

The Village of Wilmette invites applicants to submit a plan for the purchase and development of the property located at 607-617 Green Bay Road, commonly known as “611 Green Bay Road,” property located at 1225 Central Avenue, commonly known as the “Mid Central Lot,” and property located at 624-630 Park Avenue, commonly known as the “Park Avenue Lot.”

This document will outline the information which we require so that we may carefully consider your plan.

If you are interested in submitting a plan, please submit five (5) copies of such plan no later than Noon, Friday, February 24, 2012 to Timothy J. Frenzer, Village Manager, 1200 Wilmette Avenue, Wilmette, IL 60091. If you require additional information or have any questions regarding this invitation, please contact John Adler, Director of Community Development, at (847)853-7528 or adlerj@wilmette.com.

I. Background

Beginning with an Urban Land Institute Technical Assistance Panel (TAP) in 2008, Wilmette has been intently focused on revitalizing its central business district. One of the key revitalization strategies identified in the TAP was the important goal of, “Developing and adopting a master plan...one that provides a clear and concise direction for the Village Center in addition to predictability of outcomes for the development community.” The Village engaged The Lakota Group late in 2009 to assist in completing a master plan.

The goal of the master plan was to create a guide and framework for the revitalization of Village Center that was both visionary and realistic. The plan identified several key redevelopment opportunities within the study area. In each opportunity, a conceptual redevelopment scenario was shaped by professional experts and community input, resulting in a preferred concept plan. In early 2011, the Village Board formally adopted the Village Center Master Plan as an amendment to Wilmette’s Comprehensive Plan.

Nature of Plan

The Village of Wilmette (“the Village”) is seeking plans for the development of several parcels located in the Village Center. The first parcel for consideration is the vacant property located at 611 Green Bay Road. The property at 611 Green Bay Road is owned by the Village and is approximately 40,000 square feet in area. A plat of survey of the property is attached as Exhibit 1. The property is in the middle of a block which was identified as a key redevelopment opportunity in the Village Center Master Plan. A copy of the preferred West Village Center concept plan is attached as Exhibit 2 and the full plan is viewable online at www.thelakotagroup.com/wilmette.

The second parcel is the Mid Central Lot located at 1225 Central and improved with a one story building and is approximately 10,800 square feet in area. A plat of survey of the property is attached as Exhibit 3. The third parcel is the Park Avenue Lot at 624-630 Park Avenue and is approximately 24,168 square feet in area. A plat of survey of the property is attached as Exhibit 4. While the Village is seeking development plans for 611 Green Bay Road, the Mid Central Lot, and the Park Avenue Lot, the Village is also interested in receiving plans that consider redevelopment of other parcels on the block as part of a larger coordinated development. While the Village is the owner of 611 Green Bay Road, the Mid Central Lot and the Park Avenue Lot, the other properties on the block have six (6) different owners. A map showing lot sizes and ownership information is attached as Exhibit 5.

Existing Conditions

The 611 Green Bay Road property is vacant. A Phase II environmental assessment was completed and is attached as Exhibit 6. The Mid Central Lot is improved with a one-story building containing approximately 6,300 square feet and is currently occupied by an occupational therapist and printing company. The current occupants have leases signed through November 30, 2012 and April 20, 2012. The lease through April 20, 2012 has a one year option. A Phase I environmental assessment was completed and is attached as Exhibit 7. The Park Avenue Lot is improved with a surface parking lot. Utilities to all properties include natural gas, electrical service, telephone and water and sewer.

Possible Uses

While the Village's preference is for a mixed use development containing predominately retail and restaurant uses on the first floor and residential dwellings (rental or condominium) or office uses--or both--above the first floor, the Village will consider any mix of uses that further the goals and policies of the Village Center Master Plan and the Village Comprehensive Plan.

Zoning

The Village's 611 Green Bay Road property is located within the Village's Village Center Business District (VC), the 1225 Central Avenue property is located within the General Commercial Business District (GC1) and the Park Avenue parking lot is located with the Townhouse Residence District (R2). The Village has amended its Comprehensive Plan to include the Village Center Master Plan and is in the process of amending its Zoning Ordinance and Map to bring the zoning code more in line with the adopted Master Plan.

Further information including the Village's Comprehensive Plan, Zoning Ordinance, draft Village Center Zoning Ordinance amendments, Village Center Master Plan and the above referenced Exhibits is available at www.wilmette.com/wilmettevcproperty.

II. Plan Submittal Requirements

We require, at a minimum, that your plan include the following items, in the following order, and under the following headings:

1. Identification of the Development Team

Identify all principals or partnerships, or both, who will be involved in the project, their roles, and the extent of their participation. Describe any existing relationships among team members. (Include individual resumes.)

