

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 Resolution or Ordinance (Blue) Waiver of First Requested
 X Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE : March 12, 2025 **(BOT) Date,** March 20, 2025

SUBJECT: Downtown Retail Business Grant: 22 W. St. Charles Road (Vibe Café)

SUBMITTED BY: William J. Heniff, AICP, Director of Community Development 

BACKGROUND/POLICY IMPLICATIONS:

At the January 13, 2025 ECDC meeting, they recommended approval of the grant request concept by a unanimous vote. The recommendation also came with conditions of approval as set forth within the draft resolution.

As the ECDC recommends approval of the Renovation & Improvement Grant for Vibe Café, please place this item on the March 20, 2025 Board of Trustees agenda for consideration and approval of the attached Resolution for the project in the amount not to exceed \$19,052.99

Fiscal Impact/Funding Source:


Review (as necessary)

Finance Director _____	Date _____
Village Manager _____	Date _____



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development 

MEETING DATE: March 20, 2025

SUBJECT: **Downtown Retail Business Grant; 22 W. St. Charles Road (Vibe Cafe)**

Please find the following items for Village Board consideration as part of the March 20, 2025 Board meeting:

1. Economic and Community Development Committee (ECDC) memo/packet; and
2. A Resolution Approving a Downtown Retail Business Grant for the Property at 22 W. St. Charles Road for the proposed Vibe Café Coffee establishment.

The Community Development Department received an application for the Downtown Retail Business Grant Program for 22 W. St. Charles Road (Vibe Cafe). The applicant is seeking to open a new coffee shop with ancillary art activities.

At the January 13, 2025 ECDC meeting they recommended approval of the grant request concept by a unanimous vote and recommended that the grant request not to exceed 50% of the eligible project costs or \$15,000, whichever is less, and a waiver of the minimum of three quote requirement. The recommendation also came with conditions of approval as set forth within the draft resolution.

Since the ECDC meeting, the applicant has submitted the construction project costs totaling \$23,403.98, which means the construction grant award component would be \$11,701.99. Adding the \$1,500 maximum architectural fees and the \$5,851 eligible rent percentage reimbursement, the total award would be up to **\$19,052.99**, which is below the \$20,000 overall program cap.

Separately but indirectly related, the ECDC approved a separate Renovation & Improvement Grant in the amount of \$1,000 new exterior awning fabric for the business. As this grant is less than \$10,000, Village Board action is not required.

ACTION REQUESTED

As the ECDC recommends approval of the Renovation & Improvement Grant for Vibe Café, please place this item on the March 20, 2025 Board of Trustees agenda for consideration and approval of the attached Resolution for the project in an amount not to exceed \$19,052.99.

RESOLUTION
R _____

**A RESOLUTION APPROVING A DOWNTOWN RETAIL BUSINESS GRANT
FOR THE PROPERTY COMMONLY KNOWN AS
22 W. ST. CHARLES ROAD**

WHEREAS, the Village disburses funds for the Downtown Retail Business Grant Program (the “Program”) under the authority of the Village Board of Trustees, and will provide monetary grants to qualified property owners and businesses, utilizing the Village’s Economic Development Fund; and,

WHEREAS, Common Grounds LLC/ArtVibe Café, dba Vibe Cafe, signed by Jeffery Foster (the “Applicant”), wish to participate in this Program for renovations to the existing retail space (the “Project”) located at 22 W. St. Charles Road, Lombard, Illinois (the “Subject Property”) and,

WHEREAS, the Project shall consist of those renovations to the tenant space on the Subject Property as set forth on Exhibit “A” attached hereto and made part hereof; and,

WHEREAS, the Project will complement and support the Village’s plans to maintain and enhance a quality Central Business District;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS, as follows:

SECTION 1: That the Village shall provide the Applicant a grant of up to nineteen thousand fifty two and 99/00 dollars (\$19,052.99), pursuant to the Program (the “Grant”). Such grant funds shall be available to the Applicant upon the authorization of the Village’s Department of Community Development, after receipt of satisfactory evidence that the project components have been completed, and that the Applicant have paid all invoices for labor and materials in connection therewith.

SECTION 2: The Applicant, as well as any subsequent business or property owner, will perform the following obligations in connection with the Project:

- a. Building permits must be applied for and received for all of the work covered as part of the grant;
- b. Before the grant can be paid out, the Applicants will submit final receipt(s) (showing it is paid in full) and waivers of lien from the contractors performing the work covered as part of the grant;

SECTION 3: The Applicant, and any subsequent business or property owner, shall be required to maintain the Property in accordance with all Village codes and ordinances.

SECTION 4: That the Downtown Retail Business Grant Program Agreement, relative to the Project, attached hereto as Exhibit “B” and made part hereof is hereby approved (the “Agreement”)

SECTION 5: The Village may terminate the Agreement if the Applicant, or any subsequent business or property owner, fails to comply with any of the terms of the Agreement. In the event of termination, the Applicant shall be required to repay any amount of the Grant disbursed.

SECTION 6: That the Village President and Village Clerk are hereby authorized and directed to sign, on behalf of the Village of Lombard, the Agreement attached hereto as Exhibit “B”.

Adopted this ____ day of _____, 2025.

Ayes: _____

Nays: _____

Absent: _____

Approved this ____ day of _____, 2025.

Keith T. Giagnorio
Village President

ATTEST:

Elizabeth Brezinski
Village Clerk

EXHIBIT A
Legal Description

LOT 6 (EXCEPT THAT PART THEREOF TAKEN OR USED FOR PARK AVENUE) IN BLOCK 11 IN TOWN OF “LOMBARD”, BEING A SUBDIVISION IN SECTIONS 5, 6, 7, 8 AND 18, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO A PLAT THEREOF RECORDED APRIL 23, 1868 AS DOCUMENT 9483, IN DUPAGE COUNTY, ILLINOIS.

EXCEPTING THEREFROM THAT PART OF LOT 6 CONVEYES IN DOCUMENT R2000-099954, DESCRIBED AS FOLLOWS:

COMMENCING AT THE POINT OF INTERSECTION OF THE NORTH LINE OF ST. CHARLES ROAD AND THE WEST LINE OF THE EAST 93.12 FEET OF SAID LOT 6 (SAID LINE ALSO BEING THE EAST RIGHTOFWAY LINE OF PARK AVENUE); THENCE NORTH 15 DEGREES 09 MINUTES 55 SECONDS WEST, ALONG SAID EAST LINE OF PARK AVENUE, 126.70 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE LAST DESCRIBED LINE FOR A DISTANCE OF 80.13 FEET TO A POINT ON THE NORTH LINE OF A 33 FOOT PUBLIC ALLEY HERETOFORE VACATED PER DOCUMENT 26476; THENCE NORTH 76 DEGREES 58 MINUTES 59 SECONDS EAST, ALONG SAID NORTH LINE OF VACATED ALLEY, 99.99 FEET TO A POINT (SAID POINT BEING THE INTERSECTION OF THE NORTH LINE OF SAID LOT 6); THENCE SOUTH 13 DEGREES 08 MINUTES 51 SECONDS EAST, ALONG THE EASTERLY LINE OF LOT 6 AND ITS NORTHERLY EXTENSION THEREOF, 87.21 FEET; THENCE SOUTH 78 DEGREES 19 MINUTES 55 SECONDS WEST, 0.56 FEET; THENCE NORTH 11 DEGREES 40 MINUTES 05 SECONDS WEST, 10.38 FEET; THENCE SOUTH 78 DEGREES 19 MINUTES 55 SECONDS WEST, 23.26 FEET; THENCE SOUTH 74 DEGREES 01 MINUTES 33 SECONDS WEST, 73.72 FEET TO THE POINT OF BEGINNING (EXCEPTING THEREFROM THE NORTH 6 FEET OF THE VACATED ALLEY CONVEYED TO THE VILLAGE OF LOMBARD BY DOCUMENT 266950), IN DUPAGE COUNTY, ILLINOIS.

PIN(s) 06-07-206-013 and -014

ADDRESS: 22 W. ST. CHARLES ROAD

EXHIBIT B

DOWNTOWN RETAIL BUSINESS GRANT PROGRAM AGREEMENT

This Agreement is entered into this _____ day of March, 2025, by and between the Village of Lombard, Illinois, (hereinafter referred to as the “Village”), and Common Grounds LLC/ArtVibe Café, dba Vibe Cafe, signed by Jeffery Foster (hereinafter referred to as “Applicant”) doing business at 22 W. St. Charles Road, Lombard, Illinois (said location being legally described on Exhibit “1” attached hereto and made part hereof – hereinafter referred to as the “Subject Property”). The Village and the Applicant are sometimes referred to herein collectively as the “Parties.”

WITNESSETH

WHEREAS, the Village, pursuant to the established a Downtown Retail Business Grant Program (hereinafter referred to as the “Program”) and, as such, will provide grants to qualified business owners and property owners within the defined geographical area of the Downtown Business District for interior renovations for qualified retail business activity; and

WHEREAS, the Program compliments and supports the Village's plans to maintain a quality Central Business District; and

WHEREAS, renovations are desirable within the Central Business District and contribute to an economically strong Central Business District; a commercial area where the image, appearance, and environment encourage the attraction of shoppers; and

WHEREAS, the Applicant wish to participate in this Program for proposed interior renovations to be located at 22 W. St. Charles Road, Lombard, Illinois; with said interior renovations being more specifically described in Exhibit “2” attached hereto and made part hereof (hereinafter referred to as the “Project”);

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Parties hereto, the Parties agree as follows:

SECTION 1: The Village shall provide the Applicant with a grant under the Program in an amount not to exceed nineteen thousand fifty two and 99/00 dollars (\$19,052.99), (hereinafter referred to as the “Grant”). Such Grant shall be available to the Applicant upon the authorization of the Village's Director of Community Development, and after the Applicant has constructed the Project, and complied with the provisions of this Agreement, as well as paid for the Project. The maximum amount of the Grant, as set forth above, is based upon the Applicant expending no less than the \$23,403.98 for the eligible construction costs for the Project. Additionally, the Village shall provide the Applicant of up to \$1,500 in architectural fees for the Project as well as

up to \$5,851 in eligible rent percentage reimbursement (25% of eligible construction costs). In the event that the Applicant's eligible construction cost expenditures for the Project are less, the Grant shall be reduced such that the maximum amount of the Grant shall not exceed fifty percent (50%) of the amount expended by the Applicant in relation to the Project. Furthermore, the eligible rent percentage reimbursement shall also adjusted to reflect the applicable 25% reduction in eligible construction costs.

