

WPB SSA #33
Guide Development Committee Report
January 2010

The Guide Development committee met at 8 a.m. on January 15, 2010, at Caffè de Lucca. Present: Larry Griffin (Chair), Laura Weathered (Co-Chair), Suzanne Keers, Daniel Deans, Kirsten Hull, Eleanor Mayer.

1. Review of old business from November meeting.
 - A. Pint façade rebate application is on hold until work proceeds on that project.
 - B. Façade rebate recipients have been provided with placards to post recognizing their participation in the program.
 - C. No new info on Miller Lumber (1815 W Division St.); the property is privately owned and there are no imminent plans for development. Will reach out to aldermanic offices to obtain an additional update on 1611 N Damen; BCO and WPC development committees responded with feedback on their support/concerns regarding the development. The parking above street level is not intended for the general public and will serve the commercial tenants.
 - D. Initial draft of zoning memo for aldermen's offices is completed and in review by WPB staff/commissioners.
2. Committee discussed two façade rebate applications received since last meeting.
 - A. Golin Family Trust, by Barry Golin, submitted applications for rebates for façade work performed on 1366 N Milwaukee, 1368 N Milwaukee, 1370 N Milwaukee. (Mr. Golin is the proprietor of Barry's Drugs, one of the properties in question.) Committee found that the work in question was generally the type that is reimbursable, but was unable to ascertain based on the paperwork alone whether all of the work had already been completed and, if not, what was left to be done. (Some of the documentation clearly suggests some work was completed more than a year ago; in fact, the Trust had already received certain rebates from other city programs.)

ACTION ITEM: Eleanor will obtain clarification from Mr. Golin using a Work Summary worksheet, and will attempt to clarify the timeline of the work already performed/to be performed. She will circulate the information once it is received to the committee; the committee will review and decide whether to approve rebates.
 - B. Rudy's Roundup, 1410 N. Milwaukee, by the tenant/owner Brooke Timm, submitted an application for rebates for façade work performed at 1410 N.

Milwaukee completed in December 2009. Committee observed that the work was generally the type that is reimbursable, and agreed that the business should be eligible for a rebate if the Commission is willing to approve a modification to the façade rebate program policy to permit reimbursement for work completed prior to the rebate application.

MOTION: To approve Rudy's Roundup/Brooke Timm's application for a façade improvement program rebate for façade work performed at 1410 N. Milwaukee within one month of the application being received by WPB, and to further approve payment of the rebate in an amount not to exceed \$5,000 from line item 5.01 Façade Enhancement Program.

3. **Discussion of façade improvement rebate program policy on timing.** Committee observed that most of the business/property have submitted their applications *after* the work had been performed or in progress. Committee recognized that to some extent, this could be due to a lack of publicity regarding the program, but also concluded that the pattern of owners applying after beginning work was likely to continue in the future. Committee believes that it would be in the spirit of and the best interests of the program to modify the façade improvement rebate program to permit reimbursement of work that was completed no more than 60 days prior to the submission of an application.

MOTION: To approve changes to the WPB Façade Rebate Program 2010 policy and application materials to permit applicants to obtain rebates for work completed no more than 60 days prior to the submission of their application (or at any reasonable time thereafter), to require applicants to submit a Work Summary Worksheet, and other minor edits.

4. **Compact development endorsement team.** Committee discussed possibility of creating a compact development endorsement team modeled on the Greenbelt Alliance programs. Might be desirable to create a small external team to review applications.

ACTION ITEM: Larry will circulate links and PDFs relating to the Greenbelt program for discussion at the next meeting; other committee members are encouraged to do their own research to identify similar programs or criteria to include in any program adopted by WPB.

5. **Vacancy database.** Committee briefly reviewed the vacancy database created by Eleanor from CoStar data. The database is currently available in PDF format at <http://wickerparkbucktown.org/downloads/vacancy-database>. Commissioners should check it out and send the link to potentially interested third parties.
6. Agenda for next meeting (Feb. 19, 2010):

- A. Discuss compact development endorsement team. Decide on next steps (if any) for recommendation.
- B. Discuss in detail plans for tenant attraction programming in 2010 per talking points circulated by Larry.
- C. Discuss any pending façade rebate issues. Plan how to promote façade rebate program this spring. (e.g. “Spring Cleaning” door hangars/postcards; before and after photos; canvassing by relationship coordinator)
- D. Updates re zoning memo, other outstanding projects, etc.