2. Relevant Project Experience

Identify specific participants' project experience with comparable developments (mixed-use development and public/private experience). Cite each participant's role in project, how the project was conceived, developed and financed, and the experience gained. (Include name, address and phone number of reference contacts for each project.)

3. Development Plan

The development plan should include the following five elements:

- a) Narrative description of proposed development
- b) Form of ownership upon completing of project
- c) Conceptual site plan for proposed development
- d) Proposed acquisition timetable
- e) Proposed development timetable

At a minimum, the Village requires a redevelopment plan for 611 Green Bay Road. In addition, the Village will accept plans to develop a larger portion of the block. In addition to the five elements listed above, such a plan should indicate the process whereby you would acquire the additional properties for redevelopment. Please note any deviation between the proposed plan and the Master Plan and an explanation of the reasoning behind the deviation.

4. Executive Summary

The Executive Summary should include such non-proprietary and non-confidential information as will enable members of the public to understand the concept and intention of the plan, a summary of the anticipated uses and anticipated site plan--including traffic control and parking--the amount of land required, and the plan's relationship to surrounding uses. The Executive Summary should be printed separately and be suitable for public dissemination and submitted along with all the other required materials.

5. Proposed Financing

Identify all sources of financing and the timetable for securing the financing. If the submitted plan is accepted by the Village, additional disclosures regarding the finance will be provided to the Village.

6. Purchase Price

The purchase price including all contingencies placed on the purchase. If the plan relies upon the performance on any action or inaction of another person or entity, or on the occurrence of any event, then the plan should clearly describe the action, inaction or event. No representation is made by the Village that such condition can be accepted, and the inclusion of such a condition may be deemed grounds for rejection of the plan. There may exist such an action, inaction or events, however, that would be acceptable to the Village and would not negatively impact the plan.

7. Additional Contingencies

Any additional contingencies expected throughout the entire purchase/acquisition/development/leasing process should be presented.

III. Evaluation and Selection Process

Representatives of the Village will evaluate plans on the basis of the greatest overall attractiveness and benefit to the Village. Each plan will be evaluated on a number of factors, including, but not limited to, the following:

1. The proposed purchase price and the nature of any and all contingencies—including, but not limited to, financing contingencies that may affect the ultimate purchase price/timing of the transaction/ultimate completion of the project
2. The mixed-use development and experience of the development team with private/public developments
3. The extent to which the proposed plan conforms to the 2011 Village Center Master Plan, and, if applicable, the ability for any deviations from the Master Plan to be viewed as improvements to the plan. The plan's ability to anticipate or incorporate future development of remaining properties on the block, if such properties are not included in the submitted plan
4. The inclusion of a detailed financial plan which highlights the experience and expertise of the development team—or its outside advisors—in obtaining financing for the initial purchase as well as the development, an approach to structuring the financing—specifically including any financing structures which would require support from the Village, and, if applicable, a description of any direct compensation that the Village would receive for Village owned property.
5. The proposed project schedule/timeline/phasing
6. The development team's experience as well as plans to attract national and local retail tenants
7. The relocation plan for tenants displaced by redevelopment of their property
8. The proposed ownership of development upon completion of construction, and occupancy
9. The reasonable likelihood that the project as proposed will be completed as proposed.
10. The development team's financial stability and financial resources.

IV. Disposition Process

Within ten (10) days of notification of the selection by the Village, the successful developer must provide an earnest money deposit, in cash, equal to 5% of the purchase price. The Village will retain the deposit of the successful bidder(s) and apply it against the developer's obligations described below. By submitting the 5% deposit, the developer agrees to meet the following performance milestones:

1. The developer will complete due diligence and a mutually acceptable purchase/sale agreement will be executed within five (5) weeks from the date of selection.
2. If zoning relief is required, the developer will submit a Zoning Board application to the Village within five weeks from the date of due diligence completion. Zoning plans and submittals are to include the following:

- a) application
 - b) letter of application
 - c) site plan
 - d) floor plans
 - e) landscape plan
3. The developer will execute a land disposition contract along with a mutually acceptable development agreement no later than seven days after the final zoning approval. At this time, the earnest money deposit will be applied as a down payment on the purchase. If the contract is not executed within this period (unless by reason of events beyond the developer's control), the developer will forfeit the earnest money deposit.

Attachments:

[Exhibit 1 – 611 Green Bay Road Plat of Survey](#)

[Exhibit 2 – Village Center Master Plan West Village Center Preferred Concept Plan](#)

[Exhibit 3 – Mid Central Lot Plat of Survey](#)

[Exhibit 4 – Park Avenue Lot Plat of Survey](#)

[Exhibit 5 – Map showing lot and ownership information of West Village Center properties](#)

[Exhibit 6 – Phase II Environmental Site Assessment – 611 Green Bay Road](#)

[Exhibit 7 – Phase I Environmental Site Assessment – Mid Central Lot](#)