




## MEMORANDUM

**TO:** Trustee Laura Fitzpatrick, Chairperson  
Economic & Community Development Committee Members

**FROM:** Jennifer Ganser, Assistant Director of Community Development 

**DATE:** November 25, 2013

**SUBJECT:** **Retail Business Grant Program**

At the last ECDC meeting, staff was directed to come up with criteria to justify a waiver of the lien provision for the Retail Business Grant Program, if in the best interest of the Village. Though the ECDC and Village Board of Trustees have no obligation to grant a waiver of the lien provision, below are criteria that could be considered in that discussion.

- Demonstrated relationship between property owner and business owner showing the ownership to the property and business is essentially the same
- Length of time the business has been in operation
- Number of locations the business currently has open
- Relocation of a local business to downtown
- Expansion of an existing downtown business

The burden would be on the business owner to demonstrate why the lien provision should be waived. The Village Board has the option to amend portions of the program on a case by case basis. These criteria may help establish if a business should be granted a waiver.

### **ACTION REQUESTED**

Staff asks the ECDC to consider the criteria and recommends the ECDC direct staff to incorporate the criteria into the Retail Business Grant Program guidelines.