



**VILLAGE OF BARTLETT  
COMMUNITY & ECONOMIC AFFAIRS COMMISSION**

**MEETING AGENDA**

**Meeting to be held at:  
BARTLETT VILLAGE HALL  
228 South Main Street, Bartlett, IL  
January 12, 2026 – 6:00 PM**

1. Call to Order
2. Roll Call
3. Approval of December 8, 2025 Meeting Minutes
4. Public Comment
5. Belong in Bartlett Grant Program Discussion
6. New Business
7. Adjournment

**Village of Bartlett**  
**Community & Economic Affairs Commission Meeting Minutes**  
**December 8, 2025**

**1. Call to Order and Roll Call**

Chairperson Stephanie Gandsey called the meeting to order.

Roll call confirmed the following commissioners were present: Stephanie Gandsey (Chair), Kirsten Erickson, Jerry Kubaszko, Bruce Suffern, Mike Densford, Peggy O'Hare, Robert Gorski, Dave Weatherton, Kinga Szkotak, and Blake Koch. Commissioner Amy Tulaski was absent. A quorum was established.

Also present: Tony Fradin, Economic Development Coordinator and Scott Skrycki, Assistant Village Administrator

**2. Approval of Prior Meeting Minutes (November 10, 2025)**

The commission moved to approve the minutes from the November 10, 2025, meeting.

**Motion:** Commissioner Dave Weatherton moved to approve the minutes.

**Second:** Commissioner Peggy O'Hare provided the second.

A roll call vote was taken. Commissioner Robert Gorski abstained, stating he was not in attendance at the prior meeting. All other commissioners present voted in favor. The minutes were approved.

Chairperson Gandsey reminded commissioners of the ongoing process, stating, "Just for everyone who is new every time on our agenda we're going to have approval of the prior meeting minutes, so you'll always want to go through that and make sure that what you said is reflected correctly."

**3. Public Comment**

There was no public comment offered at the opening of the meeting. Staff indicated that public comment would be invited later in conjunction with the civic funding discussion.

**4. Tax Increment Financing (TIF) Comprehensive Overview**

Economic Development staff (Tony) delivered an in-depth presentation on Tax Increment Financing (TIF), emphasizing its role as the village's primary economic development tool, particularly for the newly established Lake Street Corridor.

Tony explained that TIF is designed to cure blight and spur development in stagnant areas. When a TIF district is created, the total property tax base (Equalized Assessed Value - EAV) is frozen. As private investment and development occur, property values rise.

The additional property tax revenue generated from this increase, known as the "increment," is diverted into a special municipal fund for a set period (typically 23 years). This fund is used exclusively to finance public improvements and incentives within the TIF boundaries.

Tony stressed, **"It's not a tax increase... The tax bill will be the same whether it's in a TIF or not. The difference is in where the tax bill gets allocated."** The increment represents new revenue that would not exist without the catalyzing public investment.

### **Purpose and Eligible Uses**

TIF makes challenging redevelopment sites financially competitive with "greenfield" land. Eligible costs are extensive and primarily focus on public infrastructure and site work, including:

- Road, sewer, and water main construction.
- Land acquisition, grading, and environmental remediation.
- Landscaping and other public improvements.

Tony used the Brewster Creek Business Park TIF as a prime example: "Out of the hundred million-ish that the village spent in TIF funds on that project was mostly for infrastructure... It was for grading and site preparation, it was for soil remediation, it was for roads, it was for landscaping."

### **The TIF Establishment Process**

The process is rigorous and involves multiple steps:

1. **Study & Plan:** The village hires a consultant to conduct an eligibility study and draft a redevelopment plan. Staff noted that it is a plan. It can be changed. It is not concrete but provides a necessary framework.
2. **Joint Review Board (JRB):** A board comprised of representatives from all affected taxing districts (schools, parks, library, etc.) reviews the plan and makes a recommendation.
3. **Public Hearing:** A mandatory hearing allows residents and property owners to ask questions and provide feedback.
4. **Ordinance Adoption:** The Village Board adopts a series of ordinances to formally create the district.