SECTION 2: The Applicant shall undertake the following in connection with the Project:

1. Building permits shall be applied for and issued by the Village and the DuPage County Health Department. Any work undertaken associated with the tenant space prior to the grant approval shall not be considered eligible as part of the grant award.
2. Work shall be meet the commencement and completion provisions within the Program.
3. Before the grant can be paid out, the applicant shall submit a final receipt (showing the project is paid in full), waivers of lien from contractors, and an IRS W-9 form.
4. After the grant money is paid, the applicant shall display the Village window sign acknowledging they received a grant.

SECTION 3: Upon completion of the Project, the Applicant shall maintain the Subject Property and the business located thereon in accordance with all applicable federal, state and local laws, rules and regulations.

SECTION 4: The Applicant hereby consent to the recording of this Agreement to serve as notice to future purchasers, assigns, estate representatives, mortgagees, and all other interested persons of the conditions outlined in this Agreement.

SECTION 5: In the event the Village terminates this Agreement as a result of the Applicant failing to comply with any of the terms of this Agreement, the Applicant shall be required to repay any amount of the Grant that has been disbursed by the Village.

SECTION 6: This Agreement shall be binding upon the successors and assigns of the Parties hereto.

Resolution No. _____
22 W. St. Charles Road – Vibe Café Retail Business Grant
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VILLAGE OF LOMBARD

By: Keith T. Giagnorio, Village President

Attest: Elizabeth Brezinski , Village Clerk

APPLICANT

Jeffery Foster

STATE OF ILLINOIS)
)SS
COUNTY OF DUPAGE)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that Keith T. Giagnorio, personally known to me to be the President of the Village of Lombard, and Elizabeth Brezinski , personally known to me to be the Village Clerk of said municipal corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such President and Village Clerk, they signed and delivered the said instrument and caused the corporate seal of said municipal corporation to be affixed thereto, pursuant to authority given by the Board of Trustees of said municipal corporation, as their free and voluntary act, and as the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this _____ day of _____, 2025.

Commission expires _____, 20____.

Notary Public

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COUNTY OF DUPAGE)

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EXHIBIT 1

Legal Description

LOT 6 (EXCEPT THAT PART THEREOF TAKEN OR USED FOR PARK AVENUE) IN BLOCK 11 IN TOWN OF "LOMBARD", BEING A SUBDIVISION IN SECTIONS 5, 6, 7, 8 AND 18, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO A PLAT THEREOF RECORDED APRIL 23, 1868 AS DOCUMENT 9483, IN DUPAGE COUNTY, ILLINOIS.

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PIN(s) 06-07-206-013 and -014

ADDRESS: 22 W. ST. CHARLES ROAD

Resolution No. _____

22 W. St. Charles Road – Vibe Café Retail Business Grant

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EXHIBIT 2

The Community Development Department retains a copy of the submittal to the Economic and Community Development Committee. This submittal includes contractor's quotes and a description of the work to be completed. The Applicant propose to install electrical and plumbing improvements, along with ancillary construction activities to provide for a coffee shop.



MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson
Economic and Community Development Committee

FROM: William Heniff, AICP, Director of Community Development *WHA*

DATE: January 13, 2025

SUBJECT: Downtown Retail Business Grant; 22 W. St. Charles Road (Common Grounds – Vibe Cafe)

The Community Development Department has received an application for the Downtown Retail Business Grant (RBG) for Common Grounds (dba Vibe Café) proposed to be located at 22 W. St. Charles Road. As noted in the submitted business plan, the proposed business model will include a coffee shop, sale of prepackaged food from off-premises catering establishments, a space for art and book displays and related painting activities, and shared spaces available for co-working use by small businesses or individuals. The lessee/business owner previously operated Common Grounds coffee shop in DeKalb.

The tenant space has not previously received grants. It was last leased by Ruff Life from 2015 through mid-2024, a retail pet food and supply store.

Submitted Materials to Date

1. Retail Business Grant Application
2. An executed lease for a three year period, commencing August 1, 2024
3. A Retail Business Plan Narrative
4. Building Permit Plans for the Remodeling Project (Under Review and Not Approved)

The applicant is seeking to undertake interior renovations consisting of the following elements:

1. Interior room and restroom remodeling,
2. Plumbing upgrades (sinks and grease trap)
3. Accessibility upgrades for restroom, and
4. Electrical improvements.

A companion building permit is currently under review, which will also be reviewed by the DuPage County Health Department.

Retail Business Grant Program Components Checklist

The application narrative was reviewed relative to the RPG requirements and the following eligibility information is offered in italics after general applicability statements:

1. Expenditures

- a. Capital Costs- Those costs associated with improvements which are permanently affixed to the building, which are not specific to the use, and which do not restrict the future use of the building. *The applicant's grant request would only pertain to the applicable ADA accessibility code requirements, repair/replacement of walls and identified electrical and plumbing improvements.*
- b. Soft Costs- The following items shall be considered soft costs and may be eligible for the Program:
 - a. The first three (3) months of rent (*3 months @ \$3,900 = \$11,700*)
 - b. Soft costs shall not exceed twenty-five percent (25%) of the total eligible expenditures (*will be a condition of grant approval if awarded; if project is \$30,000, then the cap would be \$7,500*)

Expansion Activities: *Not Applicable; applicant is occupied existing retail space*

- 2. **Amount:** The property is located within the Downtown Business Grant geographical boundaries, meaning that any grant awards would be paid out of the Village's Economic Development Fund. The project is grant eligible for up to 50% of the eligible project costs; not to exceed \$20,000, unless specifically approved by the Village Board. *The applicant's estimated project cost is \$30,000, which if confirmed through the quote and submittal process would mean that the award would be up to \$15,000.*
- 3. **Ownership/Lease.** Applicants must either own or have a minimum three (3) year lease in a first-floor retail location along a public street. *The submitted lease meets this provision.*
- 4. **Occupancy-** Businesses who receive Retail Business Grant funds shall remain open at the location identified in their grant application for at least five (5) years from the date of the original Retail Business Grant disbursement. *The applicant has stated that this is his intent.*
- 5. **Eligible Business:** Priority will be given to retail businesses that best complement the Lombard downtown retail mix. *As the business plan notes, the use would be primarily a coffee shop, but there are also a number of ancillary activities proposed within the business plan which are intended to distinguish it from other establishments. The business plan also represents that it will meet the definition of a retail business and not a service business.*

January 13, 2025

22 W. St. Charles Road – Common Grounds – Vibe Cafe

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6. **Fees.** Professional, architectural, engineering, and Village permit fees may be included in the total improvement costs. The Program will fund up to twenty-five percent (25%) or \$1,500, whichever is less, of architectural rendering fees prior to approval of the improvements. All requests for architectural rendering fees prior to approval must have proper documentation and invoices. *Architectural expenses and Village permit fees are still pending, as the plans are in review and this will item be added as a condition of approval.*
7. **Conformance.** The business owner must maintain the property in compliance with all federal and local laws, ordinances, and regulations. *The intent of the companion permit effort is to ensure compliance with current code provisions.*
8. **Administration.** Applications will be reviewed by the ECDC. The ECDC will forward a recommendation to the Village Board, who will then determine whether the Retail Business Grant should be approved. A separate request for building permits shall be submitted to the Community Development Department. *The applicant has applied for requisite permits and is following the approach noted above.*
9. **Evaluation.** Proposals shall be evaluated on their viability, their contributions to the Eligible TIF Districts' (in this case the Downtown Grant Policy) retail mix, their support to the Village tax base and their completeness and eligibility. *The applicant identified how their business would fit in the downtown environment and would be a retail sales tax and restaurant places for eating tax generator. The business plan states that Common Grounds – Vibe Café has secured initial capital of \$75,000 and are pursuing a business loan in the amount of \$150,00 for the project.*
10. **Timing.** If approved, the applicant has twelve (12) months from the date of the grant approval by the ECDC or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. *The applicant intends to complete construction work and be open within the next few months.*
11. **Appeals:** Not Applicable
12. **Payments and Reimbursement.** Grants shall be paid out as follows:
All restaurants shall be eligible to receive the maximum grant amount of twenty thousand and no/100 dollars (\$20,000) upfront after the improvements have been completed and all final inspections have been completed. *The proposed business plan states and the proposed improvements align with the designation that the land use is a type of restaurant.*
13. **Property Lien.** All businesses and properties, except restaurants, who receive upfront Retail Business Grant money shall be subject to a lien to be recorded against title to the property, with the property owners written consent, to cover the pro rata share of capital

costs paid upfront. As previously noted, the proposed restaurant use would not be subject to a lien provision.

14. **Business Plan.** Business plans shall be reviewed by the College of DuPage Small Business Development Center (SBDC) prior to submitting same to the Village. *The applicant meets this provision and has been working with the SBDC on refining their financial projections accordingly, all in order to provide the best opportunity for business success. Separately in addition to the proposed Village grant, the applicant is also working on securing a Small Business Administration Loan for the project.*

15. **Procedural Requirements.** *Staff has been informing the applicant of procedural elements associated with the grant application and the applicant is intending to meet the program criteria. As of January 9, the applicant is striving to secure final quotes for the work to be performed – this will either be provided prior to the ECDC meeting, or in the alternative, the ECDC can consider a possible caps based upon the estimated project cost along with such final quotes being submitted prior to Village Board consideration of any Retail Business Grant Program Agreement.*

STAFF COMMENTS & RECOMMENATION

Staff is supportive of the request for the following reasons:

1. Consistent with the recommendations of the Lombard Downtown Revitalization Project Guidebook.
2. Consistent with past approval for other retail business grant requests (Gnarly Knots is the most recent example).
3. The proposed business (coffee shop and art supply/gathering space use) would be a bit unique to the downtown.

COMMITTEE ACTION REQUESTED

This item is being placed on the January 13, 2025 ECDC agenda for consideration. Staff recommends that the ECDC recommend approval of the requested Downtown Retail Business Grant being sought for the property at 22 W. St. Charles Rd, with a waiver of the multiple quote requirements, if deemed acceptable. Said recommendation is subject to the following conditions by the ECDC:

1. The proposed grant award shall not exceed 50% of the eligible project costs or \$15,000, whichever is less. Soft costs and administrative costs shall not exceed the amounts set forth within the Retail Business Grant Program. The final award shall be based upon submittal of and final review and approval of estimated contractor quotes, as deemed appropriate and applicable by the Village, prior to consideration by the Village Board

2. Building permits shall be applied for and issued by the Village and the DuPage County Health Department. Any work undertaken associated with the tenant space prior to the grant approval shall not be considered eligible as part of the grant award.
3. Work shall be meet the commencement and completion provisions within the Program.
4. Before the grant can be paid out, the applicant shall submit a final receipt (showing the project is paid in full), waivers of lien from contractors, and an IRS W-9 form.
5. After the grant money is paid, the applicant shall display the Village window sign acknowledging they received a grant.

