CITY OF PEORIA, ILLINOIS
EAST VILLAGE GROWTH CELL ADVISORY COMMITTEE

REGULAR BUSINESS MEETING

TUESDAY, OCTOBER 3, 2017
AT 6:00 P.M.

EASTER SEALS
COMMUNITY MEETING ROOM
507 EAST ARMSTRONG AVENUE
PEORIA, IL 61603

CALL TO ORDER
ROLL CALL
APPROVAL OF THE APRIL 4, 2017, MINUTES

I. NEW BUSINESS
A. Housing Program Update - Councilman Tim Riggenbach, Terence Acquah, & Shannon Techie
B. EVGC Commercial Rehab Program Discussion – Councilman Tim Riggenbach & Shannon Techie

CITIZENS' OPPORTUNITY TO ADDRESS THE COMMITTEE

ADJOURNMENT

COMMITTEE MEMBERS: IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT SHANNON TECHIE AT 494-8649 OR STECHIE@peoriagov.org.
City Hall, Peoria, Illinois, April 4, 2017, an East Village Growth Cell Advisory Committee Meeting was held at Easter Seals, 507 East Armstrong Avenue, with Chairperson Richard Mitchell presiding.

ROLL CALL

Roll call showed the following Committee Members present: Richard Mitchell (Council District 3 Rep), Shannon Techie (City of Peoria), Eric Setter (City of Peoria), Steve Katlack (Council District 3 Rep), Bob Anderson (OSF), & Lynn Scott Pearson (Peoria County Board), Marilyn Mosely (Council District 1 Rep), - 7; Absent: Edward Peszeck (OSF), Robert Wilton (Council District 2 Rep), Michael McKenzie (School District 150), & Jessie McGown (Council District 3 Rep) - 4

STAFF & OTHERS
Terence Acquah, Lisa Fisher, Frank Corso, Bob Wallenfang, Jane Genzel, Councilman Tim Newlin

APPROVAL OF THE July 5, 2016 MINUTES

Mr. Katlack moved to approve the minutes with one change to ‘housing program’ instead of ‘minutes.’; seconded, by Mr. Anderson. Approved Unanimously.

I. New Business
   A. Housing Program Update
      Neighborhood Enhancement Coordinator, Terence Acquah, provided a summary of the housing program as follows:

      ❖ 2016 Program Summary
         o $250,000 available for EVGC Housing Program in 2016
         o 30 Projects completed in 2016
         o $186,417.89 invested by the City (TIF Funds); with property owner match, a total investment of $372,834.18.

      ❖ 2017 Program Funding:
         o Remaining 2016 Program funds = $63,582.91
         o Additional TIF funds for 2017 = $87,752.76
         o Total available for 2017 = $151,335.67

      ❖ 2017 Program Applications to date:
         A. 7 applications received
            ▪ 5 are from the wait list
            ▪ 2 non-wait list
               • All 2 of these received funding last year and are reapplying for additional improvements.
               • Projects Include:
                  o Window Replacement
                  o Roof Repair
                  o Fence
                  o Driveway Replacement
                  o Door replacement
                  o Porch Work
                  o Tuck-pointing
Councilman Riggenbach mentioned the possibility of having a press conference about the Housing Program, possibility in conjunction with the Southside.

B. Branding Update
Ms. Techie provided a summary of the proposal to use TIF funds for neighborhood branding and indicated the 5-6 neighborhood signs will be installed throughout the East Bluff. Proposed locations were presented to the Committee.

Chairperson Mitchel requested that the existing neighborhood sign at Knoxville and Illinois be provided to his neighborhood association when the new signs are installed.

CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMITTEE

Councilman Tim Newlan noted that TIF’s do a lot of good and the EVGC Housing Program is a great example; keep up the good work.

Mr. Katlack noted that we should be proud of pattern on the map, as the property owners who participated in the Housing Program are scattered throughout the area, with average construction costs; it’s gratifying to see that the Program is working as envisioned.

Councilman Riggenbach thanked everyone around the table, as this is what makes a program like this work.