### **Bartlett's TIF Portfolio**

Staff reviewed the village's history with five TIF districts, illustrating varying outcomes:

- **Downtown TIF (1986-2010):** The village's first TIF, helped spur downtown development including Bartlett Town Center and Bartlett Plaza.
- **Brewster Creek Business Park (Bartlett Quarry) TIF (1999-2022):** Highlighted as a major success story, transforming a depleted gravel pit into a thriving

business park, generating roughly \$100 million in increment from an initial EAV of \$2 million. Over 75 businesses there and thousands of employees.

- **Route 59 & Lake Street TIF:** An example of a TIF with modest returns. Staff reported, “this year was the first year that the value of it ever reached what the original value was... 20 years ago.” Despite this, it played a crucial role in facilitating land deals for auto dealerships.
- **Bluff City TIF (2009-2032):** An industrial area on the west side, nearing build-out.
- **Lake Street Corridor TIF (Adopted Oct. 2024):** The current strategic focus. This ~154-acre district along Lake Street (Route 20) targets an area with longstanding vacancies and blight. The village has already taken proactive steps, purchasing a key 19-acre parcel and the former blighted gas station. Major planned public improvements include the Oak Avenue realignment to improve access and developability.

### Commission Discussion and Future Focus

Staff emphasized that the Lake Street TIF will be a recurring topic. “We’ll be talking about the Lake Street TIF quite a bit over the coming months and years,” and commissioners will see regular reports. Scott added, “You’re going to help guide us and make decisions. We have a lot of exciting updates for you.”

Commissioner Bruce Suffern connected the tool to community goals, stating that this is the best tool that we have for economic development, especially for this Lake Street area that wasn’t developing on its own. He recalled the “empty hot dog stand there for 25 years” and the “abandoned gas station for at least ten years” as examples of the blight the TIF aims to address.

Chairperson Gandsey concluded the segment by acknowledging the complexity, noting that even after 25 years, she still has questions, and encouraged commissioners to become familiar with the concept as they will be deeply involved in its application.

### 5. Civic Funding Requests and Deliberations

Scott presented applications for direct financial support from civic organizations for the FY2026 budget. A new funding matrix, considering total event cost, history, and indirect village service costs (e.g., Public Works, Police), was used to suggest maximum funding levels. Scott clarified these were suggested caps and not intended as recommended funding amounts.

#### Arts in Bartlett

**Request:** \$11,900 (equal to FY2025). **Matrix Suggestion:** \$7,500.

**Purpose:** To launch a new summer series: a Rhythm & Roots farmers market and concert series in Downtown Bartlett’s Town Center parking lot, aiming to drive foot traffic.

**Dale Kasuba’s Pitch:** Ms. Kasuba, representing Arts in Bartlett, detailed plans for ten events, with music themes tied to global cultures. She emphasized the organization’s

self-sufficiency in other events and the strategic choice of downtown to leverage existing restaurants and parking. She noted the new fountain and park area enhanced the location's appeal. Ms. Kasuba noted that they will be hosting a farmers' market and concert series together called the Rhythm & Roots market. Ms. Kasuba was asked about parking issues, which she addressed, adding that there is ample parking in the rear of Bartlett Town Center.

**Commission Discussion:** Commissioner Gorski questioned staff if funds have been set aside for these requests. Scott explained the village's budget cycle and civic funding process, verifying that funds for civic groups will be budgeted accordingly. Commissioner Suffern expressed strong support, motioning for the full request. He praised the organization's management and stated, "one of their objectives... is to drive residents and visitors to downtown Bartlett... I'm all for it."

Commissioner Weatherton reminisced about past downtown events, saying, "When I first moved to Bartlett, there were downtown events... it was so nice to be in the downtown area." Chairperson Gandsey mentioned the bike rally and street dance as other successful past events that drew many people downtown.