**RETAIL BUSINESS GRANT PROGRAM
APPLICATION**

1. A. Building Address: 22 West St. Charles Road, Lombard IL
 B. Property Identification Number: _____

2. A. Business Owners Name: _Jeffery Foster_____
 B. Business Owners Address: _134 Fellows Court Apt E, Elmhurst IL_____

 C. Business Owners Phone (daytime): (815_)_859-6242_____
 D. Business Owners Email: _artvibecafe@gmail.com_____

3. A. Property Owners Name: _Jacob Grad_____
 B. Property Owners Address: _1316 Sherman Avenue, Suite 234, Evanston IL_____

 C. Property Owners Phone (daytime): (773)_334-1100_____

3. Lease Terms: _3 years_____

4. Description of Business (use additional paper if necessary):
 Common Grounds – Vibe Café
 Coffee, Tea and Smoothie Bar, Art Studio and Used Book Store.
 Bakery and snacks provided by a local catering service.

5. Proposed Improvements associated with the project (use additional paper if necessary):
 _Hand sink(s) 3 compartment sink, on site drain, bathroom widening for ADA

6. Plans/Drawings prepared by:

A. Name: Arlene Warda

B. Address: 1304 Ridgeland Ave., Berwyn, IL 60402

C. Phone (day time): (708) 556-8553

D. Estimated Cost of the project: \$ 30000

7. Statement of Understanding.

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Downtown Retail Business Grant Program and the specific design recommendations and conditions of approval as set forth by the Village.
- B. The applicant must submit detailed cost documentation, copies of building permits, and all contractors' waivers of lien upon completion of work.
- C. The applicant, owners, and all contractors associated with the applicable project must comply with all federal and local regulations.

Business Owner Signature  (Date) 01/06/2025

Property Owner Signature _____ (Date) _____

Return application to:

Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148

OFFICE BUILDING LEASE

Location: 22 W. St. Charles Road, Lombard, Illinois.

1. PARTIES: This Lease, dated as of July 23, 2024, is made by and between ARC St. Charles LLC, an Illinois Limited Partnership (herein called "Lessor"), and Common Grounds Coffee, Tea and Smoothies, LLC (herein called "Lessee").

2. PREMISES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor that certain space containing approximately two thousand, eighty (2,080) square feet and referred to as 22 W. St. Charles Road, Lombard, Illinois as shown in Exhibit A (herein called "Premises"), at the building commonly known as 26 W. St. Charles Road (herein called "Building" or "Property"). There is no lower level storage provided under this Lease.

3. USE: Lessee shall use the Premises for a coffee and drink shop and related activities and no other purpose and shall not use the Premises for any use which is not consistent with the present character of the Building.

4. RENT: Lessee agrees to pay the Lessor as rent, without notice, demand, or set off, the sums indicated on Exhibit B.

5. TERM: The Lease term is indicated in Exhibit B. The parties acknowledge that certain obligations under various articles hereof may commence prior to the Lease term, i.e. construction, hold harmless, liability insurance, etc.; and the parties agree to be bound by these articles prior to commencement of the Lease term.

6. SECURITY DEPOSIT: Lessee shall deposit with Lessor the sum of thirty nine hundred dollars (\$3,900.00) at the time of Lease signing. Said sum shall be held by Lessor as a security for the faithful performance by Lessee of all the terms, covenants, and conditions of this Lease to be kept and performed by Lessee during the term hereof. If Lessee defaults after notice, and any applicable cure periods have expired with respect to any provisions of this Lease, including, but not limited to the provisions relating to the payment of rent, Lessor may (but shall not be required to) use, apply or retain all or any part of this security deposit for the payment of any rent or any other sum in default, or for the payment of any amount which Lessor may spend or become obligated to spend by reason of Lessee's default, or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default. Lessor shall give Lessee thirty (30) days written notice of application of the security deposit. If any portion of said deposit is so used or applied Lessee shall, within ten (10) days after written demand therefore, deposit cash with Lessor in an amount sufficient to restore the security deposit to its original amount and Lessee's failure to do so shall be a default under this Lease. Lessor shall not be required to keep this security deposit separate from its general funds. If Lessee shall fully and faithfully perform every provision of this Lease, the security deposit or any balance thereof shall be returned to Lessee (or at Lessor's option, to the last assignee of Lessee's interest hereunder) within thirty (30) days following expiration of the Lease

TO LESSOR AT: c/o Jacob Grad, Member
1316 Sherman Ave., Suite 234, Evanston, IL. 60201

TO LESSEE AT: c/o Jeffery Foster, Owner
22 W. St. Charles Road, Lombard, IL., 60148

(17) LESSEE'S STATEMENT. Lessee shall at any time from time to time, upon not less than five (5) days prior written notice from Lessor, execute, acknowledge and deliver to Lessor a statement in writing (a) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease as so modified is in full force and effect), and the date to which the rental and other charges are paid in advance, if any, and (b) acknowledging that there are not, to Lessee's knowledge, any uncured defaults on the part of the Lessor hereunder, or specifying such defaults if any are claimed, and setting forth the date of commencement of rents and expiration of the term hereof, and (c) certifying such or items as Lessor reasonably requests. Any such statement may be relied upon by the prospective purchaser or encumbrancer of all or any portion of the real property of which the Premises are a part.

(18) AUTHORITY OF LESSEE. If Lessee is a corporation, each individual executing this Lease on behalf of said corporation represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of said corporation, and that this Lease is binding upon said corporation.

30. LESSOR RESPONSIBILITIES:

(1) UTILITIES AND HEATING AND AIR CONDITIONING EQUIPMENT: Lessor shall pay for electricity, water, and natural gas supplied to the Building common areas. Lessor shall pay the cost of gas to provide heat to the Premises and shall pay for water supplied to the Premises as well, except for water and gas as provided in Exhibit B, Paragraph 4. Additionally, Lessor shall be responsible for the repairs to and, seasonal maintenance of the existing HVAC system excluding ductwork and thermostats within the Premises unless said repairs are caused in part or whole by Lessee's neglect or misuse. In the event Lessee is required to install new heating, air conditioning or ventilation equipment which may be required by the Village of Lombard in conjunction with Lessee's business use, Lessee shall bear the full cost of installation and maintenance of its new HVAC equipment. Any HVAC equipment which may be required such as duct work, additional heating or air conditioning units, hoods or exhaust fans shall immediately become a fixture of the Premises and Building and shall remain at the time of Lease termination or Lessee's vacating the Premises.

(2) LANDSCAPING AND SNOW REMOVAL. Lessor shall be responsible for the cost of landscaping. Lessor shall be responsible for the cost of snow removal along the sidewalk directly in front of the building and in the back (North) stairs and landing.

(3) CLEANING. Lessor shall provide cleaning for the Building common areas. Lessor shall pay for outside garbage dumpsters.

31. LESSEE PROVISIONS:

(1) SIGNS AND ADVERTISING. At its sole cost, and with Lessor's prior approval, Lessee may install signage or lettering on the awning directly above the main entrance to the Premises. Upon the expiration of this Lease or, if Lessee vacates the Premises for any reason, Lessee shall remove any lettering or signage from the awning and restore the awning to its original form at Lessee's sole cost. In the event Lessor changes all the awnings attached to the Building, Lessor shall not be responsible for removal of

any overage charges, Lessee shall be responsible for payment of these charges to Lessor within five (5) days of written and receipted notice.

(7) CLEANING AND LIGHTBULB CHANGING. Lessee shall be responsible for, and pay the cost of, the cleaning the Premises. Lessee shall be responsible for and pay the cost of changing its light bulbs.

(8) EMERGENCY CONTACT. If Lessee has a security system installed, Lessee shall deliver the name and contact information of a 24 hour emergency person. Lessor shall not enter the Premises at any time without a designated representative present.

(9) BACK UP GENERATOR. Lessee acknowledges that there is no backup electricity generator located at, or for, the Building.

32. LOWER LEVEL STORAGE: There shall be no lower level storage in conjunction with this Lease.

33. GUARANTOR: Jeffery Foster ("Guarantor") shall be responsible for compliance on the part of Lessee with all provisions of this Lease, including costs due to Lessor relating to any non-compliance of the Lease by Lessee.

35. BROKERS. Lessee warrants that it has had no dealings with any real estate broker other than Jacob Grad, President, of Allied Realty Corporation. Jacob Grad is also a Principal in this transaction and Karen Kulczycki, Vice President, SVN Chicago Commercial. Brokers are licensed in the State of Illinois. Brokers are acting as Agent of the Lessor. Lessor shall be responsible for any fees or commissions due such broker and Lessor shall hold Lessee harmless for any claim of broker fees or commissions.

CONSULT YOUR ATTORNEY

If this Lease has been filled in it has been prepared for submission to your attorney for his approval. No representation or recommendation is made as to the legal sufficiency, legal effect, or tax consequences of this Lease.

AGREED:

Lessor: ARC ST. CHARLES LLC
ARC St. Charles LLC

[Signature]
By: Jacob Grad, Member

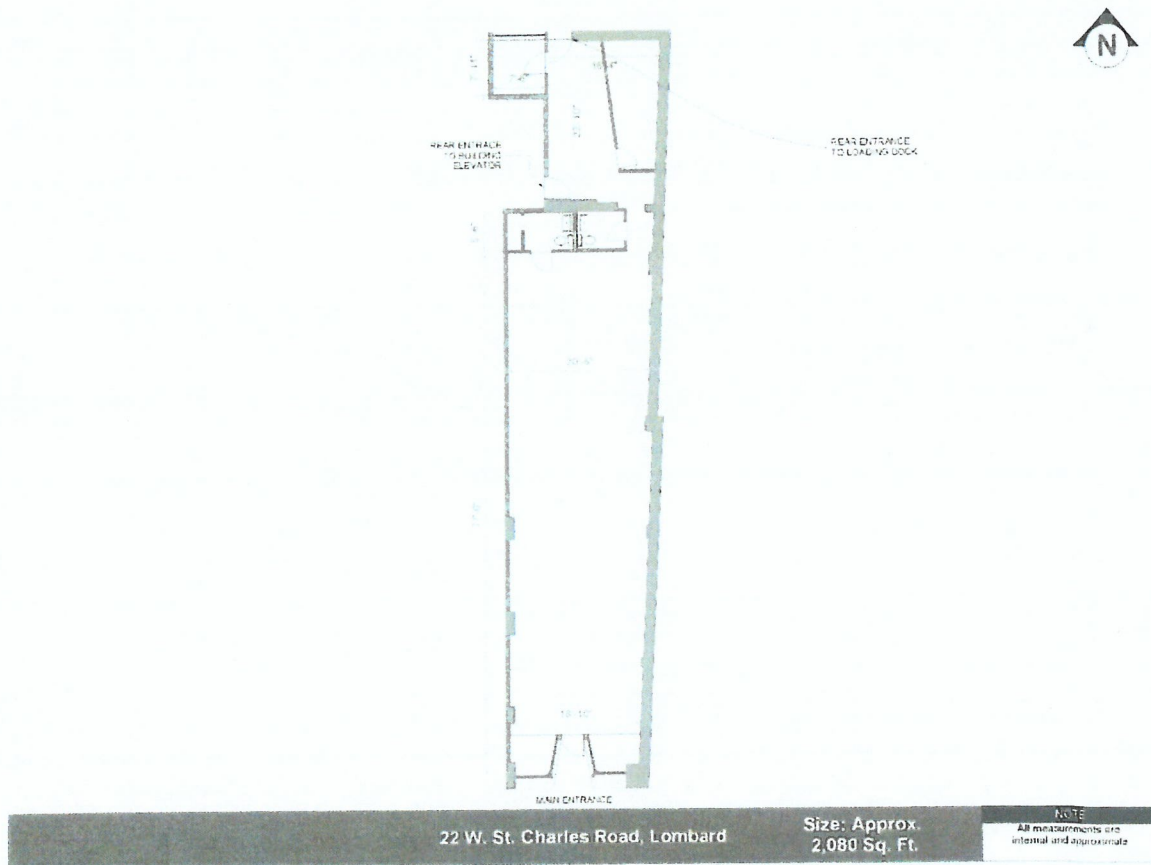
Lessee: Common Grounds LLC / Art Vibe Cafe
Common Grounds Coffee, Tea and Smoothies, LLC

[Signature]
By: Jeffery Foster, Owner

Guarantor: [Signature]
Jeffery Foster, Personally

EXHIBIT A TO OFFICE BUILDING LEASE DATED AS OF 7/23/24
LESSOR: ARC ST. CHARLES LLC
LESSEE: COMMON GROUNDS COFFEE, TEA AND SMOOTHIES, LLC
PREMISES: 22 W. ST. CHARLES ROAD, LOMBARD, IL.

LEASE PREMISES



Lessor Initials JHC

Lessee Initials CR

EXHIBIT B TO OFFICE BUILDING LEASE DATED AS OF 7/23/24
LESSOR: ARC ST. CHARLES LLC
LESSEE: COMMON GROUNDS COFFEE, TEA AND SMOOTHIES, LLC
PREMISES: 22 W. ST. CHARLES ROAD, LOMBARD, IL.

TERM AND RENT

1. TERM: The term of this Lease shall be 8/1/24-9/30/27

2. BASE RENT: Monthly rent shall be as follows:

8/1/24-9/30/24: None, rent abated

10/1/24-9/30/25: Thirty nine hundred dollars (\$3,900.00).

10/1/25-9/30/26: Four thousand, fifty six dollars (\$4,056.00).

10/1/26-9/30/27: Forty two hundred, eighteen dollars (\$4,218.00).

3. Rent for the month of October, 2024 shall be due at lease signing.

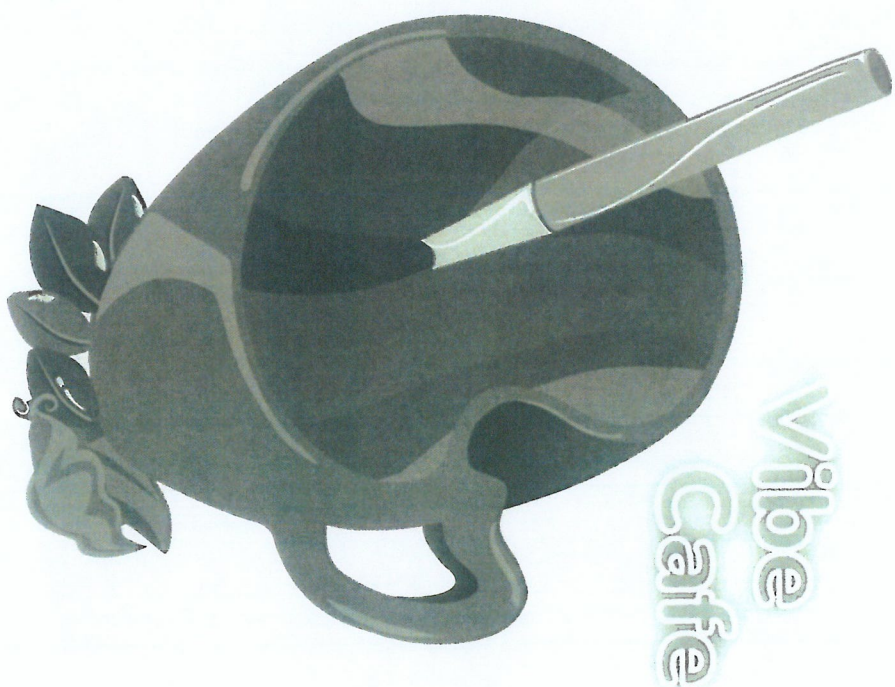
4. ADDITIONAL RENT: There is one water meter for the Building containing the Premises. Lessee is expected to increase the water and sewer consumption for the Building in conjunction with its food and drink production. Lessee shall be responsible for payment to Lessor for any increase in water and sewer usage in regard to its business. Lessor shall send Lessee an invoice not less than twice a year for Lessor's water and sewer usage. The amount of the invoice shall be determined by the difference of the then current water and sewer usage from the average usage prior to Lessee's occupancy. The rate of the billing shall be the then current rate shown on the Village of Lombard Water Bill. For purposes of the Additional Rent charge, the current water usage is ten thousand (10,000) Gallons per billing period and the sewer usage is ten thousand (10,000) Gallons per billing period. Lessor shall furnish Lessee copies of the current Village of Lombard water invoices at the time of billing. Lessee shall pay the Additional Rent charge within ten (10) days written and receipted notice of Lessor's invoice.

Additionally, there is one gas meter for the Building containing the Premises. If Lessee increases the gas usage for the building through the installation of gas stoves, food heating equipment, or additional HVAC equipment which may be required by the Village of Lombard or as a result of Lessee's business, Lessee shall be responsible for payment to Lessor for any increase in gas usage. Lessor shall send Lessee an invoice not less than twice a year for Lessor's gas usage. The amount of the invoice shall be determined by the difference of the then current gas usage from the average usage prior to Lessee's occupancy. The rate of the billing shall be the then current rate as shown on Lessor's gas provider's invoices. For purposes of the Additional Rent charge, the gas usage for the last twelve (12) month period is six and eighteen hundredths (6.18) Average Daily Therms. Lessor shall furnish Lessee copies of the current gas company invoices at the time of billing. Lessee shall pay the Additional Rent charge within ten (10) days written and receipted notice of Lessor's invoice.

Lessor Initials ARC

Lessee Initials CG

COMMON GROUNDS



Executive Summary

Common Grounds - Vibe Cafe

More than a coffeeshop, our vision is meaningful face-to-face interactions in a digital society. The problem of isolated work environments and limited opportunities for creative collaboration, affects job force innovation, growth and overall human connection. By providing a fluid space adaptable to remote work, meetings, and events, offering affordable art supplies and premium beverage and snack options, the café can be a consistent place of comfort for many people.

In downtown Lombard, Illinois, the café will benefit from medium to heavy foot traffic most days of the week. Our business targets a diverse customer base of art enthusiasts and students, remote workers and educators. Profit will be based on sales of beverages and snacks (60%), Revenue projection from art supplies and books sales (25%), room rentals and events (15%). That would allow an overall annual revenue increasing by 20% very year as demand grows.

To support its growth and unique offerings, Common Grounds - Vibe Cafe is seeking capital through diverse funding sources. These include strategic partnerships with local investors, grants for art-focused programs, and traditional lending options. This multi-faceted approach is to insure a long term financial investment for business launch, community stability, future growth.

Opportunity

Problem & Solution

Problem Worth Solving

The problem of isolated work environments and limited opportunities for creative collaboration. An atmosphere that addresses the growing need for meaningful face-to-face interactions in our digital world. The need for embracing diversity and finding common ground in a fast-paced society driven often driven by consumerism and selfish motives.

Our Solution

Phones down, eyes up, and cheers to the future.

Vibe Cafe is a dedicated space designed to inspire creativity and foster community. Our mission is to create grassroots settings where ideas can flourish and connections thrive among students, remote workers, and families. We envision working professionals, educators, and local artists gathering to share drinks and exchange ideas. This unique atmosphere enhances the coffee shop experience and addresses the growing need for meaningful face-to-face interactions in our digital world.

At Vibe Cafe, we prioritize:

- Affordable art supplies, books, events, and classes
- Memorable coffee and tea options with expert flavor and quality
- Delicious snacks, Italian soft drinks, spritzers, and nutritional smoothies
- A fluid space adaptable to remote work, meetings, and events
- An environment that invites creativity and fosters idea-sharing

By focusing on these elements, we aim to solve the problem of isolated work environments and limited opportunities for creative collaboration. Vibe Cafe will be a hub for innovation, learning, and the need for human connection in modern society.

Target Market

Downtown walking traffic in downtown Lombard Illinois adjacent to the commuter rail system, local bars, restaurants and boutiques. The area has heavy traffic on Saturdays and Sundays and mornings until 3pm on weekdays. The best marketing practice is to carve a unique niche. Key steps would be to develop consistent service, a workplace routine, delicious beverage offerings and fun art-focused events. The more we can cultivate a cafe community, the more we can cultivate customer traffic that isn't being addressed.

Competition

Current Alternatives

The coffee shop concept most closely aligned with our vision does not currently exist in a singular format. QuaWah House, a high-quality coffee and tea establishment, serves as a partial model, generating revenue for Muslim families and fulfilling a cultural niche while attracting consumers seeking alternatives to mainstream chains such as Starbucks. This establishment specializes in Yemeni-inspired beverages, catering to a refined palate that appreciates spiced and unsweetened drinks.

An alternative business model is exemplified by Pinot's Palette, a community art studio offering light refreshments and wine in a bring-your-own-beverage (BYOB) format. They provide classes at premium prices, attracting a diverse clientele including regular students, social groups, event participants, travelers, and local tourists. The beverages are complimentary or tip-based, rather than serving as a primary revenue stream.

