



**AGENDA**  
**MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION**  
**TUESDAY, JUNE 9, 2020 AT 7:00AM**  
**3110 OLD MCHENRY ROAD, LONG GROVE, ILLINOIS 60047**

**THE VILLAGE HALL WILL NOT BE ACCESSIBLE FOR THIS MEETING.**  
**ACCESS SHALL ONLY BE AVAILABLE AS FOLLOWS:**

Join Zoom Meeting  
<https://zoom.us/j/4575598732?pwd=aUkyT1hESUN0WGlxZHkxRWl4dmNqZz09>  
Meeting ID: 457 559 8732 / Password: 252614  
1-312-626-6799, 4575598732#

*The Commission will not proceed past 8.30AM unless there is a consensus of the majority of the Commissioners in attendance to do so. Those wishing to address the Commission on an agenda item(s) may do so when the agenda item of interest is opened and prior to Commission discussion.*

**ACTION/DISCUSSION ITEMS:**

**Call To Order – Roll-call.**

**Public Comment (5 min) - ALL**

**Approval of Minutes from May 12, 2020 Meeting (5 min) – Commissioner Russell**

**Action Item #1: Nominations for Commission Secretary/Clerk - All**

**Action Item #2: Report on status of telephone outreach to Village business owners. Leads: Commissioner Hall, Commissioner Pipin**

**Action Item #3: Report on results of Webinar on June 8 and analytics of participation in all previous Webinars. Village policy on recording meetings Leads: Commissioner Brown, Rosenquist**

**Action Item #4: Report on preparation list of leads for contact by the Village or the Commission. Lead: Commissioner Pipin, Commissioner Elliott**

**Action Item # 5 Report on Grant Applications current status and potential future action. Report on contact with owners of large potential development tracts in the Village. Report on pricing from Metro Strategies. Leads: Commissioner Russell, Trustee Michaud**

**Working Session #1: Discuss Quarterly Breakfast or similar event for all Village businesses – ALL**

**Technology Discussion (emails and Google Drive) follow up on any current concerns, Lead: Denise Rosenquist**

**New Business (5 min) – ALL**

**ADJOURNMENT: Next Commission Meeting: June 23, 2020 7:00AM**

Our purpose is to:

- a) facilitate and enhance communications between the Village and the local business community;
- b) attract new businesses and economic development opportunities to the Village; and
- c) promote business retention, growth, and success within the Village.

The Village of Long Grove is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to phone David Lothspeich, Long Grove Village Manager at 847-634-9440 or TDD 847-634-9650 promptly to allow the Village of Long Grove to make reasonable accommodations.

**THE VILLAGE OF LONG GROVE**

**RESOLUTION NO. 2019-R-32**

**A RESOLUTION APPROVING AND AFFIRMING A POLICY  
CONCERNING VERBATIM RECORDINGS OF VILLAGE MEETINGS**

**WHEREAS**, the President and Village Board previously adopted a “Closed Session Minutes and Verbatim Records Policy” governing the creation and maintenance of audio or video recordings of closed meetings in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (“**Act**”); and

**WHEREAS**, in addition, the Village permits any person, in their individual capacity, to make recordings, transcriptions, or other verbatim records of open meetings in accordance with the Act; and

**WHEREAS**, other than the foregoing circumstances, it has long been the policy and practice of the Village not to create or maintain audio or video recordings or other verbatim records of meetings of the Village Board or other Village public bodies; and

**WHEREAS**, in order to affirm and formalize these longstanding policies and practices, the Village Board of Trustees desires to adopt a “Village Meetings Recording Policy” (the “**Policy**”), which Policy (together with the Village’s “Closed Session Minutes and Verbatim Records Policy”) shall regulate the creation and maintenance of audio and video recordings and other verbatim records of the meetings of Village public bodies in accordance with the Act and other applicable law; and

**WHEREAS**, the Village Board of Trustees finds and determines that formalizing these longstanding policies and practices through the adoption and implementation of the Policy is useful and in the best interests of the Village and its residents;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS THAT:**

**SECTION ONE: Recitals.** The foregoing recitals are incorporated into and made a part of this Resolution as findings of the Village Board of Trustees.

**SECTION TWO: Adoption of Policy.** The “Village Meetings Recording Policy” attached to this Resolution as **Exhibit A** shall be, and it is hereby, approved.

**SECTION THREE: Effective Date.** This Resolution, and the Policy, shall be in full force and effect from and after this Resolution’s passage and approval in the manner provided by law.