ADJOURNMENT

Mr. Katlack moved to adjourn the EVGC Advisory Committee meeting; seconded by Ms. Mosely. Approved by viva voce vote.

The EVGC Committee adjourned at 6:20 p.m. on Tuesday, April 4, 2017.

Next Meeting is Tuesday, July 4, 2017 at Easter Seals.
EVGC TIF HOUSING PROGRAM UPDATE

OCTOBER 3, 2017
2017 EVGC HOUSING PROGRAM FUNDS

• THERE WAS A TOTAL OF $151,335.67 IN TIF FUNDS DEVOTED TO THE HOUSING PROGRAM FOR 2017 ($63,582.91 LEFT OVER FROM 2016 AND $87,752.76 ADDITIONAL FOR 2017).

• THERE IS APPROXIMATELY $80,238.18 REMAINING FROM 2017; HOWEVER, WE ARE STILL WAITING ON BID AMOUNTS FOR 2 APPROVED PROJECTS.

• APPROXIMATELY $143,600 OF ADDITIONAL FUNDS WOULD BE AVAILABLE FOR THE HOUSING PROGRAM IN 2018.
18 APPLICATIONS RECEIVED FOR 2017

• 16 APPROVED APPLICATIONS
  • 2 OF THE 16 OF THE 16 ARE FOR THE SAME PROPERTY
  • 8 PROJECTS COMPLETED
  • 6 IN PROGRESS
  • 2 APPROVED BUT NOT STARTED YET (WAITING FOR BIDS)
• NO APPLICANTS ON THE WAIT LIST
APPROVED APPLICATION LOCATIONS
TYPE OF WORK

Approved Applications by Type of Work

- Siding: 5
- Porch or Patio: 5
- Windows and/or doors: 4
- Gutters: 3
- Masonry/tuckpointing: 3
- New Garage: 2
- Driveway and walkway: 2
- Fence: 2
- Roof: 1
BEFORE AND AFTER

Before

After

911 E Nebraska Avenue
BEFORE AND AFTER

1111 E Nebraska Avenue
BEFORE AND AFTER

410 E Frye Avenue
SUMMARY

- PROGRAM CHANGES FROM 2016 TO 2017 WERE VERY EFFECTIVE AND THE PROGRAM RAN MUCH SMOOTHER.
- PROGRAM IS STILL SEEKING MORE QUALIFIED CONTRACTORS.
City of Peoria

Council Communication

Agenda Date: 8/8/2017

File #: 17-248, Version: 1

ACTION REQUESTED:
Communication from the City Manager with a Request for the Following:

A. APPROVE the Creation of the SOUTH VILLAGE COMMERCIAL PROPERTY REHABILITATION PROGRAM; and,

B. ADOPT an ORDINANCE Amending the City of Peoria 2017 AMENDED ANNUAL BUDGET Relating to the Use of the SOUTH VILLAGE TIF FUND BALANCE.

BACKGROUND:
Earlier this year, the City Council created a residential housing rehabilitation program in the South Village TIF. At the request of Councilwoman Denise Moore, staff has put together a similar program to provide matching grants to non-residential property owners within the TIF in order to help with the rehabilitation of those properties. The grants would match private funds on a 50/50 basis up to a maximum award of $20,000. A general program outline is as follows:

1. Eligible improvements include exterior (i.e. roof) and interior (systems, renovations) improvements.
2. Tax-exempt properties are eligible for assistance but the City is unable to fund religious institutions for worship activities.
3. Building must have a current or proposed use. If vacant, applicant must provide proof of intended use (i.e. signed lease, letter of intent, etc.).
4. Properties currently in housing court are excluded.
5. Renovations requiring a site plan and/or building permit must visit One Stop Shop.
6. Applicant cannot be in arrears on any public obligation (i.e. property tax payments, liens for environmental work, etc.).
7. Applicant must provide at least two quotes on proposed work. City will only agree to pay the lowest quote, but will take into consideration factors such as minority-owned contractors or contractors based in the South Village.
8. All work must comply with local zoning and building codes. Work that requires a permit will need to apply for one or jeopardize funding.
9. City will reimburse applicants upon project completion and submission of a paid invoice.
10. All funding requests that exceed $15,000 will need the approval of City Council.