Common Grounds - Vibe Cafe, aims to differentiate itself by synthesizing elements of a traditional coffee shop with an art-centric community space. This unique market positioning addresses a gap that existing alternatives have not fully explored, potentially creating a sustainable competitive advantage in the local business landscape. By integrating these diverse elements, Common Grounds - Vibe Cafe seeks to establish a novel business model that caters to the evolving needs of art enthusiasts, coffee connoisseurs, and community-minded individuals alike.

Our Advantages

Common Grounds - Vibe Cafe distinguishes itself from traditional local coffee and tea establishments by offering a unique community focused model. Our core focus is on creating an immersive environment that transcends typical café offerings. Since our inception in July 2016, we have evolved from a primary focus on coffee, tea, and smoothies in contrast to fast-food coffee chains like Starbucks, Dunkin', and McDonald's.

Vibe Cafe's diversified revenue streams will be reflected in our financial statements through new categories, including:

- Product sales of art supplies and materials
- Subscription-based services
- Income from art classes and "paint and sip" events
- Revenue from indoor and outdoor vendor markets (held as quarterly sales events)

Events serve as an excellent marketing opportunity, allowing us to showcase our high-quality beverage offerings. This distinctive approach sets us apart in the competitive café landscape, providing multiple avenues for growth and customer engagement while establishing a strong foundation for long-term success and community impact.

Execution

Marketing & Sales

Marketing Plan

Common Grounds - Vibe Cafe's marketing plan is designed to leverage its unique position as both a gourmet coffee, tea, and smoothie bar (Common Grounds) and a creative workspace (Vibe Cafe).

To reach our target markets, we will implement a multi-faceted approach:

- **In-store promotions:** We will offer beverage samples at our storefront and near train boarding areas, accompanied by discount subscription cards. These subscriptions will be tiered to align with different customer segments, encouraging repeat visits and fostering customer loyalty.
- **Digital marketing:** We will implement a QR code system for pre-ordering, catering to morning commuters and eventually expanding to evening hours. This system will streamline the ordering process and enhance customer convenience.
- **Local partnerships:** We will collaborate with local businesses, such as Righteous Kitchen, to offer baked goods, snacks, and simple meals. This partnership strategy will not only expand our product offerings but also strengthen our ties within the local business community.
- **Community engagement:** We will host art classes, events, and vendor markets to attract creatives and art enthusiasts, showcasing our unique blend of services and fostering a sense of community.

Our marketing efforts will highlight Common Grounds - Vibe Cafe's unique selling propositions. To measure the effectiveness of our marketing efforts, we will track key performance indicators such as foot traffic, subscription sign-ups, pre-order volumes, and revenue growth across our different product categories.

Sales Plan

Common Grounds - Vibe Cafe's sales plan is designed to capitalize on our unique blend of offerings.

Our sales targets are aligned with our projected 10% annual revenue increase over the next three years. We aim to achieve this growth by optimizing our sales mix across our four primary revenue streams:

- Art supplies and books (30% of revenue)
- Coffee, tea, smoothies, and snacks (35% of revenue)
- Art classes and events (20% of revenue)
- Co-working space rentals (15% of revenue)

To reach these targets, we will implement a multi-faceted sales approach. Our beverage and snack sales will be driven by our commitment to quality and unique flavors, with an emphasis on upselling and cross-selling to customers visiting for other services. We will promote art classes and events through targeted marketing referral programs. Repeat attendance and word-of-mouth promotion is key.

By closely monitoring these metrics and adjusting our approach as needed, we aim to not only meet but exceed our sales targets, further establishing Common Grounds - Vibe Cafe as a thriving hub for creativity and community in Lombard, IL.

Operations

Locations & Facilities

Common Grounds - Vibe Cafe operates from a strategically located 2,000 square foot facility in the central business district of Lombard, Illinois. The establishment's prime positioning places it within a diverse commercial corridor, adjacent to complementary businesses including a popular bar, barbershop, Mexican restaurant, and a seasonal

retail outlet specializing in holiday merchandise, known as Fairy Tales. This advantageous location capitalizes on the synergistic effects of neighboring enterprises, potentially enhancing foot traffic and visibility for the cafe. There are 23 businesses within the 2.5 block radius of Common Grounds Vibe Cafe, and over 40 within less than a mile.

Technology

Our point-of-sale (POS) system will utilize Square with Near Field Communication (NFC) technology, ensuring efficient and secure transactions. To enhance productivity and creativity, we will offer iPad tablets equipped with Apple Pencils for rental, pre-loaded with Adobe's suite of mobile software applications. Each workspace and meeting room will be outfitted with state-of-the-art technology, including:

- 24-inch and 32-inch high-resolution displays for optimal viewing
- Charging hubs to keep devices powered throughout the day
- A large white screen in the meeting room for presentations and collaborative work

This technological infrastructure will support our mission to provide a cutting-edge environment for art enthusiasts, learners, and professionals alike, fostering creativity and productivity at Common Grounds - Vibe Cafe.

Key Metrics

At Common Grounds - Vibe Cafe, we recognize the importance of tracking key metrics to measure our performance, guide decision-making, and drive growth. As a multifaceted business combining an art space, co-working area, and gourmet beverage bar, our metrics need to reflect the diverse aspects of our operations. By closely monitoring these indicators, we can ensure we're meeting our goals and continuously improving our offerings to our varied customer base of art enthusiasts, students, remote workers, families, STEM professionals, and educators.

The following key metrics will be crucial for measuring our success and identifying areas for improvement:

- Revenue breakdown by stream:
 - Art supplies and books (target: 30% of total revenue)
 - Coffee, tea, smoothies, and snacks (target: 35% of total revenue)
 - Art classes and events (target: 20% of total revenue)
 - Co-working space rentals (target: 15% of total revenue)
- Overall revenue growth (target: 10% annual increase)
- Foot traffic (daily average and peak times)
- Customer retention rate
- Class and event attendance rates
- Co-working space utilization rate
- Inventory turnover ratio for art supplies and beverages
- Average transaction value
- Customer satisfaction score
- Social media engagement and follower growth

These metrics align closely with our business goals and unique value proposition. By tracking revenue breakdown, we can ensure we're maintaining a balanced mix of offerings that cater to our diverse customer base. Monitoring foot traffic and customer retention helps us gauge the effectiveness of our marketing efforts and the appeal of our space. Class attendance and co-working space utilization reflect the success of our community-building initiatives, while inventory turnover ensures we're efficiently managing our resources. By consistently measuring and analyzing these key performance indicators, we can work towards achieving our projected 10% annual revenue growth while fostering a thriving creative community at Common Grounds - Vibe Cafe.

Company

Overview

Ownership & Structure

Jeffery Foster serves as the President and sole proprietor of Common Grounds - Vibe Cafe. He holds a degree in Graphic Design, and worked for over 22 years with Chicago corporations, small businesses, churches and other small business. Starting Common Grounds was an extension of his work with youth as an art teacher and a desire to create a mentoring environment as a community hub. After seven years of operating Common Grounds, he believes finding the right location will lead to financial success. Jeffery is looking to develop a dedicated and diverse staff to build on his primary responsibilities as founder and brand director.

Company History

Team

Management Team

Jeffery Foster, owner and creative director Kyle Moore, Financial operations coordinator

Olivia Echavaria, Lead Barista and Trainer

Advisors

Miranda Rodriguez - Small Business Development, Waubensee College

Alex Behrens - Maple Leaf Coffee Roaster

Financial Plan

Forecast

Key Assumptions

As Common Grounds - Vibe Cafe continues to operate and grow, our financial forecast is based on several key assumptions that reflect our unique business model and market position. These assumptions are derived from our current performance, market research, and the distinctive blend of services we offer as an art-focused community space, coffee shop, and co-working area.

Our primary revenue streams are expected to come from the following sources:

- Coffee, tea, smoothies, and snacks (45% of revenue)
- Sale of art supplies and books (20% of revenue)
- Art classes and events (15% of revenue)
- Co-working space rentals (10% of revenue)

We anticipate steady growth in each of these areas, with a projected overall annual revenue increase of 10% for the next three years. This growth is based on the assumption that our unique offering will continue to attract a diverse customer base, including art enthusiasts, students, remote workers, families, STEM professionals, and educators.

Operational costs consist primarily of rent (35% of revenue), utilities (5% of revenue), inventory (30% of revenue), staff wages (15% of revenue), and marketing (15% of revenue). We anticipate these percentages to remain relatively stable, with potential for slight decreases in inventory and marketing costs as we achieve economies of scale. Our unique market positioning, addressing a gap that existing alternatives have not fully explored, is expected to create a sustainable competitive advantage, reducing the need for extensive marketing expenditures over time.

Financing

Use of Funds

Common Grounds - Vibe Cafe plans to secure its initial capital through a diverse range of funding sources. These include substantial savings accumulated from prior years in business, which demonstrate the owners' financial prudence and commitment to the venture. Additionally, the cafe will leverage strategic financial partnerships with local investors who share our vision for creating a vibrant community space.

To further bolster our financial foundation, we will actively pursue loan options, including Small Business Administration (SBA) loans and art based grants focused on youth in partnership with STEAM indicatives.

By combining these funding sources, Common Grounds - Vibe Cafe aims to create a robust financial structure that will support our initial launch and provide a solid foundation for future growth. This multi-faceted approach to financing ensures we have the necessary capital to fully realize our vision of a dynamic, art-centric cafe and co-working space.

Sources of Funds

To support our launch strategy, we are actively pursuing a business loan of \$100-150,000, to cover start up costs. We have an ongoing relationship with Maple Leaf Coffee Roasters in Roselle, IL and Barb City Roasters in DeKalb county as suppliers. The owner's personal investment is at around \$45,000.

Our funding strategy aims to ensure adequate capitalization for a successful launch and sustainable growth. We are committed to maintaining a balanced financial structure, leveraging both equity and debt financing to optimize our

capital efficiency and minimize risk. As we progress, we will continually evaluate additional funding sources to support our expansion plans and enhance our service offerings.