PASSED this 13<sup>th</sup> day of August, 2019.

AYES: (6) Trustees: Borawski; Kritzmire; Nora; O’Connor; O’Reilly and Sarlitto.

NAYS: (0) None.

ABSENT: (0) None.

APPROVED this 13<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Bill Jacob, Village President

ATTEST:

\_\_\_\_\_  
Amy Gayton, Village Clerk

**EXHIBIT A**

**Village Meetings Recording Policy**



## MEMORANDUM

TO:	Roger Goble EDC Chair & EDC Members
FROM:	James M. Hogue, Village Planner
DATE:	June 3, 2020
RE:	General Background – CF Industries Property

Per the suggestion of Village President Jacob I have compiled a brief history of activity on the former CF Industries Headquarters located at south of Route 22 with a street address of 1 Salem Lake Drive.

### **BACKGROUND**

The property consists of 36.9 gross acres +/- . The property is presently zoned “O” Office District (14.9 acres) and “R-1” Residential District (22 Acres). A portion of the property contains an existing 150,000 sq. ft. structure that was the former headquarters for CF Industries. The property is located approximately  $\frac{3}{4}$  of mile south of Illinois Route 22 and is near the Glenstone (zoned R-2 PUD) and Salem on the Lake (zoned R-1) Subdivisions. The property abuts Forest Preserve District Property (Heron Creek) on the south and east sides as well as Salem Lake, which is also part of the Reed Turner Woodland. The property also has access to Cuba Road. LCWI wetlands are also present on the property. CF Industries moved from the site about 2007/2008 and the property has remained vacant since that time. The 14.9 acre zoning lot is the only “O” zoned property in the village and more or less encompasses the 150,000 sq. ft. structure. A portion of this property was sold to the Lake County Forest Preserve District. The existing 36.9 acres is what remains of CF site and was not of interest to the F.P.D.

### **PREVIOUS DEVELOPMENT PROPOSALS;**

In 2016 the village received a request for conversion of the 150,000 sq. office building to approximately 70 luxury apartments. An additional four (4) story structure was proposed to be built which would have added approximately 250 additional luxury apartment units. In total 320 units were anticipated for the site. The composition of the complex was proposed as follows; one hundred twenty-five (125) one bedroom units averaging 770 sq. per unit; one hundred twenty-five (125) two bedroom units averaging 1,100 sq. ft per unit. The one & two bedroom units were proposed for the 4 story structure to be built. Thirty-five (35) 3 bedroom units averaging 1,300 sq. ft. and thirty-five (35) 4 bedroom units averaging 1,650 sq. ft. were proposed for the conversion of the existing office building on the property.

The Village zoning code did not then and does not allow for multifamily uses with the Village. As such, text amendment to the Village Code was required for this project to move forward.

Text amendments are at the discretion of the Village Board. The Village Board was not favorable to such an amendment to the Village Code and referral of the text amendment to the Planning Commission and Zoning Board of Appeals (PCZBA) did not occur.

As the Village Board determined the text amendment was not desirable, the project did not move forward as no provisions for multi-family development exist in the Village Zoning Regulations.

In short, the project never got off the ground.

### **HERONS CREEK RESERVE**

In 2017, then owner of the property, Asset Ventures proposed a residential “cluster development” for the site. Asset Ventures acquired the property in 2011 with plans for a medical research facility for the site. These plans did not materialize and they actively marketed the property for many years with no success in securing a tenant. This circumstance was attributed to the high cost of building renovations associated with making the building functional to current day standards.

The existing 150,000 sq. office building was proposed to be razed. A 65 unit “conservation design” subdivision was proposed for the site. The development, named Herons Creek Reserve proposed to cluster homes together with development clusters being separated by common open space. Open space (22 acres total or 65% of the site) was to be incorporated into and surround the development, and in particular, the western edge of Salem Lake would remain as open space. Two “pocket parks” were proposed to be incorporated into the development as well as pathways linked into the Herons Creek Forest Preserve.

Homes were proposed to range in size from 2,200 to 3,600 sq. ft. w/ 2 or 3 car garages. The development was targeted for the “age in place” buyer, that is, a buyer desiring to remain in the village without the responsibilities of a large house and/or lot. A minimum lot size of 5,800 sq. ft. was proposed to be established. Building footprints were proposed to average 42’ x 36’ (2,352 sq. ft.) with an overall site density of 1.8 dwelling units per net acre (approximately ½ acre per unit). Setbacks were proposed at 20’ front yards (w/18’ foot corner side yards), 16’ side yards and 15’ rear yards abutting open space. Minimum spaces between structures were proposed to be 55’ rear to rear and 40’ rear to side. Larger setbacks would be required for structures abutting the OS and R Districts (50’ & 80’ respectively).