Upon Council approval, staff will create the application process and publicize the opportunity. Applications will be taken and awards given on a first come, first serve basis until funds are depleted.

FINANCIAL IMPACT: $150,000 of unobligated fund balance in the South Village TIF fund will be allocated to this program. The maximum grant allowed per property is $20,000. No more than 1/3 of the total program allocation ($50,000) will be awarded to properties that are tax exempt.
NEIGHBORHOOD CONCERNS: Unknown, but the renovation of existing property is consistent with the neighborhood improvement goals and the South Village Redevelopment Plan.

IMPACT IF APPROVED: A commercial property rehabilitation program will be established for the South Village TIF.

IMPACT IF DENIED: The program would not be created.

ALTERNATIVES: Allocate more or less funding and/or change the program guidelines.

EEO CERTIFICATION NUMBER: N/A

WHICH OF THE GOALS IDENTIFIED IN THE COUNCIL’S 2014 - 2029 STRATEGIC PLAN DOES THIS RECOMMENDATION ADVANCE?

  1. Attractive Neighborhoods with Character: Safe and Livable

WHICH CRITICAL SUCCESS FACTOR(S) FROM THE COMPREHENSIVE PLAN DOES THIS RECOMMENDATION IMPLEMENT?

  1. Reinvest in neighborhoods.

DEPARTMENT: City Manager's Office
Program Overview:
The South Village Tax Increment Financing District (TIF) Commercial Rehabilitation Program is a grant program which provides up to $20,000 of assistance to property owners and/or tenants of commercial properties as a 50/50 match for permanent building and site improvements on parcels within the boundary of the South Village TIF. The purpose of the Program is to attract and retain businesses, improve the outward appearance of commercial properties, and increase the assessed valuation of properties within the South Village TIF.

Level of Assistance:
The South Village TIF Commercial Rehabilitation Program will provide up to $20,000 in assistance to commercial properties for exterior and interior improvements. The program is a 50/50 matching grant program. The minimum project is $2,000, with a minimum matching grant of $1,000.

Eligibility:
To be considered for the South Village TIF Commercial Rehabilitation Program:
1. Property must be located within the boundary of the South Village TIF (a map is included at the end of this application).
2. Property may not have any outstanding code violations.
3. Payment of all property taxes and/or assessments, general and special, must be current.
4. Property must be zoned for and operate as commercial, mixed-use or industrial.
5. Building must have a current or proposed use. If vacant, applicant must submit a pending lease or option agreement for occupancy.
6. Improvements must comply with all City of Peoria zoning and building code requirements and must in all instances be initiated and done only pursuant to any and all applicable permitting as required by the City of Peoria's ordinances. Renovations requiring a site plan and/or building permit must visit One Stop Shop.
7. Applicant(s) must either own the property, or be a tenant of commercial, mixed-use or industrial buildings, if the property owner’s consent is in writing (Form B1- B4).
8. Applicant must obtain and submit at least two bids for the project scope of work. The City seeks to maximize resources by paying for the lowest quote, but will take into consideration factors such as minority-owned contractors or contractors based in the South Village.
9. Rehabilitation projects can focus on interior and/or exterior improvements.
10. Applicant will be reimbursed by the City as a 50/50 match on the project up to $20,000. The City will reimburse applicants upon project completion and submission of a paid invoice.
11. If the tenant or owner performs the work, no less than one written cost estimate from another licensed contractor must be submitted and attached to final application, regardless of improvement costs. In these cases, the City will only consider the cost of materials as reimbursable. Restrictions presently or subsequently determined by ED Staff, and/or City Council in its sole and exclusive discretion may apply depending on the scope of work proposed;
12. Neither the owner of record, the tenants nor any of either’s principals may be in default of any obligations to the City of Peoria, including but not limited to, fines, ordinance violations, debts or otherwise;

1 The City of Peoria Department Development Center (309) 494-8600 is an available resource to confirm a property’s current legal use.
13. Tax-exempt properties are eligible for assistance but the City is unable to fund religious institutions for worship activities. The City has capped the total assistance to tax-exempt properties at $50,000.

