their final inspection and approval by the Director of Community & Economic Development, or designee, the APPLICANT shall submit to the CITY a properly executed and notarized contractor statement showing the full cost of the Improvements as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials or equipment in the work. In

addition, the APPLICANT shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The CITY shall, within thirty (30) days of receipt of the contractor's statement, proof of payment and lien waivers, the landscape architect's statement, and "before" and "after" pictures of the property, reimburse the APPLICANT for the 50% of the actual construction and materials cost or the maximum amount specified in this Agreement, whichever is less, and for 75% of the landscape designer's fee or the maximum amount specified in this Agreement, whichever is less.

At its sole discretion, CITY may reimburse APPLICANT in two payments. The first reimbursement may be made only

- 1) upon completion of Improvements representing 40% or more of the maximum reimbursement specified in Section 1 hereof and,
- 2) upon receipt by CITY of the landscape designer's invoices, contractor's statements, proof of payment and notarized final lien waivers for the completed Improvements and,
- 3) upon a determination by the Director of Community & Economic Development, or designee, that the remainder of the Improvements are expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the APPLICANT. The second, final reimbursement payment shall be made by CITY only upon submittal of all necessary documents as described herein.

**SECTION 4:** All Improvements must be completed within 270 days after the approval of this Agreement by the City Council, unless otherwise authorized by the CITY. Extensions may be approved by the Director of Community Development, prior to the expiration of the said 270 days. Projects which have not received an extension and have not been completed within 270 days will not receive funding.

**SECTION 5:** If the APPLICANT or his contractor fails to complete the Improvements provided for herein in conformity with the approved plans and specifications and the terms of this Agreement, then upon written notice being given by the Director of Community & Economic Development to the APPLICANT, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

**SECTION 6:** Upon completion of the Improvements pursuant to this Agreement and for a period of five (5) years thereafter, the APPLICANT shall be responsible for properly maintaining such Improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of five (5) years following completion of the construction thereof, the APPLICANT shall not enter into any Agreement or contract or take any other steps to alter, change or remove such Improvements, or the approved design thereof, nor shall APPLICANT undertake any other changes, by contract or otherwise, to the Improvements provided for in this Agreement unless such changes are first approved by the Corridor Improvement Commission. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the Improvements as specified in the plans, design drawings and specifications approved pursuant to this Agreement.

If within the 5-year maintenance period plant materials are damaged by automobiles, wildlife, acts of nature, or stolen or any other cause, the APPLICANT shall install and pay for replacements.

OWNER agrees to provide regular maintenance of the property for a minimum of five years following completion of construction in a condition that is weed free, properly edged and mulched as specified in the original design, and maintained with the same type and quantity of plant material initially installed, unless a modification to the plan is approved by the Corridor Improvement Commission.

In the event of inadequate maintenance, the CITY shall give the owner reasonable notice of conditions to be corrected. In the event that substandard maintenance still exists after thirty (30) days, OWNER shall repay the CITY all grant funds received pursuant to this Agreement and pay all costs and fees, including attorney fees, of any legal action taken to enforce the maintenance of the Improvements.

**SECTION 7:** The APPLICANT covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the Corridor

Improvement(s) which are the subject of this Agreement, including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30/0.01 et seq.) The APPLICANT further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees and agents for any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said Corridor improvement(s).

**SECTION 8:** Nothing herein is intended to limit, restrict or prohibit the APPLICANT from undertaking any other work in or about the subject premises, which is unrelated to the Improvements provided for in this Agreement.

**SECTION 9:** This Agreement shall be binding upon the CITY and upon the APPLICANT and its successors and assigns with respect to the property on which the Improvements are installed, for a period of five (5) years from and after the date of completion and approval of the Corridor improvement provided for herein. It shall be the responsibility of the APPLICANT to inform subsequent owners and lessees of the provisions of this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

**APPLICANT**

**PROPERTY OWNER**  
(if different from APPLICANT)

\_\_\_\_\_

\_\_\_\_\_

**CITY OF ST. CHARLES:** \_\_\_\_\_

**Mayor**

**ATTEST:** \_\_\_\_\_

**City Clerk**

Applicant contact information:

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner's information, if different than applicant:

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Exhibit I

**The Corridor Improvement Grant Program will reimburse property owners for design consultant fees according to which of the three grant programs the property owner has applied for:**