**Action:** Motion by Weatherton, second by Erickson, to recommend the full \$11,900. Passed unanimously (10-0).

### **Bartlett Lions Club (4th of July Parade)**

**Request:** \$5,625. **Matrix Suggestion:** \$5,700.

**Purpose:** For the first time, the Lions Club is requesting direct funding to fully cover parade performers and act costs, which were previously under the 4th of July Festival budget.

**John Sias's Pitch:** John Sias, representing the Lions Club, called the parade and festival "woven into the fabric of this town" and explained the change in financial responsibility.

**Commission Discussion:** Commissioner Suffern raised a question about event insurance. Mr. Sias responded the club's international affiliation provided coverage, which Commissioner Weatherton affirmed. Chairperson Gandsey noted the Lions had historically requested only \$500, contextualizing the larger ask.

**Action:** Motion by Erickson, second by O'Hare, to recommend \$5,700. Passed unanimously (9-0). Weatherton abstained.

### **Ignite the Courage**

**Request:** \$10,000. **Matrix Suggestion:** \$10,000.

**Purpose:** To support their annual fundraising events (e.g., Smoke and Iron Music Fest), which benefit cancer-focused charities.

**Discussion:** No representative was present. Scott detailed their request, including raising money for cancer and other fundraisers. Their request is the same as last year, and the matrix suggests \$10,000 in funding. Chairperson Gandsey asked if staff had attendance figures, noting the event seemed to be "gaining momentum." Staff agreed to follow up.

**Action:** Motion by Gorski, second by O'Hare, to recommend \$10,000. Passed unanimously (10-0).

### **Bartlett Chamber of Commerce**

**Request:** \$7,500. **Matrix Suggestion:** \$7,500.

**Purpose:** For general operational support to maintain services for local businesses and the community, not a specific event.

**Nan Gudenkauf's Pitch:** The Chamber President explained the wide variety of services the Chamber provides and that membership dues alone don't cover expenses and outlined their role in business support, referrals, and community events like the Cocoa Crawl.

**Commission Discussion:** Chairperson Gandsey asked about the Chamber's strategic marketing plan, which Ms. Gudenkauf explained is a work in progress along with some other projects, like improving the website. Commissioner Suffern inquired if membership fees covered costs, to which the answer was no, requiring supplemental fundraising.

**Action:** Motion by Weatherton, second by Koch, to recommend \$7,500. Several commissioners affiliated with the Chamber abstained. The motion passed 4-0 with six abstentions (Szkotak, Densford, Erickson, O'Hare, Suffern, Gandsey).

### **Bartlett Oktoberfest Foundation**

**Request:** \$12,000 (equal to FY2025). **Matrix Suggestion:** \$10,000.

**Purpose:** Primarily for sound/stage equipment for the two-day festival, a joint venture of the Lions, Rotary, and Chamber, with net proceeds distributed to each for charitable work.

**Dave Barry's Pitch:** Mr. Barry highlighted the event's success, drawing over 5,000 people, and the hundreds of volunteer hours involved. He mentioned that the sound stage alone cost \$11,000.

**Commission Discussion:** Chairperson Gandsey sought clarity on the discrepancy between the request and the matrix. Staff explained the matrix was a guideline, and the commission had latitude. Commissioner Suffern suggested, "It'd be nice to headline some charities that are benefiting at these events." Mr. Barry welcomed the feedback for future planning.

**Action:** Motion by Gorski, second by O'Hare, to recommend the matrix amount of \$10,000. Passed 7-0 with three abstentions (Densford, Erickson, Weatherton).

### **Bartlett 4th of July Committee**

**Request:** \$15,000. **Matrix Suggestion:** \$15,000.

**Purpose:** To help offset the cost of the community fireworks display, a major expense within their ~\$218,000 festival budget.

**Austin Hopkins's Pitch:** The Chair estimated attendance in the tens of thousands and explained their reliance on carnival, beer, and vendor revenue, which can be jeopardized by weather. He stated that the Fourth of July committee has been around since 1993. Their request goes towards the expense of fireworks, which is currently around \$50,000.