14. All funding requests that exceed $15,000 will need the approval of City Council.

15. All properties must have current commercial insurance for the proposed property.

16. The property owner can re-apply annually, but the maximum grant for a five year period may not exceed $60,000.

All improvements must be permanently affixed to the building. Please note that improvements related to the exterior, specifically the façade, may be transferred to the City of Peoria’s Façade Improvement Program provided funds are remaining in the program. All other eligible improvements requested will be considered under the South Village TIF Commercial Rehabilitation Program.

### Eligible improvements

- Facia/Gutters/Downspouts
- Masonry (i.e. tuck pointing)
- Shutters/Awnings/Canopies: Repair, replace or addition of exterior shutters, awnings or canopies;
- Signs: New, repair, replacement or removal of exterior signage;
- Repair, replacement or installation of exterior stairs, porches, railings and exit facilities;
- Walls: Repair or rebuilding of exterior walls, including cleanings (wall and/or brick), sealing, painting, etc.;
- Walkways: Restoration or replacement of deteriorated or hazardous sidewalks, pavers, plazas or other permanent improvements designed primarily for pedestrian use;
- Lighting: Repair, Replacement or installation of exterior building and sign lighting;
- Aluminum or Vinyl Siding: Installation, repair and/or replacement of aluminum or vinyl siding.
- System installations and upgrades, included but not limited to:
  - HVAC
  - Electrical
  - Plumbing
  - Roof
  - Sprinkler
  - Windows
- Interior floor, ceiling replacement or repair
- Interior and exterior doors
- Interior and exterior painting
- Additions or upgrades of permanent fixtures (i.e., cabinets, bathroom, kitchen)

### The following list contains items NOT eligible for grant assistance through the South Village TIF Commercial Rehabilitation Program under any circumstances whatsoever:

- Building permits fees and related costs;
- Title reports and legal fees;
- Extermination of insects, rodents, vermin and other pests;
- Acquisition of land or buildings;
- Refinancing of existing debt;
- Building security systems- interior and exterior;
- Elevator installation;
- Working capital for businesses;
- Capital purchases or repairs not permanently affixed to the property (i.e. equipment, machines, window air conditioners)
Timeline:
- Applications will be accepted from September 1st and will remain open as long as funding is available.
- Applications will be reviewed and approved on a first come, first serve basis.

Resolution of Environmental Issues Prior to Program Assistance
The following items must be resolved prior to commercial rehabilitation assistance being made available.

- All garbage, debris, old appliances, and dilapidated furniture must be removed from the exterior.
- Garbage and debris within the structure must be removed.
- Motor vehicle parts (including batteries and tires) must be removed.

Project Award
Following the review and approval of the Final Application by the City of Peoria, the applicant will receive and sign a Letter of Commitment stating the reimbursement grant amount, terms of the improvements, conditions for construction and any other provisions related to the project. The Letter of Commitment must be signed by the applicant and executed within 15 calendar days of the notification of the award. The applicant can then obtain the necessary building permits and any other applicable review processes. Economic Development Staff reserve the right to request a copy of the building permit from the applicant at any time during project construction.

Applicants should NOT start improvements before he/she receives notification of approval by the City of Peoria, the Letter of Commitment is signed and building permits are issued! Any work performed, materials purchased or contracts entered into prior to approval and a completed Letter of Commitment will NOT be eligible for grant assistance.

Commercial rehab assistance is limited to one time per fiscal year\(^2\) for each property. Applications cannot be submitted for properties which received commercial rehabilitation assistance under this program within the prior year. Grants are limited to funding allocations for any given fiscal year. The City of Peoria reserves the right to cancel the Program at any time, prior to grant approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

Construction
After the Letter of Commitment has been executed, applicant may award the construction contract and secure all necessary construction permits, if applicable. Applicant must notify ED Staff of the construction start date and apply for a building permit (if required) within 30 calendar days of executing the Letter of Commitment. Construction must be completed within 180 calendar days (or as otherwise determined) upon notification to ED Staff of construction commencement.

