

MEMORANDUM

TO: Dana Moreau, Chairperson
Economic and Community Development Committee

FROM: David A. Hulseberg, AICP, Assistant Village Manager/Director of Community Development

DATE: February 6, 2008

SUBJECT: Downtown Retail Business Grant; 20 W. St. Charles Road

The Community Development Department has received an application for the Downtown Retail Business Grant Program for Dutch Liquors at 20 W. St. Charles Road.

GRANT REQUEST

Dutch Liquors has completed an extensive interior renovation to its tenant space. This renovation involved the expansion of retail floor area into areas that were previously used as storage space, as well as the expansion of Dutch Liquors' wine offerings and a new wine tasting area. Dutch Liquors has a five-year lease, meeting the minimum three-year lease required by the program. The cost of the project is stated to have been \$148,381. The applicant is eligible to receive up to \$20,000 from the Downtown Retail Business Grant program. Because the request is over \$10,000, it will require approval from the Board of Trustees. If the application is approved, Dutch Liquors will need to provide the necessary paid invoices, receipts, and waivers of lien from all contractors prior to any reimbursement.

Prior to considering the Dutch Liquors application, the Economic and Community Development Committee will need to consider if applications should be considered for projects that have already been completed, without any review or input from the ECDC. Although the existing policy does not specifically prohibit the committee from reviewing past improvements, the program is intended for applications to be submitted before construction is begun. If the committee would like to consider these types of applications, the Downtown Retail Business Grant Program Policy will need to be revised accordingly and staff will place the revision on the next Village Board agenda.

ACTIONS REQUESTED

1. As a general policy matter, does the Economic and Community Development Committee wish to consider grant applications for projects that have already been completed? If so, is there a reasonable time limit that the ECDC wishes to establish?
2. Does the ECDC wish to approve the application request approving a grant disbursement for Dutch Liquors in the amount of \$20,000?