**Commission Discussion:** Chairperson Gandsey asked for an attendance estimate during the festival. Mr. Hopkins replied there may not be an accurate count, but it must be at least 25,000. He estimated around 10,000 during fireworks. Commissioner Gorski asked where the \$200,000-plus in funding comes from. Mr. Hopkins responded that the carnival, food vendors, and beer sales generate most of the funding, along with the village funding. They typically break-even but have lost money for the past few years due to rainy weather.

Commissioner Kinga Szkotak voiced a concern shared by some residents: "I see all the time on Facebook that the dogs are disappearing from the houses. Can we add something, maybe lights show instead of fireworks?" Mr. Hopkins acknowledged the comment without commitment.

**Action:** Motion by Erickson, second by Suffern, to recommend \$15,000. Passed 9-0 with one abstention (Koch).

Chairperson Gandsey thanked everyone who came before the commission tonight to detail their events and requests and then stated that all recommendations will be forwarded to the Village Board for final approval and budget allocation.

## 6. Community Events Updates

### Merry and Bright Recap

Chair Gandsey and staff celebrated the success of the December 6th event, thanking volunteers and particularly "our very own Santa Claus," Commissioner Dave Weatherton. Positive social media feedback, including a comparison to "Stars Hollow" from Gilmore Girls, was noted.

**New Elements:** A parade of decorated vehicles from village departments and a laser light show were popular additions. The new downtown holiday tree was a centerpiece.

**Constructive Feedback:** Commissioners offered suggestions for improvement:

- Commissioner Szkotak suggested better lighting in the adjacent park for child safety.
- Commissioner Suffern proposed adding a roving announcer/DJ to guide attendees and make announcements, similar to Fire Department events.
- Commissioner Erickson suggested scheduling the laser show right after the tree-lighting to maintain momentum.
- Commissioner Densford noted the parade's fire truck horns drowned out the following choir, a logistics issue to review.

Staff thanked commissioners for the feedback, confirming it would be evaluated in a post-event recap.

### Upcoming Cocoa Crawl

Staff reported exceptionally high advance registration, indicating a likely record turnout for the event the following Saturday.

## **7. New Business / Staff Report**

### **Belong in Bartlett Business Grant Program:**

Scott introduced revised guidelines for the village's business incentive grant program, now going to be renamed. The draft document was in commissioners' packets for review.

The update aims to refine focus, with potential new emphasis on exterior improvements and a structured process for both business recruitment and retention.

Commissioners were asked to review the guidelines before the January meeting, where a detailed presentation and discussion are scheduled. "We really want all of you to take a look at that document... so when we come back next time... there's some input that you can give," Scott stated.

The annual allocation for the grant program is expected to remain consistent with prior years (\$250,000 per fiscal year).

## **8. Adjournment**

With no further business, a motion to adjourn was made by Commissioner Peggy O'Hare and seconded by Commissioner Mike Densford. The meeting was adjourned.

## ECONOMIC DEVELOPMENT MEMORANDUM

**DATE:** January 2, 2026  
**TO:** Chairperson and Members of the Community and Economic Affairs Commission  
**FROM:** Tony Fradin, Economic Development Coordinator *TF*  
**RE:** Belong in Bartlett Business Grant

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### BACKGROUND:

The Village created a grant program called the Bartlett Economic Development Assistance (BEDA) program in 2018.

The program is generally a small business assistance program with a limit of \$50,000 based on a new or existing business' investment in a property, converting a vacant and/or underutilized space into a sales tax generating one. Funds are distributed once all work is completed to all applicable Codes and proof of payment is submitted.

Since 2019, 26 grants have been approved in the amount of \$700,222 and 21 have been awarded in the amount of \$615,308. Some projects have been approved but never moved forward and expired. A \$50,000 grant for MORE Brewing is pending, and JC's Mexican Restaurant recently had a \$10,871 grant approved.

The smallest grant awarded was \$903 to Hoelterhoff's Nursery for a new sign and the largest were several for \$50,000 resulting in millions of dollars' worth of private investment, most notably the major renovation of the former Bartlett Plaza into Streets of Bartlett, three major bar and restaurant projects (One Twenty Live, the former O'Hare's, and Boss's Signature), and MORE Brewing's initial \$4 million project and their pending retractable roof.