Profit Projection 3 yr



Profit and Loss Projection (3 Years)

Common Grounds Vibe Café

Enter starting year here

	2025	3.00%	2026	3.00%	2027	%
Sales	\$ 285,080	100.00%	\$ 293,632	100.00%	\$ 302,441	100.00%
Cost/ Goods Sold (COGS)	<u>136,413</u>	<u>47.85%</u>	<u>\$ 140,505</u>	<u>47.85%</u>	<u>\$ 144,721</u>	<u>47.85%</u>
Gross Profit	<u>\$ 148,667</u>	<u>52.15%</u>	<u>\$ 153,127</u>	<u>52.15%</u>	<u>\$ 157,721</u>	<u>52.15%</u>
Operating Expenses						
Salary (Office & Overhead)	\$ 21,200	7.44%	\$ 21,836	7.44%	\$ 22,491	7.44%
Payroll (taxes etc.)	1,849	0.65%	\$ 1,904	0.65%	\$ 1,962	0.65%
Outside Services	-	0.00%	-	0.00%	-	0.00%
Supplies (off and operation)	20,300	7.12%	\$ 20,909	7.12%	\$ 21,536	7.12%
Repairs/ Maintenance	2,100	0.74%	\$ 2,163	0.74%	\$ 2,228	0.74%
Advertising	23,000	8.07%	\$ 23,690	8.07%	\$ 24,401	8.07%
Car, Delivery and Travel	2,400	0.84%	\$ 2,472	0.84%	\$ 2,546	0.84%
Accounting and Legal	1,200	0.42%	\$ 1,236	0.42%	\$ 1,273	0.42%
Rent & Related Costs	46,800	16.42%	\$ 48,204	16.42%	\$ 49,650	16.42%
Telephone	2,400	0.84%	\$ 2,472	0.84%	\$ 2,546	0.84%
Utilities	10,800	3.79%	\$ 11,124	3.79%	\$ 11,458	3.79%
Insurance	1,200	0.42%	\$ 1,236	0.42%	\$ 1,273	0.42%
Taxes (real estate etc.)	-	0.00%	-	0.00%	-	0.00%
Interest	-	0.00%	-	0.00%	-	0.00%
Depreciation	7,220	2.53%	\$ 7,437	2.53%	\$ 7,660	2.53%
Other expense (specify)	1,200	0.42%	\$ 1,236	0.42%	\$ 1,273	0.42%
Other expense (specify)	600	0.21%	\$ 618	0.21%	\$ 637	0.21%
Total Expenses	<u>\$ 142,269</u>	<u>49.90%</u>	<u>\$ 146,537</u>	<u>49.90%</u>	<u>\$ 150,933</u>	<u>49.90%</u>
Net Profit Before Taxes	6,398		6,590		6,788	
Income Taxes	-		-		-	
Net Operating Income	6,398		6,590		6,788	

General Requirements

GENERAL CONTRACTOR
A. It is the responsibility of the general contractor to provide, install, and coordinate all work and services described in the contract documents.

ARCHITECTURAL DRAWINGS

- Refer to architectural, structural, mechanical, and electrical drawings for coordination and detail of work of the various trades.
- Keep an accurate record of all deviations between the work shown on the drawings and that which is actually constructed. Submit a record drawing set to the owner prior to project closeout.
- Do not scale drawings. Use dimensions given on the drawings at all times.
- Use the following dimensions are shown to the face of the brick, wood studs or drywall finish and to the centerline of beams, doors, and windows.
- Use the following dimensions are 45 degrees unless otherwise noted.
- Drawings are diagrammatic and schematic in nature and drawings intended to show the scope of work.

- Minimum design loading for interior areas shall be 40 PSF live load, 15 PSF dead load.
- Minimum design loading for roof areas shall be 40 PSF live load, 15 PSF dead load.
- Minimum design loading for exterior decks shall be 80 PSF live load, 15 PSF dead load.
- All concentrated loads from beams or other beams shall be applied to the columns or columns, beams, and/or solid blocking. In no instance shall masonry, steel, or concrete bear on wood.

PRODUCTS AND MATERIALS

- Visit the site prior to submitting a bid, verify dimensions and conditions, and report conflicts to the owner's representative in writing or be responsible for extra charges.
- Coordinate with the owner's representative to ensure that all work is done in accordance with the contract documents and specifications. The contractor shall be responsible for obtaining all necessary permits and approvals for the work.
- Minimum design loading for interior areas shall be 40 PSF live load, 15 PSF dead load.
- Minimum design loading for roof areas shall be 40 PSF live load, 15 PSF dead load.
- Minimum design loading for exterior decks shall be 80 PSF live load, 15 PSF dead load.
- All concentrated loads from beams or other beams shall be applied to the columns or columns, beams, and/or solid blocking. In no instance shall masonry, steel, or concrete bear on wood.

PROTECT WORK, MATERIALS, AND EQUIPMENT FROM DAMAGE OR LOSS

- Provide the required cutting and patching necessary for the work.
- Protect work, materials, and equipment from damage or loss.
- Provide the required cutting and patching necessary for the work.

CUTTING AND PATCHING

- Provide the required cutting and patching necessary for the work.
- Protect work, materials, and equipment from damage or loss.
- Provide the required cutting and patching necessary for the work.

DEFINITIONS AND STANDARDS

- The latest edition of the AIA document A201 ("General Conditions of the Contract for Construction") shall be a part of the contract documents.
- Work shall be performed by skilled tradesmen in the field in which they perform the work.
- The term "provide" means to furnish, install, and hook-up services to make operational in place.
- Extra work must be reviewed in writing by the owner's representative prior to commencing. No extra payments shall be made for extra work.
- Shop drawings, product data, and samples.
 - Be prepared to submit and review shop drawings.
 - Provide product data, and product samples as required by the owner's representative.

QUALITY CONTROL

- Completely test all systems and equipment, and after as required for any additional testing.
- Make all necessary provisions to provide work in a manner which will ensure that the operation of the building and the construction schedule is minimally affected.
- Provide temporary wellways and barriers to prevent access and protect pedestations.
- Perform operations to minimize interference with the use of existing systems, and other areas.

TEMPORARY FACILITIES

- The execution of the work.
- Provide scaffolding and protection as required by the owner's representative.
- Provide temporary wellways and barriers to prevent access and protect pedestations.
- Perform operations to minimize interference with the use of existing systems, and other areas.

CODES AND ORDINANCES

- Work shall conform to applicable federal, state, and local codes and ordinances.
- Work shall conform to applicable federal, state, and local construction safety standards.
- Make necessary arrangements with authorities and contractors to ensure compliance with applicable codes and ordinances.

PRODUCTS AND SUBSTITUTIONS

- Divisions in design or materials shall be permitted only with the written approval of the owner's representative.
- When proposed substitutions are made, the contractor shall provide the owner's representative with the following information:
 - Product literature to the owner's representative for review.
 - Substitutions shall only up-grade equipment and material.

INSURANCE

- Major vehicle insurance, workers compensation insurance, employer's liability, and comprehensive general liability insurance shall be provided by the contractor. All policies shall be additional insured on all policies. All policies shall be for a minimum of \$1,000,000 coverage.
- The contractor shall provide the owner's representative with the following information:
 - Employees for any injury or loss in direct or indirect connection with work performed under this contract.

GUARANTEE

- Work and materials shall be guaranteed for a period of one year from the date of project closeout against defects in materials, workmanship, and performance.
- Remove rubbish and debris as fast as it accumulates on the project.
- Remove debris and provide final cleaning of entire project.

ALTERATION PROCEDURES

- Remove debris and provide final cleaning of entire project.
- Remove debris and provide final cleaning of entire project.
- Remove debris and provide final cleaning of entire project.

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- The latest edition of the AIA document A201 ("General Conditions of the Contract for Construction") shall be a part of the contract documents.
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- Shop drawings, product data, and samples.
 - Be prepared to submit and review shop drawings.
 - Provide product data, and product samples as required by the owner's representative.



James W. HARRIS
0144883

State of Illinois
Professional Engineer

License Expires 11/10/2026

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0144883

State of Illinois
Professional Engineer

License Expires 11/10/2026

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State of Illinois
Professional Engineer

T2

2 of 13
sheets

NEW CONSTRUCTION
CONTRACT DOCUMENTS

Tenant Remodeling
New Coffee Shop
22 W. St. Charles Rd.
Lombard, IL

Client:

Architect:

Contractor:

Subcontractor:

Supplier:

Manufacturer:

Distributor:

Installer:

Maintainer:

Operator:

Inspector:

Tester:

Verifier:

Validator:

Checker:

Reviewer:

Approver:

Signer:

Submitter:

Uploader:

Downloader:

Printer:

Scanner:

Recorder:

Player:

Editor:

Viewer:

Searcher:

Filterer:

Sorter:

Finder:

Locator:

Tracker:

Monitor:

Reporter:

Analyst:

Designer:

Developer:

Tester:

Verifier:

Validator:

Checker:

Approver:

Signer:

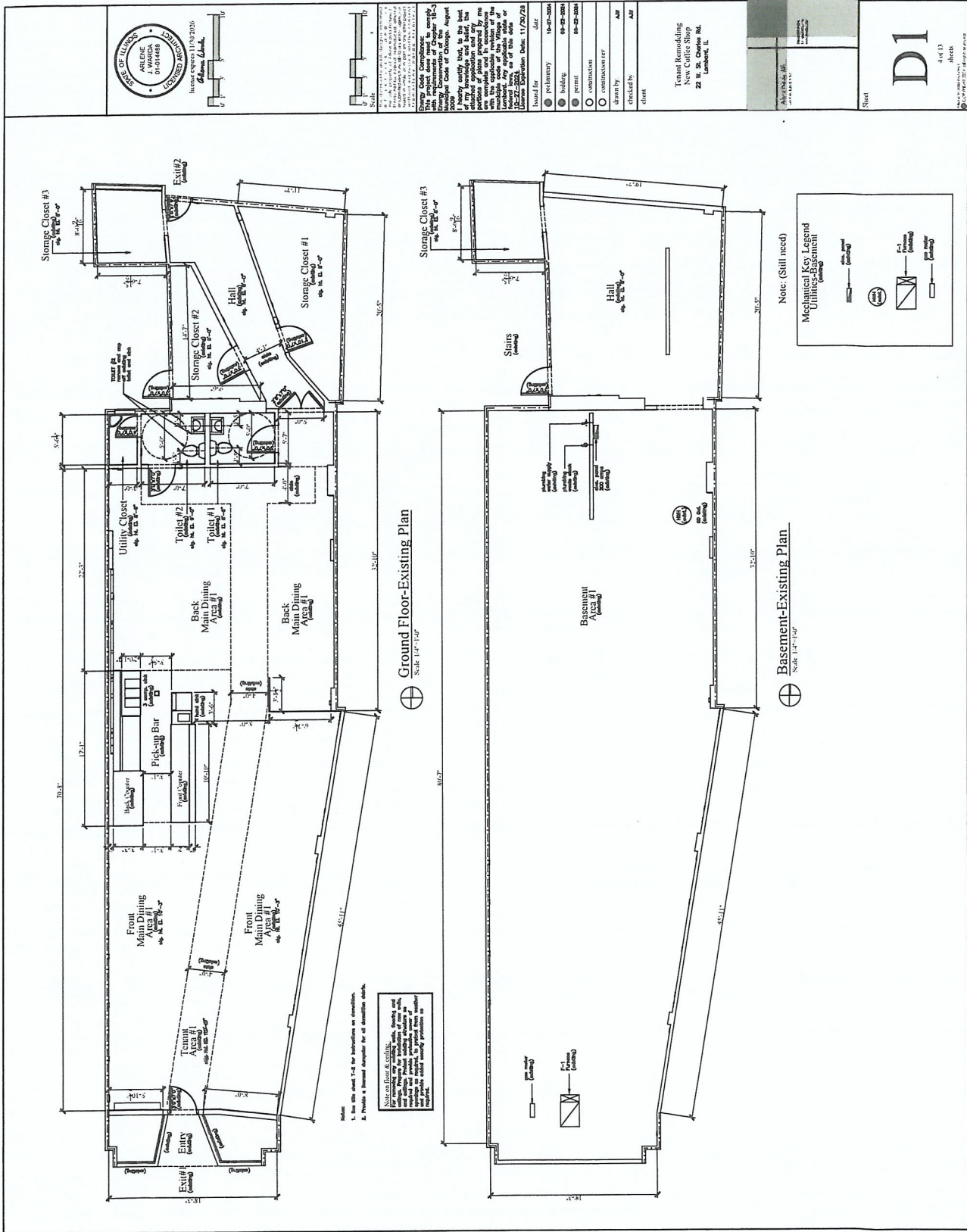
Submitter:

Uploader:

Downloader:

Printer:

Scanner:



Seal of the State of Illinois
J. WARD
0-11448
Licensed Professional Engineer
Expiring 12/31/2026
J. Ward, Inc.

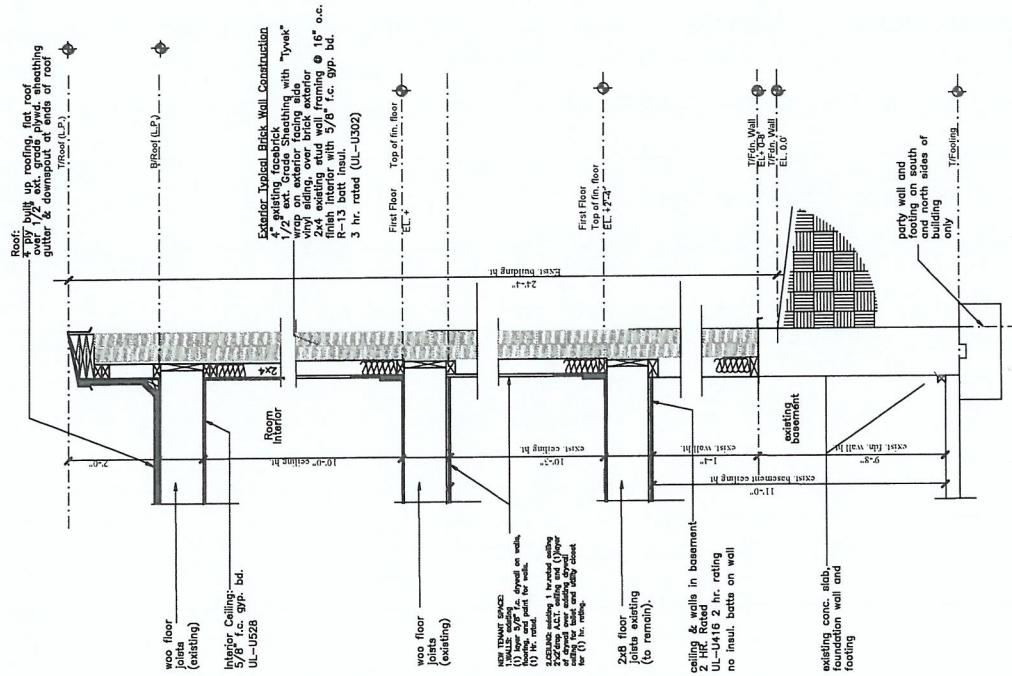
Scale: 1/4" = 1'-0"

Project Name: **Ground Floor-Existing Plan**
Project Number: **11-20-2026**
Project Location: **22 W. St. Charles St., Lombard, IL**
Project Date: **11/20/2026**
Project Status: **AS BUILT**

Client: **Townsend Remodeling**
Architect: **J. Ward, Inc.**
Engineer: **J. Ward, Inc.**

Sheet: **D1**
4 of 13
 sheets

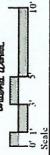
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1 Exterior Wall Section-Masonry Existing Wall



ASHELEY
01-014889
11/09/2026



Scale: 1" = 10'-0"

I hereby certify that to the best of my knowledge and belief, the contents of this drawing were prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer in the State of Illinois.

This drawing was prepared in accordance with the requirements of the Illinois Engineering Code of Ethics and the Illinois Engineering Code of Practice.

Project Name: Tenant Remodeling
Project Address: 22 W. St. Charles Rd., Lombard, IL

Drawn by: AW
Checked by: AW
Client:

Issued for:
Date: 11-20-2024
Building: 11-20-2024
Permit: 11-20-2024
Construction: 11-20-2024

Expiry Date: 11/20/26

Project Address: 22 W. St. Charles Rd., Lombard, IL

Project Name: Tenant Remodeling

Project Address: 22 W. St. Charles Rd., Lombard, IL

Project Name: Tenant Remodeling

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Project Name: Tenant Remodeling

Project Address: 22 W. St. Charles Rd., Lombard, IL

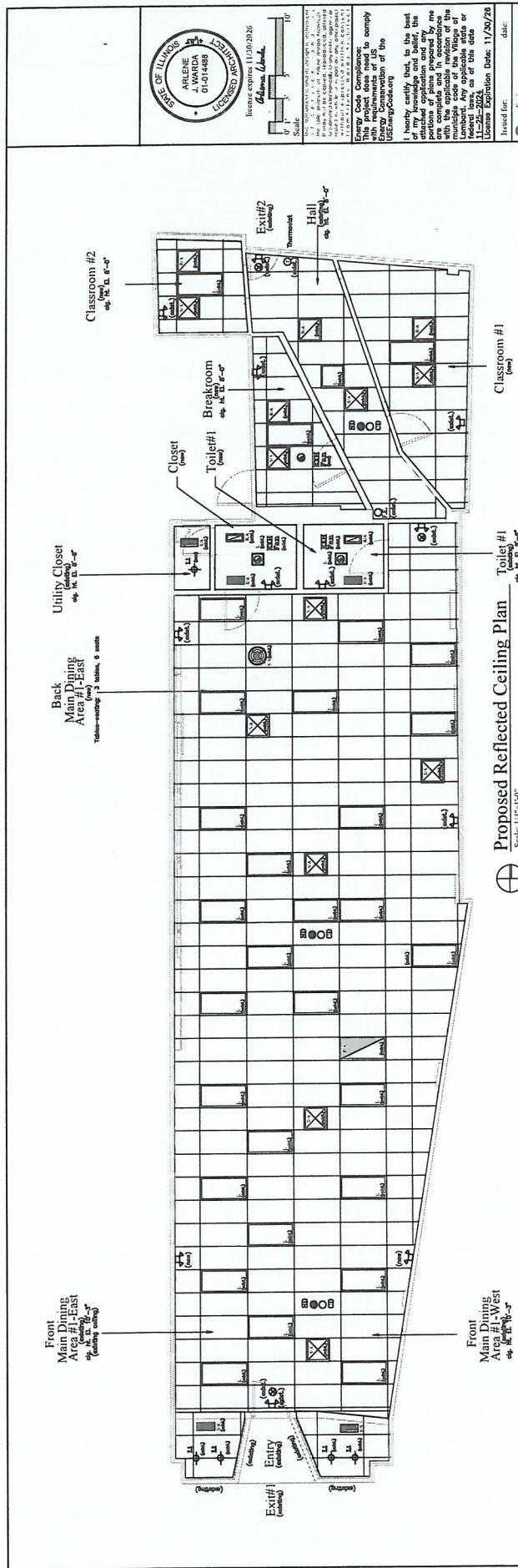
Project Name: Tenant Remodeling




















Project Address: 22 W. St. Charles Rd., Lombard, IL



Breakroom-Fixtures Legend					
Fixture					
Code	Fixture	Brand	Model	Qty. at North	Remarks
1	Stove	Star	Star 600	1	
2	Sink	Star	Star 600	1	
3	Refrigerator	Star	Star 600	1	
4	Freezer	Star	Star 600	1	
5	Hot Water	Star	Star 600	1	
6	Coffee Maker	Star	Star 600	1	
7	Tea Maker	Star	Star 600	1	
8	Ice Maker	Star	Star 600	1	
9	Washing Machine	Star	Star 600	1	
10	Dryer	Star	Star 600	1	
11	Stove	Star	Star 600	1	
12	Sink	Star	Star 600	1	
13	Refrigerator	Star	Star 600	1	
14	Freezer	Star	Star 600	1	
15	Hot Water	Star	Star 600	1	
16	Coffee Maker	Star	Star 600	1	
17	Tea Maker	Star	Star 600	1	
18	Ice Maker	Star	Star 600	1	
19	Washing Machine	Star	Star 600	1	
20	Dryer	Star	Star 600	1	

Electrical Symbol Legend		
	Duplex outlet (new)	CLF, mounted light-fluorescent
	Quadrex outlet	Celling light gull switch type
	Ground fault interrupt (waterproof) duplex outlet	Celling light
	Duplex outlet	Recessed incandescent downlamp
	Floor duplex outlet	Shantux Fan
	Celling light fixture	Phone Jack
	3-way switch	Track lighting
	1-way switch	Modern Phone Jack
	Dimmer Switch	Cosair cable outlet
	Smoke detector	Floor duplex outlet w/ phone Jack
	Carbon Monoxide detector	celling fan
		Receptor spotlighting



Light Fixture & Emergency Light Schedule	
	4x6 1/4 Supply air regular
	2x2 5/8 Supply air regular
	4x6 1/4 Return Air Regular
	2x2 5/8 Return Air Regular
	2x4 fluorescent light fixture
	2x2 fluorescent light fixture
	2x4 fluorescent fixture w/halopt
	recessed incandescent downlight
	light switch
	3-way switch
	200w incandescent halogen
	300w incandescent halogen
	Carbon halocycle selector
	200w battery backup-halopt
	300w battery backup-halopt
	2x4 1x6 emergency ceiling (ba)
	1 hr. rated box
	1 hr. rated box
	1 hr. rated box
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	1 hr. rated box
	1 hr. rated

Smoke Detector Legend	
■	Smoke detector 120 Volt-Hardwire connected
○	Carbon Monoxide detector 120 Volt-Hardwire connected

[illegible]

Electrical-Specifications Sheet



License Expires 11/30/2026

Chadwick, IL



Scale: 1" = 10'-0"

1. This drawing is the property of the undersigned and is not to be reproduced, copied, or used in any way without the written consent of the undersigned.