The City of Peoria will not be responsible in any manner whatsoever for the selection of a contractor. An applicant shall be responsible for determining contractor qualifications, quality of work and professional reputation. The applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. No employee of the City of Peoria may refer, recommend, nor recommend or in any other way be involved in the selection of any contractor by owner and/or tenant.

\(^2\) Fiscal year is defined as January 1st to December 31st.
Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved Final Application will require review and approval by ED Staff and possibly the City Council. Failure to receive such approval shall invalidate the project and its related applications and documents. The project will be deemed terminated and the applicant will NOT be eligible for grant assistance.

On construction completion, including but not limited to clean-up, the applicant shall schedule a final walk-through with ED and Inspections Staff to determine compliance with the Final Application and Letter of Commitment. Discrepancies between the approved project plans and actual construction will be noted, and a time frame for their correction will be established as necessary. All improvements must be in compliance with applicable City of Peoria building codes as determined by the City’s Inspection Department and done in a professional manner.

### Release of Funds

Grant funding will be provided upon a **post-completion** basis only. Applicant will certify, and the Inspection Department and ED Staff will make the final determination, as to whether the project has been completed according to the Final Application and its approved plans. Applicant must provide verification, satisfactory to the City of Peoria’s Legal Department, of all project costs, including paid contractor invoices, contractors’ affidavits and final mechanics’ lien waivers from any and all contractors, subcontractors and/or suppliers, before grant funds can be disbursed. Applicant will be responsible for any costs equivalent to applicant’s share of the costs or those beyond the approved Letter of Commitment amount and must show proof of payment at or before payment by the City.

Grant funds will be disbursed by a check payable to the applicant upon certification of completion and ED Staff verification that the work was completed as outlined in the Final Application and its approved plan. Funds will not be disbursed on projects which are not in accordance with the Final Application, its approved plan and original documentation of all expenses submitted and approved by ED Staff and/or the City Council.

### Displacement of Tenants

No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended.

### Disclaimer

The City of Peoria takes no responsibility as to the tax consequences of funds disbursed or forgiven pursuant to this Program. It is the sole responsibility of the applicant to determine consequences for receipt and/or subsequent forgiveness of these funds pursuant to the Internal Revenue Code or Illinois Revenue Code as currently in force or as periodically amended.

This Program is a reimbursement grant; applicant must pay any and all architect, contractors, suppliers, etc. before it/he/she receives grant assistance from the City.

The City of Peoria expressly reserve the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion.

All applications must include the following documents:

1. Copy of recorded deed as proof of property ownership.
2. Insurance declaration page as proof of property insurance.
3. Paid receipts or escrow statement as proof of paid property taxes.
4. Two bids for proposed work. Note: the scope of work may require bids from multiple contractors based on the specific work performed.
Return application & all copies of documents to: City of Peoria, Economic Development Office/City Manager, 419 Fulton, Suite 207, Peoria, IL 61602. Any questions – call Leslie L. McKnight, PhD at (309) 494-8651.

All incomplete/ineligible applications will not be processed until complete.

Final Application items include:

□ Completed application form;
□ Owner/tenant approval Form(s) as applicable (Form B1-B4)
□ Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s);
□ Proof of property ownership (e.g. deed, title search, etc.) or written owner’s consent and appropriate proof of that owner’s ownership, if applicable;
□ Proof of property/liability insurance;
□ Site plan with elevations showing proposed improvements drawn to scale (if applicable);
  □ If proposed improvements, however, are to replace or maintain existing conditions, material descriptions and photographs are acceptable.
□ Construction plan with materials, schedule and dimensions;
□ Two attached contractor bids for work performed. Projects may require multiple bids for specific work performed;
□ Final written cost estimates and name of the licensed contractor(s) chosen to perform the work;
□ Copy of written contract(s) with contractor(s) if applicable;
□ Signage plan, if applicable.
CITY OF PEORIA
SOUTH VILLAGE TIF COMMERCIAL REHABILITATION PROGRAM APPLICATION

Name of Applicant: ____________________________

Check all that applies:

Are you the _____ Owner _____ Tenant?

