

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

CALL TO ORDER

Chair Charlie Kaminski called the Downtown Retail Grant Review Committee to order at 8:00 p.m. on Wednesday, November 10, 2010, at the Village Administration Building, 432 W. Nebraska Street, Frankfort IL.

ROLL CALL

Present for roll call were Secretary Zach Brown and members Charlie Kaminski, Ken Hawke, Paula Dejmek Woods, Chris Rosolowski and Paul Slade. Audience members included Cindy Vassell and Patricia McWilliams.

APPROVAL OF MINUTES (July 14, 2010)

Member Kaminski made a motion (#1), seconded by Member Hawke, to approve the minutes of July 14, 2010, as presented. The motion was unanimously approved.

Member Rosolowski requested a brief summary of the changes to the Downtown Retail Grant Program that were approved at the previous meeting. Secretary Brown summarized the changes and offered to provide Committee members with a revised program outline for their records.

MONKEY MIND ART STUDIO

Secretary Brown introduced the request and briefly summarized the project details.

Members questioned the applicant's affiliation with the Union Street Gallery. Ms. McWilliams noted that she is no longer officially involved in that gallery however noted that she exhibits her work there from time to time.

Questions arose as to the applicants operating hours. The applicant confirmed that while the retail side of her business typically will close in the early evening she will remain open for classes as necessary. Ms. McWilliams also noted that her Sunday hours will vary to coincide with the various events and activities in the downtown.

Members questioned the types of art classes that will be provided. The applicant noted that a wide variety of classes will be offered for both children and adults. Ms. McWilliams also noted that relaxation sessions and spa treatments will also be provided from time to time.

Ms. McWilliams noted that she intends to host events for exhibition openings / closings, private parties, charity fundraisers, etc. and that the events will further increase foot traffic in the downtown.

Member Kaminski noted a potential conflict of interest as she is the owner of the subject building stating that while supportive of the application she would abstain from voting.

Member Hawke questioned the labor costs noting that they appeared high.

Members complimented the exterior improvements to the building noting that the new awnings were a nice addition.

Staff confirmed that Village Board review of the request was scheduled for December 6, 2010.

Member Slade made a motion (#2) seconded by member Woods to recommend the Village Board approve a downtown retail grant in the amount of \$10,000 for the Monkey Mind Art Studio. The motion was approved. Member Kaminski abstained.

### PICKWICK TEA ROOM

Secretary Brown recalled that the grant program was recently revised to allow existing businesses within the Historic District to qualify for grant funding so long as they were expanding by 50% or more and noted that the Pickwick Tea Room was in the process of relocating and expanding their business from its old location at 21 S. White Street to 122 Kansas Street.

Members questioned the exact square footage of expansion. Staff confirmed that the new location is approximately 600 sq. ft. (65%) larger than the previous location.

Ms. Vassell noted that numerous electrical and plumbing improvements were required to convert the retail storefront for restaurant use and bring the space into compliance with current health and building code requirements.

Staff noted that not all of the proposed improvements are complete stating that an outdoor seating area would be installed at the rear of the building this spring.

Committee members noted that locating at the western end of Kansas Street would be beneficial to the downtown as it would help draw foot traffic the other end of the historic district.

Members expressed their appreciation for the completeness of the applications and supporting documentation, noting that it made the review process much easier and noted that they were glad to see the program benefit an existing successful downtown business.

Staff confirmed that Village Board review of the request was scheduled for December 6, 2010.

Member Slade made a motion (#2) seconded by member Kaminski to recommend the Village Board approve a downtown retail grant in the amount of \$10,000 for the Pickwick Tea Room. The motion was approved.

## OTHER BUSINESS

Committee members complimented the successes of the Downtown Retail Grant Program noting that all funds allocated this year had been awarded and that there appears to be much more activity within the downtown than in years past. Staff noted that the Village could consider providing additional funds for the program if additional applications are received.

## ADJOURNMENT

Member Kaminski made a motion (#3), seconded by member Woods, to adjourn the Downtown Retail Grant Review Committee meeting of November 10, 2010 at 8:40 p.m. The motion was approved by all present.

Respectfully Submitted by:                      Zachary Brown, DRGRC Secretary