Grants were also made to upgrade the water and sewer infrastructure at Banbury Fair and then a subsequent renovation of the 140+ year-old historic barn into a wine and tapas restaurant.

Applicant	BEDA Grant	Total Amt Spent	%	status	date paid
Indian Express	\$ 25,000.00	\$ 119,000	21%	paid	Jan-19
Bartlett Tap	\$ 35,000.00	\$ 132,500	26%	paid, business closed	May-19
Siri Indian Grocery	\$ 15,000.00	\$ 75,000	20%	paid	Nov-20
Streets of Bartlett (2 )	\$100,000.00	\$ 2,000,000	5%	paid	2019&2020
The Still	\$ 25,000.00	\$ 72,000	35%	paid phase 1 \$13,786.50	May-21
120 Live	\$ 50,000.00	\$ 375,000	13%	paid	Jun-20
O'Hare's Pub	\$ 50,000.00	\$ 300,000	16%	paid, now El Ancla	Apr-21
Rebecca's Cakes	\$ 7,000.00	\$ 25,000	28%	paid	Mar-21
Tekkie's	\$ 1,000.00	\$ 3,700	27%	expired	
Trackside Diner	\$ 2,000.00	\$ 5,394	37%	expired, business closed	
Hoelterhoff's Nursery	\$ 903.00	\$ 1,806	50%	paid	Apr-22
Banbury Fair	\$ 50,000.00	\$ 242,548	21%	paid	Dec-22
The Dogfather	\$ 2,021.00	\$ 4,042	50%	expired, changed owners	
Rebecca's Cakes	\$ 23,480.12	\$ 46,960	50%	paid, business closed	Oct-22
Banbury Barn	\$ 41,000.00	\$ 82,000	50%	paid	23-Mar
Pasta Mia	\$ 20,825.00	\$ 41,650	50%	paid	23-Jan
MORE Brewing	\$ 50,000.00	\$ 4,407,151	1%	paid	23-Oct
Taylor St Pizza	\$ 3,085.00	\$ 6,170	50%	paid	Jun-23
Yummy Poke	\$ 35,000.00	\$ 145,670	24%	paid	Aug-23
Savoury Restaurant	\$ 29,893.00	\$ 59,787	50%	expired	
Boss's Signature	\$ 50,000.00	\$ 252,568	20%	paid	Jun-24
Issa's Venezuelan Food	\$ 14,811.75	\$ 43,564	34%	paid	23-Dec
TL's Four Seasons	\$ 17,098.50	\$ 34,197	50%	paid	Aug-25
Mo Gyros	\$ 2,105.00	\$ 4,210	50%	paid	Sep-25
MORE Brewing II	\$ 50,000.00	\$ 250,000	20%	pending	
JC's Mexican Restauran	\$ 10,871.00	\$ 21,742	50%	pending	
	\$711,093.37	\$ 8,751,659			
paid	\$615,308.37				
unpaid	\$ 34,914.00				
pending	\$ 60,871.00				

## **BEDA UPDATES:**

Over the past seven years, multiple modifications and improvements were made to the BEDA program, including the addition of a two-year claw back provision, requirement for a background check, moving the application online rather than on paper and by invitation only, adding preference for military veterans, requiring that only permanent fixtures (such as outdoor dining) are eligible, and reducing the reapplication period from the initial three year period to two.

Recently, Mayor Gunsteen and the Board have expressed their desire to revise and launch the BEDA program into a new and improved one.

## **BELONG IN BARTLETT BUSINESS GRANT PROGRAM:**

As part of the Village's ongoing branding initiative, we present the **Belong in Bartlett Business Grant program**. This program is designed to demonstrate the Village Board's commitment to supporting businesses that choose Bartlett as their location, while also assisting existing businesses seeking to expand or improve. The grant reinforces that Bartlett is a welcoming, pro-business community where companies can grow and thrive.

Ever since the Village Board has budgeted \$250,000 per fiscal year for the BEDA grant program since adopting it, we have not yet allocated the full amount.

