

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 13-144-R**

**CREATING A SIGNAGE ASSISTANCE PROGRAM FOR
DOWNTOWN BUSINESSES IN THE CITY OF BATAVIA**

WHEREAS, the City of Batavia has established Tax Increment Finance Districts in the downtown area to assist in the financing of improvements to buildings and to aid in the economic revitalization of the downtown, among other purposes,; and

WHEREAS, the Batavia Comprehensive Plan and downtown redevelopment plan call for the revitalization of the downtown business sector and the improvement of existing buildings; and

WHEREAS, the growth and expansion of existing businesses could be enhanced with additional appropriate signage; and

WHEREAS, the City has an active and successful downtown Façade Improvement Program which is limited to the exterior of buildings excluding signage; and

WHEREAS, there is a demonstrated need for financial assistance to businesses and property owners who wish to enhance their business with necessary and appropriate signage; and

WHEREAS, the downtown business community has expressed support for the broadening of existing programs to permit business signage assistance to be funded, and for a grant program that has an open application period.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows;

SECTION 1: The recitals set forth above are incorporated herein as the material findings of the Mayor and City Council.

SECTION 2: A Downtown Signage Assistance Program is hereby adopted with the terms and conditions described in the document attached hereto and incorporated herein by reference as Exhibit "A".

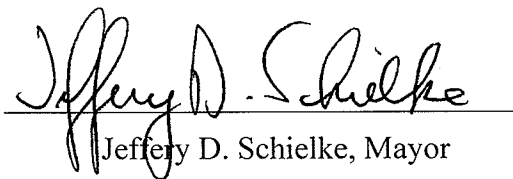
SECTION 3: The Director of Community Development is hereby authorized and directed to take whatever actions are necessary and appropriate to implement the Downtown Signage Assistance Program as described in Exhibit A to facilitate grants to provide funding from available TIF funds for new or improved signage meeting the criteria set forth in the Exhibit A.

CITY OF BATAVIA, ILLINOIS RESOLUTION 13-144-R

SECTION 4: This Resolution 13-144-R shall take immediate force and effect from and after its passage as required by law.

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 2nd day of December, 2013.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 2nd day of December, 2013.


 Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien	x				Sparks		x		
2	Callahan	x				Wolff	x			
3	Hohmann	x				Chanzit	x			
4	Saam	x				Stark	x			
5	Vasilion	x				Thelin Atac	x			
6	Cerone	x				Clark	x			
7	McFadden	x				Brown		x		
Mayor Schielke										
VOTE:		<input checked="" type="checkbox"/> Ayes	<input checked="" type="checkbox"/> Nays	0 Absent	Abstention(s) counted as _____					
Total holding office: Mayor and 14 aldermen										

ATTEST:

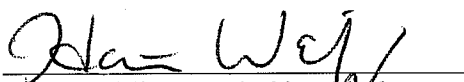

 Heidi Wetzels, City Clerk

EXHIBIT A

INTRODUCTION

The Downtown Signage Assistance Program is designed to enhance the overall appearance and image of Batavia's Downtown Historic District while supporting downtown businesses. The City of Batavia will provide matching grants to encourage downtown business signage to identify and brand the businesses in the Downtown Historic District. Under the program building/business owners are eligible for up to 50% of the actual sign design, creation and installation costs, up to \$1,000. If more applications are received than current funding levels will allow, the City reserves the right to prioritize the applications or prorate the funds awarded on the basis of the location of the business, the extent of the work, the level of private funding, and the relative impact of the proposed sign on the area.

The Director of Community Development, (hereinafter referred to as "Director"), is responsible for staff administration of the Downtown Signage Assistance Program.

APPLICATION POLICIES

A. Eligibility

1. Projects must be located in the Downtown Historic District ***and*** in one of the City's Tax Increment Finance Districts.
2. Entire grant amount is payable upon completion of the sign and passing final inspection by the City.
3. Business must be in a permanent location. Incubator businesses subsidized by the City through controlled rent costs would not be eligible. Business must have a lease for an additional period of time.
4. Projects must have a minimum budget of \$500.00.
5. Projects eligible for grants may receive reimbursement for up to 50% of the actual façade improvement costs to a maximum of \$1,000.
6. Any signage requests must still be reviewed and approved by the Historic Preservation Commission (HPC) and be processed through the proper channels.
7. Signs may be relocated elsewhere within the City limits if the business relocates. Signs may not be used outside the City limits.

