

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 : JULY 15, 2025

BOT DATE: JULY 17, 2025

SUBJECT: Downtown Retail Business Grant: 10 W. St. Charles Road (Soapy Roads of Lombard)

SUBMITTED BY: Trevor Dick, Director of Economic Development and Planning



BACKGROUND/POLICY IMPLICATIONS:

At the July 14, 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 Retail Business Grant for Soapy Roads of Lombard, please place this item on the July 17, 2025 Board of Trustees agenda for consideration and approval of the attached Resolution for the project in the amount not to exceed \$17,440.29.

Fiscal Impact/Funding Source:

Review (as necessary)

Finance Director _____ Date _____
Village Manager _____ Date _____



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: Trevor Dick, FAICP, LEED AP, Director of Economic Development and Planning *TD*

MEETING DATE: July 17, 2025

SUBJECT: **Downtown Retail Business Grant; 10 W. St. Charles Road (Soapy Roads of Lombard)**

Please find the following items for Village Board consideration as part of the July 17, 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 10 W. St. Charles Road for Soapy Roads of Lombard.

The Community Development Department received an application for the Downtown Retail Business Grant Program for 10 W. St. Charles Road (Soapy Roads of Lombard). The applicant is seeking to expand their soap making business to take over more square footage inside the building.

At the July 14, 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 \$17,440.29, whichever is less. The recommendation also came with conditions of approval as set forth within the draft resolution. The \$17,440.29 includes the following: a) \$11,140.29 – fifty percent of eligible construction costs, b) \$1,500 in architecture fees, and c) \$4,800 in three months of rent. The total award is below the \$20,000 overall program cap.

ACTION REQUESTED

As the ECDC recommends approval of the Retail Business Grant for Soapy Roads of Lombard, please place this item on the July 17, 2025 Board of Trustees agenda for consideration and approval of the attached Resolution for the project in an amount not to exceed \$17,440.29.

RESOLUTION
R _____

**A RESOLUTION APPROVING A DOWNTOWN RETAIL BUSINESS GRANT
FOR THE PROPERTY COMMONLY KNOWN AS
10 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, Soapy Roads of Lombard, signed by Brooke Bingaman (the "Applicant"), wish to participate in this Program for the expansion of the existing retail space (the "Project") located at 10 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 seventeen thousand four hundred and forty and 29/00 dollars (\$17,440.29), 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.

Anthony Puccio
Village President

ATTEST:

Ranya Elkhatab
Village Clerk

Resolution No. _____

10 W. St. Charles Road – Soapy Roads of Lombard Retail Business Grant

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EXHIBIT A

Legal Description

LOTS 1 AND 2 IN TIMKE'S RESUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 15, 1979 AS DOCUMENT NUMBER R79-21161, IN DUPAGE COUNTY, ILLINOIS.

PIN(s) 06-07-206-032

ADDRESS: 10 W. ST. CHARLES ROAD

EXHIBIT B

DOWNTOWN RETAIL BUSINESS GRANT PROGRAM AGREEMENT

This Agreement is entered into this _____ day of July, 2025, by and between the Village of Lombard, Illinois, (hereinafter referred to as the “Village”), and Soapy Roads of Lombard, signed by Brooke Bingaman (hereinafter referred to as “Applicant”) doing business at 10 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 10 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 seventeen thousand four hundred and forty and 29/100 dollars (\$17,440.29), (hereinafter referred to as the “Grant”). Such Grant shall be available to the Applicant upon the authorization of the Village's Director of Economic Development and Planning, 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 \$22,280.59 for the eligible construction costs for the Project. Additionally, the Village shall provide the Applicant with \$1,500 in architectural fees for

the Project as well as up to \$4,800 in eligible rent percentage reimbursement. 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.
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. _____

10 W. St. Charles Road – Soapy Roads of Lombard Retail Business Grant

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VILLAGE OF LOMBARD

By: Anthony Puccio, Village President

Attest: Ranya Elkhatib, Village Clerk

APPLICANT

Brooke Bingaman
Soapy Roads of Lombard

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 Anthony Puccio, personally known to me to be the President of
the Village of Lombard, and Ranya Elkhatib, 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

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 Brooke Bingaman, personally known to me to be the same
person whose names are subscribed to the foregoing instrument, appeared before me this
day in person and severally acknowledged that they signed and delivered the said
instrument, as their free and voluntary act, for the uses and purposes therein set forth.

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

Commission expires _____, 20____.

Notary Public

Resolution No. _____

10 W. St. Charles Road – Soapy Roads of Lombard Retail Business Grant

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EXHIBIT 1

Legal Description

LOTS 1 AND 2 IN TIMKE'S RESUBDIVISION, BEING A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 15, 1979 AS DOCUMENT NUMBER R79-21161, IN DUPAGE COUNTY, ILLINOIS.

PIN 06-07-206-032

ADDRESS: 10 W. ST. CHARLES ROAD

Resolution No. _____

10 W. St. Charles Road – Soapy Roads of Lombard 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.