

MEMORANDUM

TO: David A. Hulseberg, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development

DATE: March 19, 2009

SUBJECT: Downtown Retail Business Grant; 15 S. Park Ave

BACKGROUND

The Community Development Department has received an application for the Downtown Retail Business Grant Program for Clancy's Corner Butcher Shoppe, a proposed business to be located at 15 S. Park Avenue (formerly occupied by Java Jungle). Clancy's Corner Butcher Shoppe, which received a conditional certificate of occupancy on March 5, will operate as a butcher shop with retail and restaurant customers. The applicants have estimated their total start-up costs at over \$175,000, of which more than \$40,000 may be eligible for reimbursement under the Program Policy.

Because the request is over \$10,000, it will require approval from the Board of Trustees. On March 4, 2009 the Economic and Community Development Committee reviewed this request and unanimously recommended approval, with a condition that Clancy's Corner Butcher Shoppe shall authorize the Village to receive detailed sales tax collection information. This condition is reflected in the attached Downtown Retail Business Grant Program Participation Agreement.

ACTION REQUESTED

Staff recommends that the Village Board approve a resolution authorizing signatures of the Village Manager and Village Clerk on an Agreement authorizing the disbursement of funds from the Downtown Retail Business Grant Program in an amount not to exceed \$20,000 for the property located at 15 S. Park Avenue.