The Village zoning code, including PUD and subdivision regulations, did not then and do not presently allow for lot sizes of less than 33,000 square feet (save the relief allowed in the existing PUD regulations). A text amendment to the Village Code to create a new residential zoning district, and/or special use and planned unit development standards and procedures to provide for conservation oriented, cluster type residential developments was determined to be the best option to accommodate development of this nature while protecting and potentially enhancing the “rural character” of the village. This text amendment was referred by the Village Board to the PCZBA for consideration in February of 2017.

The PCZBA considered the text amendment over many months (in part due to the update of comprehensive plan also being considered at that time) and ultimately recommended approval of an amendment to the Long Grove Zoning Code to create a new R-4 Residential District and to establish regulations for “cluster-style” planned unit developments.

In December 2017 the Village Board unanimously voted to not accept the recommendation of the PCZBA and denied the text amendment request for the creation of the R-4 Residential District. Without the text amendment the Herons Creek Reserve project could not move forward.

Asset Ventures continued to own and market the property but did very little to maintain the structure citing high costs to carry and maintain the property which remained vacant and produced no income to offset these costs. This, coupled with vandalism, resulted in further deterioration of the structure on the property.

### **WEISS PROPERTIES - 2020**

In March of this year the CF Industries site was acquired by Weiss Properties. Weiss Properties specializes in renovating existing structures and repositioning them in the market place. While no specific redevelopment proposals have been received, preliminary discussion with this owner indicate they believe they can work within the existing "O" Office zoning district regulations to renovate and attract new tenants to this site.

Mr. Eric Flanagan is the Vice President of Development for Weiss Properties.

June 2, 2020

David Lothspeich  
Village Manager  
3110 Old McHenry Road  
Long Grove, IL 60047

**METRO**  
s t r a t e g i e s

1901 Butterfield Road  
Suite 305  
Downers Grove, IL 60515  
T 630.534.6400  
[www.metrostrategiesinc.com](http://www.metrostrategiesinc.com)

Dear Mr. Lothspeich,

Thank you very much for the opportunity to submit this proposal to the Village of Long Grove to assist with project funding identification services. We understand that the Village is seeking assistance with identifying grant funding options for priority projects, specifically the following projects:

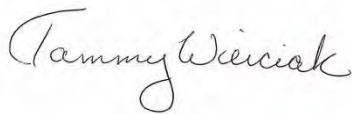
- Lake Michigan Water Main Connection - This project is identified as the highest priority project. At an estimated cost of \$3 million, this project would make the necessary improvements needed to support future development and redevelopment efforts.
- Stemple Parking Lot – This project includes a parking lot reconstruction as well as water main connection. At an estimated cost of \$1 million, this project will build upon the water main work done under the Lake Michigan Water Main Connection. This project will require easements through private property.
- Old McHenry County Road Bicycle Path – This \$2 million investment would extend a bicycle path along Old McHenry Road from the Village’s downtown to IL 22 while connecting to the Heron Creek Forest Preserve and the Reed-Turner Woodland Preserve

Metro Strategies will research and develop a comprehensive list of funding sources (public and private) for the above projects. Our team has a strong grasp of the various grant and funding opportunities that are available for a variety of projects, and continually keeps up to date on new and emerging programs. The funding matrix will identify all potential grant opportunities with a summary description, eligibility criteria, deadlines and other key information. We will also include a list of all grant programs that were researched.

The estimated fee for services will not exceed \$6,000.

If this proposal meets with your approval, please sign and date the attached letter of agreement and return to us for execution. Thank you again for this opportunity, and I look forward to hearing from you.

Sincerely,



Tammy Wierciak  
Director of Policy and Public Affairs



June 2, 2020

Mr. David Lothspeich  
Village Manager  
3110 Old McHenry Road  
Long Grove, IL 60047

Re: Letter of Agreement for Services

**METRO**  
s t r a t e g i e s

1901 Butterfield Road  
Suite 305  
Downers Grove, IL 60515  
T 630.534.6400  
[www.metrostrategiesinc.com](http://www.metrostrategiesinc.com)

Dear Mr. Lothspeich,

Thank you very much for retaining Metro Strategies to assist the Village of Long Grove with developing a funding matrix for the Village's three priority projects. Please accept this letter as an agreement between Metro Strategies and the Village of Long Grove based on approval by the Long Grove Village Board on June 9, 2020 for services as outlined below.

