

VILLAGE OF FRANKFORT
DOWNTOWN RETAIL GRANT REVIEW COMMITTEE MINUTES
May 10, 2010

CALL TO ORDER

Chair Charlie Kaminski called the Downtown Retail Grant Review Committee to order at 7:11 p.m. on Monday, May 10, 2010, at the Village Administration Building, 432 W. Nebraska Street, Frankfort IL.

ROLL CALL

Present for roll call were Mayor Jim Holland, Secretary Zach Brown and members Charlie Kaminski, Ken Hawke, Chris Rosolowski and Paula Dejmek Woods. Member Paul Slade was absent. The applicants Becky Dees and Cindy Morgan were also present.

APPROVAL OF MINUTES (April 28, 2010)

Member Hawke made a motion (#1), seconded by Member Woods, to approve the minutes of April 28, 2010, as presented. The motion was unanimously approved.

BoKay Flowers – Public Hearing

Senior Planner Brown presented a brief overview of the application for BoKay Flowers noting that the Committee had discussed the project at an interview meeting on April 28, 2010. Mr. Brown recalled discussions from the interview meeting regarding maintaining regular business hours and offering other items for retail sale. The applicants Becky Dees Business and Cindy Morgan were present and offered to answer any questions the Committee had.

Members questioned the proposed hours of operation stressing the need to maintain regular business hours. The applicants confirmed that they will be open daily with the exception of Sunday. Ms. Dees did note that Sunday hours would be provided in the event of holidays or special events.

Member Kaminski questioned if other items would be provided for retail sale. The applicants noted that they intend to sell specialty vases and containers and other unique items noting that they have discussed working with Anything Orchids located on Center Road regarding selling their potted orchids within their store. Ms. Dees noted that she did not intend to provide typical floral shop gifts and accessories but rather unique high end items not available in other locations. The applicants also noted that they intend to provide floral design and potting classes to the public.

Members stated that several of the businesses within the downtown provide services relating to weddings and special events and noted that the businesses could coordinate marketing efforts to develop a synergy.

Members questioned the percentage of sales that would be derived from walk-in customers. The applicants noted that it was difficult to determine an exact percentage as they are currently a home based business with no retail storefront. Mrs. Dees noted that the 600 customer per year estimate was based upon current business operations and did not include customer traffic generated by classes or projected walk in traffic.

Members reviewed the grant program criteria noting that the proposal was consistent with the established guidelines. Members discussed the requested grant amount as it related to customer traffic generated noting a preference for more retail oriented businesses. Members agreed that the proposed business would create pedestrian traffic and noted that as an existing business they would likely be extremely successful.

Mr. Brown noted for the record that member Slade submitted e-mail correspondence expressing his support for the full \$10,000 grant amount.

Member Woods made the motion (#2) seconded by member Rosolowski to direct staff to issue a Certificate of Appropriateness and recommend approval of a downtown retail grant in the amount of \$10,000 for BoKay Flowers. Ayes: Hawke, Rosolowski and Woods. Nays: Kaminski. Motion passed.

Staff noted that the request would be forwarded to the Village Board for consideration on Monday May 17, 2010.

OTHER BUSINESS

Members discussed the grant program noting their preference for the two meeting system and suggested the criteria for approval be modified to be more objective and quantitative. Members discussed identifying what permanent fixtures should qualify for grant funding assistance. Discussion ensued regarding the appropriateness of providing grant funding to existing Frankfort businesses. Committee members requested a workshop meeting be scheduled to discuss modifications to the grant program.

ADJOURNMENT

Member Hawke made a motion (#2), seconded by member Woods, to adjourn the Downtown Retail Grant Review Committee meeting of May 10, 2010 at 9:10 p.m. The motion was approved by all present.

Respectfully Submitted by: Zachary Brown, DRGRC Secretary