

VILLAGE OF FRANKFORT
DOWNTOWN RETAIL GRANT REVIEW COMMITTEE MINUTES
August 12, 2015

CALL TO ORDER

Chair Pro Temp Cindy Heath called the Downtown Retail Grant Review Committee meeting to order at 5:00 P.M. on Wednesday, August 12, 2015, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Members of the Downtown Retail Grant Committee who were present included Trustee Bob Kennedy, Trustee Cindy Heath, Esther Wadas, and Jessica Petrow. Others present were Assistant Director of Development Services and Utilities Zach Brown, Community Relations Manager Mary Canino, Utilities Director Tony Minette, Police Chief John Burica, and applicants Liz and Marty Connolly.

APPROVAL OF THE DOWNTOWN RETAIL GRANT REVIEW COMMITTEE MINUTES
(December 10, 2014)

Esther Wadas made a motion (#1), seconded by Jessica Petrow, to approve the Downtown Retail Grant Review Committee minutes for December 10, 2014, as presented. The motion to approve the minutes was unanimously approved.

DOWNTOWN RETAIL GRANT REQUEST: ISABEL'S JOURNEY – 28 W. KANSAS STREET

Assistant Director Brown provided an overview of the request for a \$10,000 downtown retail grant. The applicants noted that their new location was more than double the size of their current store and will provide a higher quality of service including beverages and food samples. Liz Connolly noted that they planned to open the new store shortly after fall fest and that they were excited to remain in Frankfort. Trustee Heath noted that she has shopped at their current store and agreed that more customer floor area was needed. Trustee Heath also noted that the new location was ideal being next to several active restaurants. The applicants noted that they may adjust their hours to take advantage of the restaurant traffic.

Committee member Petrow noted that a larger store was necessary and questioned the name change from Cottage Creations to Isabel's Journey. The applicants noted that they felt their current name sounded too much like an "arts and crafts" store and that the new name would appeal to a wider range of customers.

Trustee Kennedy questioned technical aspects of the application noting that the lease was signed by Mrs. Connolly personally and that the applicant was listed as Cottage Creations, LLC. Mr. Kennedy asked staff to ensure that grant reimbursement is provided to the proper entity. Questions arose as to the term of the lease noting that it was signed on September 1st, 2014. The

applicant noted that the lease was signed in 2014 however does not commence until September 2015.

Following discussion, Trustee Kennedy made a motion (#2), seconded by member Wadas, to forward a recommendation to the Village Board to approve a downtown retail grant in the amount of \$10,000. The motion was unanimously approved.

OTHER BUSINESS

None.

ADJOURNMENT

Hearing no further business, Trustee Heath made a motion (#3), seconded by member Wadas, to adjourn the Downtown Retail Grant Review Committee meeting. The motion was unanimously approved. The meeting adjourned at 5:20 P.M.

Submitted by: Zach Brown, Assistant Director of Development Services and Utilities.