1. *Scope of Services.* Under this agreement, we will create a funding matrix for the three priority projects identified by the Village. The final deliverable will include a brief description of the funding options researched as well as the matrix that outlines each project, funding sources and key details about those opportunities.
2. *Term.* This agreement is effective as of June 9, 2020 and may be terminated by either party, without cause or penalty by either the Village of Long Grove or Metro Strategies. Verbal notification will be given followed by a written notice to the other party to be sent within forty-eight (48) hours.
3. *Compensation.* Metro Strategies will charge a fee not to exceed \$6,000 for services rendered. Metro Strategies will invoice the Village on a monthly basis with a summary outlining the progress made to date.
4. *Conflict of Interest.* Metro Strategies certifies that the services which will be provided under this agreement do not represent any conflict of interest with any of Metro Strategies' other project work. Metro Strategies will immediately disclose to the Village of Long Grove if such conflict arises in the performance of these services.
5. *Independent Contractor.* Metro Strategies will act as an independent contractor in the performance of the duties assigned under the scope of services.
6. *General.* Neither party shall assign any of its duties or obligations under this agreement without the express written consent of the other party. The laws of the State of Illinois shall govern this agreement. This document represents and incorporates the entire understanding of both parties.

Please sign and date below and return a signed copy for our records. Thank you again for retaining Metro Strategies and we look forward to working with the Long Grove.

By: \_\_\_\_\_  
Karyn Romano                      Date

By: \_\_\_\_\_  
David Lothspeich                      Date



**MINUTES OF THE MEETING OF THE  
LONG GROVE ECONOMIC DEVELOPMENT COMMISSION  
Tuesday, May 12, 2020 at 7:00 A.M.  
3110 Old McHenry Road, Long Grove, Illinois 60047-9613**

**CALL TO ORDER**

Chairman Goble called the regular meeting of the Long Grove Economic Development Commission (EDC) to order at 7:02 A.M. with a quorum of the EDC present electronically. The web-based meeting was conducted through Zoom and accessible to the general public.

**OFFICIALS IN ATTENDANCE**

EDC Members Present Electronically:	Pam Brown, Mike Elliott, Roger Goble, Minah Hall, Rob Pipin, Eric Russell, Irwin Steinberg
EDC Members Absent:	Jay Levin
Ex-Officio EDC Members Present Electronically:	Bill Jacob
Village Staff Present:	Denise Rosenquist (Village Intern)
Others Present in Person:	Michael Sarlitto, Laurie Wilhoit (HDLGBA)

**PUBLIC COMMENT**

None.

**ACTION/DISCUSSION ITEMS**

**1. Motion to Approve Meeting Minutes of 4/28/2020**

The EDC voted 7-0 in favor of approving the minutes of the 4/28/2020 EDC meeting.

**2. Action Item #1: Business informational webinars**

- Commissioner Steinberg advised he has two speakers lined up for the May 18 business webinar, including specialists in public relations and internet marketing.
- The EDC inquired about who is receiving the EDC business informational invites/agendas.
- Village Intern Rosenquist advised that the invites are distributed via email and she will research which lists are used for the distribution and the number of people reached.
- Laurie Wilhoit added she posts the webinar agendas on the HDLGBA website and emails it to the businesses.
- Chairman Goble requested topics for the June webinar.
- The highest priority topic discussed related to planning for the phased re-opening of Long Grove businesses.
- Commissioner Brown will take the lead on finding speakers and will seek representatives from the Illinois Restaurant Association and Lake County Partners. She will follow up with speaker bios, head shots, and topic blurbs for advance distribution. Restaurant topics would include requirements for health & sanitation.
- Chairman Goble suggested a speaker that would assist retailers such as store set-up for social distancing.
- Laurie Wilhoit suggested a representative from a sign company engaged in social distancing signage, both internal and external to the stores. She has contacts that she will follow up with.
- Commissioner Brown opined that the topic of re-opening is timely and it might be best to move the webinar earlier in June.

- The EDC concurred and selected Monday, June 8<sup>th</sup> as the date of a Special Webinar on business re-openings.
- Michael Sarlitto stressed the EDC does not need to limit its outreach to the webinars, suggesting email updates on timely topics are another option. An example topic would be advance reminders to businesses that received an SBA Paycheck Protection Program loan to contact their banks early to ensure the loan converts to a grant.