Is the property _____ Occupied _____ Vacant?

If vacant, when is the projected occupancy date? _____________

Applicant Phone: ___________ E-mail: ________________ Fax: ______________

Name of Business: ________________________________

Address of Business: ______________________________

Property Identification Number (P.I.N.): __________________________

Type of Business: ________________________________

Please describe the scope of work performed:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please complete the scope of work budget (Attach an itemized scope as needed):

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Total Cost
The following items should be attached to the Final Application:

1. Completed application form;
2. Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s);
3. Proof of property ownership (e.g. deed, title search, etc.) or written owner’s consent and appropriate proof of that owner’s ownership, if applicable;
4. Owner/tenant approval Form(s) as applicable (Form B1-B4)
5. Proof of property/liability insurance;
6. Site plan with elevations showing proposed improvements drawn to scale (if applicable);
   a. If proposed improvements, however, are to replace or maintain existing conditions, material descriptions and photographs are acceptable.
7. Construction plan with materials, schedule and dimensions;
8. Two attached contractor bids for work performed. Projects may require multiple bids for specific work performed.
9. Final written cost estimates and name of the licensed contractor(s) chosen to perform the work;
10. Copy of written contract(s) with contractor(s) if applicable;
11. Signage plan, if applicable.

The City of Peoria and its Office of Economic Development expressly reserves the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion. In addition, the City of Peoria reserves the right to cancel the program at any time, prior to grant approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

By signing this document, the applicant agrees that the project shall comply with all City State and Federal statutes and ordinances including but not limited to the Prevailing Wage Act.

**Applicant Signature:**

**Date of Application:**

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For Economic Development Office Use Only:

**Date Received:**

**Department Approval:**

**Date Presented to City Council (if applicable):**

**Council Approval:**

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Dear _____________________________ (EDO Staff Member)

I, ______________________________, am the sole owner of the property located at ________________________________, in the City of Peoria. I plan to participate in the City of Peoria South Village TIF Commercial Rehab Program. Furthermore, I agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the façade improvements to my property.

Sincerely,

______________________________  _____________________________________
Property Owner or Authorized Representative  Authorized Representative Relationship to Property Owner (If Applicable)
Dear _____________________________ (EDO Staff Member)

We, _______________________________________, are the owners of the property located at ___________________, in the City of Peoria. We are plan to participate in the City of Peoria South Village TIF Commercial Rehab Program. Furthermore, we agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the improvements to our property.

Sincerely,

______________________________________________________________________________________

Property Owner or Authorized Representative  Authorized Representative Relationship to Property Owner (If Applicable)
Dear _____________________________ (EDO Staff Member),

I, ____________________ __________, am the sole owner of the property located at ____________________________________, in the City of Peoria. Currently, ______________________________ of __________________________ leases or rents this property from me.

I am aware that ________________ ____________________ plans to participate in the City of Peoria South Village TIF Commercial Rehab Program. I fully support his/her efforts to improve the appearance of my building. I agree to allow my tenant to complete the improvements to my property and understand that the construction responsibilities and liabilities rest upon us and our business tenant. Furthermore, I agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the improvements to my property.

Sincerely,

Property Owner or Authorized Representative  Authorized Representative Relationship to Property Owner (If Applicable)
Dear _____________________________ (EDO Staff Member)

We, __________________ _____________________, are the owners of the property located at _____________________________________, in the City of Peoria. Currently, _________________________________ of ____________________________________ leases or rents this property from us.

We are aware that ________________ ________________________ plans to participate in the City of Peoria South Village TIF Commercial Rehab Program. We fully support his/her efforts to improve the appearance of our building. We agree to allow our tenant to complete the improvements to our property and understand that the construction responsibilities and liabilities rest upon us and our business tenant. Furthermore, we agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the improvements to our property.

Sincerely,

_____________________________________  _____________________________________

Property Owner or Authorized Representative  Authorized Representative Relationship to Property Owner (If Applicable)