The attached Procedures & Guidelines document for the grant program modifies the BEDA program from one that includes reimbursements for interior buildouts to one that focuses on exterior beautification and improvements. The only interior improvement to remain eligible is for life/safety items such as fire suppression, a common expense for businesses converting individual spaces to restaurant uses.

A change in the eligibility period is also proposed. Rather than making eligibility for a property or business to be able to apply again in two years no matter the size and scope of the project, we propose a cap on the total grant amount, leaving it at **\$50,000**, over a four-year period.

For example, if a new business receives a \$5,000 grant for a new sign in 2026, rather than wait for years to apply again, they would be eligible to apply for another smaller grant within the next three years for tuckpointing, etc., not to exceed an additional \$45,000.

Another proposed change is to make the Belong in Bartlett grant a straight 50/50 match, removing any disparity or ambiguity between percentages.

We also propose a minimum project cost of \$2,000, resulting in a grant of at least \$1,000.

## **DECEMBER 2 COW MEETING:**

The Committee of the Whole reviewed the updated program at its meeting of December 2, 2025.

Chairperson Gandsey stated that she would like to have the focus of this new program include investing in the village for community experiences, making every exterior and outdoor area look better and including gathering spaces and artwork.

Often a small investment in a particular place, such as a new mural, plaza or community garden, can be a powerful catalyst for positive change in a neighborhood.

In addition to core economic development goals of business attraction and retention, the Belong in Bartlett program can provide small grants and loans to help neighborhood partners make targeted improvements that add beauty, attract pedestrian traffic or improve safety.

To achieve that goal, the CEAC can make recommendations that would encourage businesses, property owners, and investors to pursue creative placemaking projects creating vibrant, inclusive spaces where residents feel pride, connection and opportunity.

The COW referred this matter to the CEAC for further review and deliberation, so please review the program and come prepared to discuss this matter further.

We look forward to hearing your ideas.

# VILLAGE OF BARTLETT

## Belong in Bartlett Business Grant Program Procedures & Guidelines

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### **Purpose & Introduction**

The purpose of the Belong in Bartlett Business Grant Program is to encourage the improvement and revitalization of the exterior of existing commercial buildings fronting public streets. The Village of Bartlett (Village) promotes these improvements to enhance the visual appeal of our commercial corridors, increase long-term property values, and support the goals outlined in the Village's Strategic Plan.

This document outlines the qualified uses of funding, eligibility criteria, and the procedural guidelines for the Belong in Bartlett Business Grant. All grant requests must be approved by the Village Board.

All economic incentive requests are subject to the following Belong in Bartlett Grant Program criteria. The request will be reviewed to determine if it is aligned with the Village's Strategic Plan and creates a clear benefit and/or value to the Village.

Furthermore, the following specific uses have been identified for Belong in Bartlett Business Grants:

### **Qualified Uses and Expenses:**

- Awnings and Canopies (permanent)
- Exterior Walls: repair, restoration, tuckpointing, painting, or replacement of siding/masonry
- Exterior Doors and Windows: repair, restoration, or replacement
- Gutters and Downspouts
- Stairs, Sidewalks, Porches, and Railings affecting building access
- Signage
- Exterior Lighting
- Landscaping and hardscaping adjacent to the street
- Screening of mechanical equipment or utilities visible from the street
- Decorative fencing visible from the street
- Code-related exterior improvements (e.g., ADA compliance)
- Dumpster enclosures
- Parking Lot improvements (reconstruction/resurfacing only if visible from the right-of-way)
- Life/Safety Improvements including Fire Suppression

## **Unqualified Uses and Expenses:**

- Any work not visible from a public street.
- Routine maintenance (e.g., grass cutting, pruning, repainting without other improvements).
- Interior building improvements except for properties located within the Downtown Overlay District.
- Roof replacement.
- Furniture, moveable planters, or temporary fixtures.
- Business equipment, payroll, or office supplies.
- Work on properties that host video gaming as a primary use.
- Work on residential, warehousing, or industrial properties.
- Work completed or commenced prior to this update.