2. The undersigned is not responsible for the construction of any building or structure shown on this drawing unless the undersigned is specifically named as the designer of such building or structure.

3. The undersigned is not responsible for the construction of any building or structure shown on this drawing unless the undersigned is specifically named as the designer of such building or structure.

4. The undersigned is not responsible for the construction of any building or structure shown on this drawing unless the undersigned is specifically named as the designer of such building or structure.

Energy Code Compliance:
This project does not need to comply with the requirements of the US Energy Code.

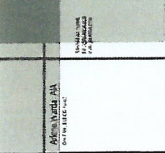
I hereby certify that, to the best of my knowledge and belief, the design and construction of the building or structure shown on this drawing complies with the applicable version of the Illinois Building Code, as of this date.

11-25-2024

License Expiration Date: 11/30/28

Based for:	date:
<input checked="" type="radio"/> preliminary	11-25-2024
<input type="radio"/> bidding	11-25-2024
<input type="radio"/> permit	11-25-2024
<input type="radio"/> construction	
<input type="radio"/> construction rev.	
drawn by:	AW
checked by:	AW
client:	

Tenant Remodeling
New Office Shop
22 W. Adams Rd.
Lombard, IL

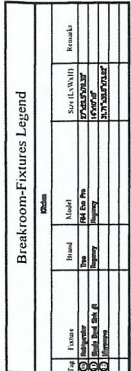


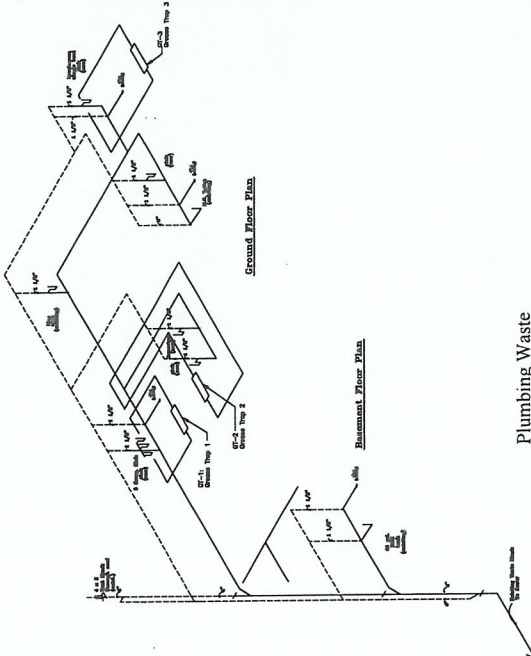
Sheet:

E3

10 of 13

11-25-2024





Water Supply Fixture Loss (ELR)				
For a supply fixture with 1/2 in. NPT x 1/2 in. O.D. (NPS) pipe, see Table 10.1				
Number of fixture units	Flow rate (gpm)	Flow rate (lpm)	Flow rate (m ³ /hr)	Flow rate (m ³ /min)
1.00	1.0	3.8	0.028	0.00047
10	10	38	0.28	0.0047
100	100	380	2.8	0.047
1000	1000	3800	28	0.47
10000	10000	38000	280	4.7
100000	100000	380000	2800	47
1000000	1000000	3800000	28000	470
10000000	10000000	38000000	280000	4700
100000000	100000000	380000000	2800000	47000
1000000000	1000000000	3800000000	28000000	470000
10000000000	10000000000	38000000000	280000000	4700000
100000000000	100000000000	380000000000	2800000000	47000000
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1000000000000000000	1000000000000000000	3800000000000000000	28000000000000000	470000000000000
10000000000000000000	10000000000000000000	38000000000000000000	280000000000000000	4700000000000000
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1000000000000000000000	1000000000000000000000	3800000000000000000000	28000000000000000000	470000000000000000
10000000000000000000000	10000000000000000000000	38000000000000000000000	280000000000000000000	4700000000000000000
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100	1000	3800	2800000000000000000000000000000000000000	4700000000000000000000000000000000000
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100	1000	3800	2800	470000000000000000000000000000000000000
1000	100	38000	28000	4700000000000000000000000000000000000000
100	1000	3800	2800	47000000000000000000000000000000000000000
1000	100	38000	28000	4700
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100	1000	3800	2800	47000
1000	100	38000	28000	4700
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100	1000	3800	2800	47000
1000	100	38000	28000	4700
100	1000	3800	2800	47000
1000	100	38000	28000	4700
100	1000	3800	2800	4700
1000	100	38000	28000	47000
100	1000	38000		

[illegible][illegible]

Breakroom-Fixtures Legend					
Notes					
Fix.	Fixtures	Brand	Model	Size (LxWxH)	Remarks
1	Refrigerator	True	REF 48 IN	27"X36"X34"	
2	Freezer	True	REF 48 IN	27"X36"X34"	
3	Freezer	True	REF 48 IN	27"X36"X34"	



J. Blanton Plumbing
Billing Department
1945 Techny Rd, Ste 11
Northbrook, IL 60062
United States
(773) 724-9272

Estimate 123344590
Job 123331619
Estimate Date 1/13/2025
Customer PO

Billing Address
Common Grounds Coffee
22 West Saint Charles Road
Lombard, IL 60148 USA

Job Address
Common Grounds Coffee
22 West Saint Charles Road
Lombard, IL 60148 USA

Estimate Details

No Drip Club Membership/plumbing : This estimate is to install drainage for triple basin sink, hand wash bowl and prep sink. Stub, hot and cold water into all 3 fore mentioned fixtures. Install vents for these fixtures also. Install mop, basin, hot cold water and drainage. Replace 2-1\4" P traps.

Service #	Description	Quantity	Standard Price	Your Price	Your Total
NDC	No Drip Club Membership	1.00	\$29.97	\$29.97	\$29.97
	<ul style="list-style-type: none"> • VIP Priority Scheduling (Guaranteed within 24 hours) • 10% Discount (up to \$500 per job) includes Service and Equipment • No Emergency Fees Or Trip Charges • No After-Hours Or Holiday Charges • 1 Free Drain Clearing Per Year • 1 Free Chemical Water Quality Analysis Per Year • Free Annual Whole Home Plumbing Tune-Up • Free Annual Camera Inspection • Free Annual Water Heater Flush & Maintenance • Free Annual Home Winterization • Extended Labor Warranty (From 1 to 5 Years) • Additional Exclusive Membership Pricing • Units Serviced (If Multi-Unit - 3) 				
BATH-100	Remove your old sink trap and install a new chrome P trap to prevent drain leakage.	1.00	\$381.84	\$343.88	\$343.88
BATH-100	Remove your old sink trap and install a new chrome P trap to prevent drain leakage.	1.00	\$381.84	\$343.88	\$343.88
WPR-120	Install up to 10' of copper water pipe to repair any defects or leaks. This assumes no drywall needs to be cut. If drywall needs to be cut, that is an additional charge.	1.00	\$1,003.30	\$902.97	\$902.97
WPR-120	Install up to 10' of copper water pipe to repair any defects or leaks. This assumes no drywall needs to be cut. If drywall needs to be cut, that is an additional charge.	1.00	\$1,003.30	\$902.97	\$902.97
WPR-120	Install up to 10' of copper water pipe to repair any defects or leaks. This assumes no drywall needs to be cut. If drywall needs to be cut, that is an additional charge.	1.00	\$1,003.30	\$902.97	\$902.97
DPR-111	Service to remove drywall to gain access to pipe for repair. This price does not include the repair.	1.00	\$675.76	\$608.18	\$608.18
	This covers 1-hour of removal.				
	J. Blanton is not responsible for replacing the drywall with this service. Replacing drywall is an additional charge.				
DPR-140	Repair 3" drain line up to 5'.	0.50	\$2,154.56	\$1,939.11	\$969.56
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				

DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
DPR-120	Repair 2" drain line up to 5'.	1.00	\$1,033.33	\$930.00	\$930.00
	Assumes NO drywall removal is required. If drywall is required, that will be an additional charge.				
Service	triple compartment sink install	1.00	\$5,395.56	\$4,856.00	\$4,856.00
NDC	No Drip Club Membership	1.00	\$29.97	\$29.97	\$29.97
	<ul style="list-style-type: none"> • VIP Priority Scheduling (Guaranteed within 24 hours) • 10% Discount (up to \$500 per job) includes Service and Equipment • No Emergency Fees Or Trip Charges • No After-Hours Or Holiday Charges • 1 Free Drain Clearing Per Year • 1 Free Chemical Water Quality Analysis Per Year • Free Annual Whole Home Plumbing Tune-Up • Free Annual Camera Inspection • Free Annual Water Heater Flush & Maintenance • Free Annual Home Winterization • Extended Labor Warranty (From 1 to 5 Years) • Additional Exclusive Membership Pricing • Units Serviced (If Multi-Unit - 3) 				
KSU-140	Replace the emergency shutoff valve for your plumbing fixture. Shut off and drain down the water system inside house. Install angle stop. Turn water back on to the house. Not responsible for debris in water lines.	1.00	\$557.56	\$501.80	\$501.80
KSU-140	Replace the emergency shutoff valve for your plumbing fixture. Shut off and drain down the water system inside house. Install angle stop. Turn water back on to the house. Not responsible for debris in water lines.	1.00	\$557.56	\$501.80	\$501.80

Member Savings	\$1,926.60
Sub-Total	\$17,403.95
Tax	\$0.00
Total	\$17,403.95
Est. Financing	\$222.80



3047 N Elm St Unit 2N

River Grove, IL 60171

708-328-9408

Email: thehomeelectriccompany@gmail.com

www.thehomeelectriccompany.com

1/7/2025

Proposal For:

Jeffrey Foster

Property Address:

22 W St Charles Rd

Lombard, IL 60148

Work Description:

- Add electric for (3) 220 volt 20 amp circuits on back wall of counter area.
- Add electric for 20 amp outlet locations in bar area per print and circuit receptacle locations for ice machine and other locations per print and customer layout.
- Add electric for (3) lights above bar area.
- Bring wire to outlets along side wall in front area and ensure all electric to outlets is properly connected and all existing outlets are in working order.
- Replace exit signs with emergency light/exit combo units.
- Includes time and material.

Total Cost of Job 6,000

**Deposit of 2,000 due upon acceptance

**Remaining balance of 4,000 due upon completion

Owner would like The Home Electric Company to complete the work described above at the price shown:

Signature_____

Date_____