### **Corridor & Downtown Grants**

Corridor Grants are chosen each year by the Corridor Improvement Commission and approved by the City Council. The grant recipient will pay for the first 25% of the design cost and the grant would pay up to a cap amount based upon linear footage of the property along the Corridor Roadway (Main, Kirk, Lincoln Highway, or Randall, SSA1B); as noted in the chart below:

<b>Grant Funding for Design of Corridor Grants</b>		
<b>Linear Footage of Property on a Corridor Roadway (Main, Kirk, Randall, SSA1B)</b>	<b>Owner Pays</b>	<b>Commission will Pay</b>
< 200 feet	First 25% of Total design Costs	Up to \$2,000
201 – 500 feet	First 25% of Total design Cost	Up to \$3,000
501 + feet	First 25% of Total design Cost	Up to \$4,000

### **Four Season Grants**

The Corridor Improvement Program does not pay for design services. These grants provide up to \$1,000 for soil, labor, plant materials and mulch.

## Exhibit II

### Applying for the “Four Season Grant” from the City of St. Charles for Additional Landscaping Work at Charleston Center located at 311 North Second Street, St. Charles

311BLDG/Four Seasons Grant.doc

This attached landscape proposal is to be installed by Tito Mancera and Diane Parker. The pencil drawing represents what is currently planted at Charleston Center. We plan on keeping all of the bushes, roses, perennials and grasses plus our planter filled with annuals that are shown on this drawing.

Our plan is to move several of the Karl Foerster grasses so that they are more attractively arranged. Also in the plan is to add another Dwarf Korean Lilac to replace the one that has died plus adding throughout the open areas (*on plan marked 1, 2, 3 and 4*) some Summer Beauty Alliums, more Autumn Joy Sedums, colorful Sedge grasses, Creeping Phlox and variegated-colored Cone Flowers. We believe this will produce an attractive entrance to Charleston Center throughout the seasons and would greatly appreciate the City of St. Charles' help in accomplishing this.

**Tito Mancera Bid for Landscaping at Charleston Center dated 5/13/1**

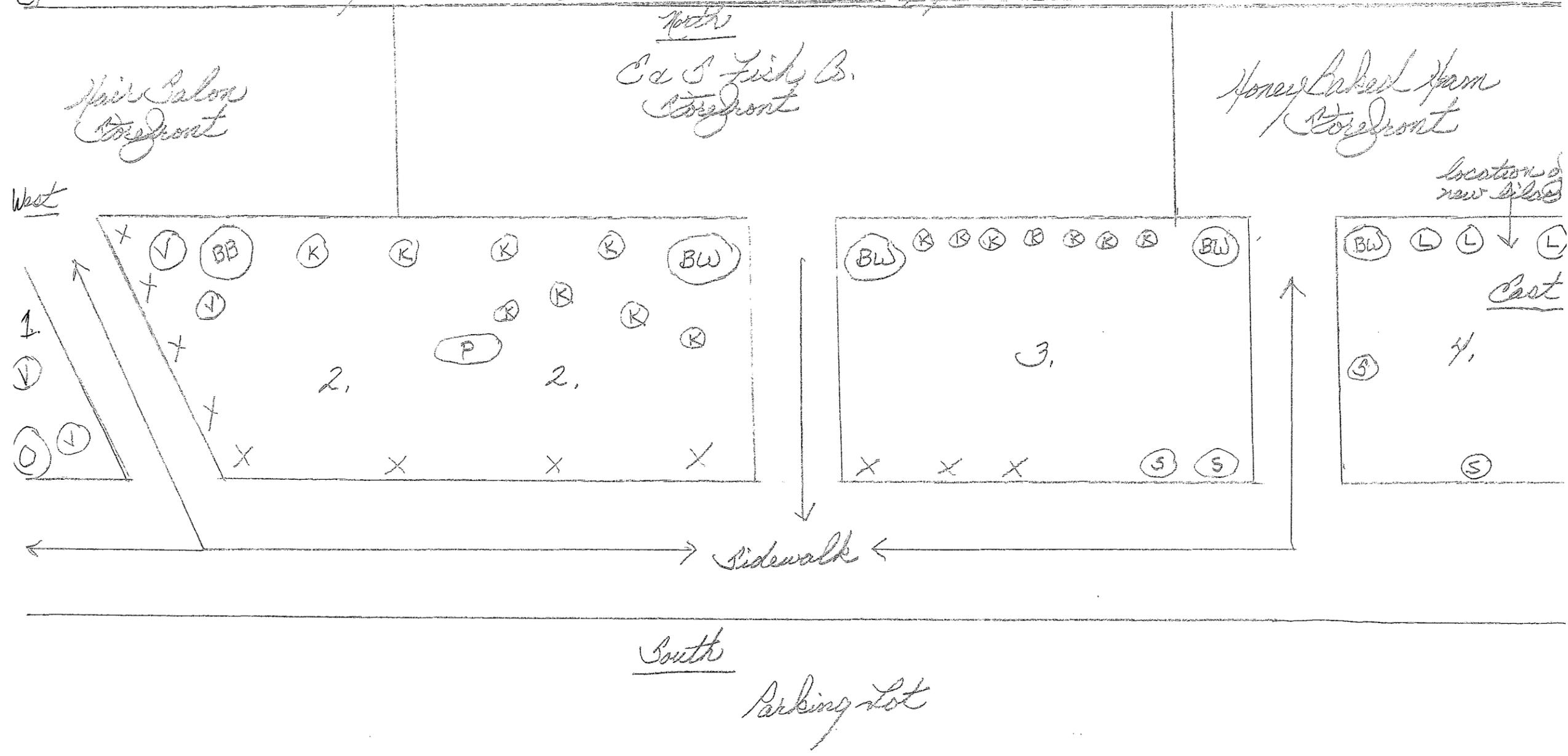
311BLDG/Four Seasons Grant Landscaping Pricing 5.13.165.13.16.xls