## **Eligibility & Funding**

### **Eligible Properties:**

All sales tax generating commercial properties within the Village are eligible. Properties must be in good standing with the Village, with no defaults on payments, or delinquent property taxes. If the grant is made to remedy a code-related item, the improvement must pass required inspections in order to receive funding.

The maximum aggregate amount of all grants approved for a building or property within any four (4) year period shall be limited to \$50,000.

### **Funding Structure:**

This is a reimbursement grant. The applicant must pay all costs upfront. The Village will reimburse the lesser of:

- Fifty percent (50%) of eligible project costs, **OR**
- A maximum of **\$50,000**.

The minimum project cost is \$2,000. Funding is approved on a first-come, first-served basis, subject to the annual budget.

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## **Application & Approval Process**

The following process details the Belong in Bartlett Business Grant Program's required steps for Village Board approval.

### **Step 1: Pre-Application Review**

Applicants are required to review these guidelines with Economic Development staff prior to submission.

### **Step 2: Formal Application Submission**

Submit a complete application packet to Economic Development staff, including:

- Complete Application Form
- Narrative description, schedule, and projected budget
- Current photos of the building exterior
- Evidence of property ownership or control (e.g., warranty deed, lease)
- Plat of Survey and Site Plan required if the improvement is for an entire shopping plaza
- Elevation drawings showing proposed changes and materials
- Plans for landscaping, lighting, signage, or awnings, if applicable

**Step 3: Staff Review & Belong in Bartlett Business Grant Compliance Check**

Staff will conduct an initial review to ensure the request qualifies for an incentive and meets Program criteria. Staff may request additional information or clarification.

**Step 4: Village Management Team Review**

If the Village Management Team determines the request is not qualified or does not provide value to the Village, the application will not move forward, and the applicant will be notified.

**Step 5: Commission & Committee Review**

If the Village Management Team finds the request has merit, it will be forwarded to the **Community and Economic Affairs Commission** for its review and a formal recommendation. The recommendation is then sent to the **Committee of the Whole** for review.

**Step 6: Village Board Approval**

Following a positive recommendation from the Committee of the Whole, the grant application will be placed on a Village Board agenda for a final vote.

**Step 7: Agreement Execution & Permitting**

Once approved by the Village Board, the Village will execute a Belong in Bartlett Business Grant Agreement with the applicant. Construction cannot begin until a permit has been issued.

**Step 8: Grant Disbursement**

Grant funds will be paid once all improvements are made to Code, approved by applicable inspectors, and proof of payment has been submitted.

**Construction & Reimbursement**

**Construction Process:**

All work must conform to the approved plans and all Village codes. Work must begin within 90 days of the agreement execution and be completed within one year of the building permit issuance, unless otherwise approved.

**Reimbursement Process:**

Upon project completion and final inspection approval, the applicant must submit the following to request reimbursement:

- Contractor’s Sworn Statement
- Final Lien Waivers
- Proof of payment for all services

The *Planning & Development Services Department* will inspect the completed work. Upon verification that the work matches the approved agreement, the Village will process the reimbursement, not to exceed the amount specified in the agreement.

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**Maintenance**

The property owner is required to maintain the improved façade for a minimum of **four (4) years** from the project's completion date.

**Default/Clawback**

If, within two (2) years of the date the Village delivers the Award to the Recipient, the Recipient relocates its business outside of the Village, ceases business operations, fails to comply with the terms of its Agreement, fails to comply with the Program’s rules and regulations, or fails to maintain the Improvements in the condition and state set forth by its approval (collectively, “*Default Event*”), the Recipient must refund the Village in accordance with the following schedule:

<u>Timing of Default Event</u>	<u>Percentage of Award that must be refunded</u>
<b>Within 1 year of Award payment</b>	<b>60%</b>
<b>Within 2 years of Award payment</b>	<b>40%</b>

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**Disclaimer:** The Village Board reserves the right to refuse any incentive request, to amend these guidelines, and to terminate the program at any time. All projects are subject to the availability of funds.