### **3. Action Item #2: Report on status of telephone outreach to Village businesses.**

- Commissioner Hall advised she has received the notes from the calls from a few of the commissioners and to try to complete the remaining calls this week and forward them to her for compilation for the Board.
- The EDC discussed ways to follow-up with the businesses in the future and forward login-in information on the business informational webinars.
- Commissioner Elliott suggested adding an Outlook calendar link to the webinar email invitations.
- Village Intern Rosenquist will add the email addresses from the calls to the Village's constant contact list to receive email blasts about upcoming business webinars and will explore adding a calendar link to the invites.

### **4. Action Item #3: Retention of professional services for grant research/application writing.**

- Commissioner Russell summarized his 4/28 presentation of the Metro Strategies proposal to the Board. The Board has a \$10,000 line item in its FY 2020-2021 budget for services of finance & grant consultants. He suggested the Board consider an initial engagement with Metro Strategies to research grant opportunities for the Village's priority projects. The first step is for the Village to identify those projects. Then a follow-up proposal can be requested from Metro Strategies solely for the grant research task.
- Commissioner Pipin added that there was some concern by the Board about engaging a consultant for a task (grant application writing) that is currently in the job description of the Village Planner.
- Michael Sarlitto expounded that the professional consultant would be used to guide the front end of the efforts to pursue grants and that the Village can then follow-up on the grant threads.
- Commissioner Hall added that the first grant application sets the template going forward and that she can assist in the grant application writing once the template is set. Commissioner Brown offered her assistance as well.
- President Jacob advised that he is on the list that receives the DCEO grant opportunities and that the recently released notice of \$80 million in infrastructure and economic development grants from the Rebuild Illinois program would be discussed at the evening's Board meeting.
- President Jacob added that Village Manager Lothspeich was assembling the list of priority projects, also to be discussed at the Board meeting, and that Commissioners Hall and Brown can forward their offer to assist with grant application writing to the Village Manager.
- President Jacob expounded further that there were two tracks to the grant pursuits. The first are the grants that the Village already knows about and are before the Board. The second are the grants that the Village does not know about, which are the ones that the consultant can identify for the Village.
- Commissioner Russell noted that when Metro Strategies is engaged, the Village should advise them of its active projects and recent grant pursuits/receipts as a foundation for their grant research.

### **5. Action Item #4: Retention of professional services for market analysis/strategy.**

- Commissioner Russell summarized the expertise of S.B. Friedman Development Advisors (SBF) for which the Board has received a general services proposal.
- Commissioner Hall counselled for a cost-sharing arrangement between the property owners and Village.
- Michael Sarlitto added that the consultant can serve as a bridge of communication between the Village and property owners.
- Commissioner Brown suggested incentivizing the property owners to contribute towards the study.
- Commissioner Pipin suggested identifying the top 5 development parcels in the Village and see which property owners are willing to participate in the study. He added the Village would need to give SBF details on the desired land uses for the sites and direction on the priority services in their proposal.

- Commissioner Russell noted that many of the priority parcels were detailed in the Comprehensive Plan subareas.
- Michael Sarlitto specified that Chapter 12 (Land Use & Commercial Subareas Plan) and Chapter 14 (Plan Implementation) were the key chapters of the Comprehensive Plan from an economic development standpoint.
- President Jacob noted the Village has always used Business Districts, Inc. (BDI) for market analysis services.
- Commissioner Pipin inquired about the contract terms with BDI and if the Village had a summary of fees expended vs. accomplishments.
- Michael Sarlitto counselled that regular evaluation of vendor performance and competitive bidding of services are good municipal practices and that both are metrics typically examined by EDC's. He added the Metro Strategies and SBF proposals can be weighed against the accomplishments and fees previously spent on consultants and in-house staff for economic development expertise and grant pursuits.
- President Jacob advised he will ask Village Manager Lothspeich for BDI contract terms and a summary of expenses and deliverables over the past 3-5 years.

## **6. New Business**

- The next business informational webinar is scheduled for 6:00 P.M. on Monday, May 18, 2020.
- The special business informational webinar on business re-openings will be scheduled for 6:00 P.M. on Monday, June 8, 2020.

## **ADJOURNMENT**

Commissioner Goble adjourned the meeting at 8:35 AM with a unanimous vote of approval by the EDC.