	Each	Price
9 Summer Beauty Alliums	\$9	\$81
10 Autumn Joy Sedums	\$8	\$80
1 Dwarf Korean Lilac	\$35	\$35
7 Sedge Grasses	\$11	\$77
15 Variegated Coneflowers (Red, Pink, White & Sombrero)	\$9	\$135
12 Creeping Phlox	\$6	\$72
Move 3 Karl Forster Reed Grasses		\$30
Labor for above installation		\$250
<b>Grand Total</b>		<b>\$760</b>

Sedum  
~~Sedum~~

X represents existing rose bushes  
 (V) " " variegated euonymus  
 (BB) " " burning bush  
 (O) " " barberry bush  
 (P) represents existing annual plants  
 (BW) " " boxwood  
 (K) " " Karl Foerster grass  
 (S) " " Autumn Joy Sedum  
 (L) represents existing Dwarf Korean Lilac

Exhibit III



**Exhibit IV**  
**Agreement to Engage in Maintenance for Five Years**

OWNER agrees to maintain the property in a condition substantially similar to the condition prevalent when final inspection is made by the City's Landscape Architect Consultant and approval is granted by the City's Community & Economic Development Director for a period of at least five (5) years. The property will remain weed free, properly edged and mulched, as specified in the original design, and maintained at a minimum with the same type and quantity of plan material initially installed unless a modification to the plan is brought to and agreed upon by the Commission.

In the event of substandard maintenance, the CITY shall give the owner reasonable notice of conditions to be corrected within thirty (30) days. In the event that substandard maintenance still exists, OWNER agrees to repay the CITY the monies initially allocated to the OWNER by the CITY and to pay all costs and fees, including attorney fees, of any legal action taken to enforce this maintenance agreement.

**City of St. Charles, Illinois**

**Corridor Improvement Commission Resolution No. 3-2016**

**A Resolution Recommending Approval of a Corridor Improvement Grant Application**

**(311 N. 2nd Street – Terry Grove)**

**WHEREAS**, it is the responsibility of the St. Charles Corridor Improvement Commission to review applications for the Corridor Improvement Grant Program; and

**WHEREAS**, the Corridor Improvement Commission has reviewed the following Corridor Improvement proposal for: 311 N. 2nd Street; and

**WHEREAS**, the Corridor Improvement Commission finds approval of said Corridor Improvement proposal to be in the best interest of the City of St. Charles and provided the applicant complies with the specific conditions listed in Exhibit "A" attached hereto:

**NOW THEREFORE**, be it resolved by the St. Charles Corridor Improvement Commission to recommend to the City Council approval of the Corridor Improvement application listed above with the conditions listed in Exhibit "A".

Roll Call Vote:

Ayes: English, Schuetz, Kane, Pietryla, Dechene, Hauser and Potts

Nays: None

Abstain: None

Absent:

Motion Carried.

**PASSED**, this 8th day of June, 2016.

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Chairman

**EXHIBIT A**

**REVIEW COMMENTS**

1. Follow plan as presented. Any changes must be reviewed and approved by the Corridor Improvement Commission