B. Evaluation Criteria

The Batavia Historic Preservation Commission Design Guidelines shall be used as the evaluation criteria, pending approval by the City Council of local design guidelines. The City may also consider the impact of the proposed sign on the subject building as well as the character of surrounding buildings.

Exhibit A of Resolution 13-144-R

C. Contractors

Qualified Applicants may serve as their own contractor, but in this case, only materials cost may be covered by the grant.

APPLICATION PROCEDURES

1. Applicants shall contact the Community Development Department to establish potential eligibility of proposed signage and the availability of grant program funds.
2. Completed application form shall be submitted to the Community Development Department, including appropriate drawings, budget estimates and proof of ownership or executed lease with owner's written consent. Applications will be considered on a first come-first served basis.
4. 3. The Applicant or a designated representative is expected to attend the meeting of the HPC when the application is being discussed, to present and explain proposed improvements and to receive review comments. The HPC shall not take action on an application unless the Applicant or a representative is present. The HPC shall make a formal recommendation to the Joint Committee of the Whole/Community Development Committee (JCOW) on each application. Revised and completed plans shall be submitted to the Director. Applicants shall also submit at least three competitive bids for all work being proposed in the project, with names of contractors, copies of all bids and anticipated dates of construction and completion. Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.
5. If the JCOW recommends approval, the application and Agreement shall be forwarded to the City Council for approval as provided in sections 7 & 8 under "Administrative Procedures", herein.
6. If approved by the City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 7 of "Administrative Procedures," herein.
7. The building permit fee will be waived for all work approved under the Downtown Signage Assistance Program.
8. Construction must be completed within 180 days of execution of the Agreement, unless a written extension is granted by the Director.
9. Applicants shall submit final receipts and lien waivers to the Community Development Department to request reimbursement.
10. Applicants shall maintain the sign without changes or alterations to work funded by the Downtown Signage Assistance Program for a minimum period of one year from the date of completion. Failure to maintain the sign on the subject property for this period shall require full reimbursement to the City for the signage costs paid.
11. Signs may be relocated to another location for the applicant business within the City limits. Signs cannot be relocated outside the City limits and shall be subject to reimbursement if they are relocated.

Exhibit A of Resolution 13-144-R

ADMINISTRATIVE PROCEDURES

1. Upon submittal, the Director shall inform the applicant of the availability or anticipated availability of funds in the grant program's budget. If funds could be available, the Director will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates and proof of ownership or executed lease with owner's written consent. The Director will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, a detail of all remaining items will be included. The Director will also advise the Applicant of the submittal deadline for all material needed to make the application complete. When the application is complete the Director will accept the application and will notify each Applicant of the HPC meeting when the application will be discussed.
2. If, in the opinion of the Director the application requires additional design work before it can be reviewed, the Director will forward notification of this requirement as part of the written confirmation of the application.
4. Once the deadline to receive all application submittals, has been reached, the Director shall forward all applications to the HPC. The HPC shall review the applications and make comments. The HPC shall review the applications at a public meeting and make comments on the application. The HPC may meet with Applicants and arrange for site visits to the properties. Upon completion of its review process, the HPC shall forward its comments to the Director, along with any other appropriate or related information.
5. The Director shall prepare a report to the JCOW transmitting the HPC recommendation, including a Resolution for the awarding of grant and applicable Agreement for each application. All reports shall include bid information and any revisions requested by the HPC.
6. The JCOW shall review each application, together with the Resolution, and make its recommendation for approval or disapproval to the City Council. The Applicant or a representative shall attend the JCOW meeting when the application is being discussed. The JCOW shall not take action on an application unless the Applicant or a representative is present.
7. Upon positive recommendation by the JCOW, the Director shall prepare the Downtown Signage Assistance Agreement, as an exhibit to the Resolution, and forward to the City Council. A negative recommendation by the JCOW shall move forward to the City Council for vote. If the Council votes favorably, staff shall prepare the Downtown Signage Assistance Agreement for final ratification at a future Council meeting. If approved by City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 9 of "Application Procedures," herein.
8. When the project is completed, staff shall inspect all work done and provide notification to the Director, confirming that the Applicant has made the improvements as per the Agreement. Upon confirmation by staff that the work has been satisfactorily completed; the Director shall approve the release of a check in the amount of 100% the approved grant to the Applicant.