

# Regular City Council Agenda Item Data Sheet

Meeting Date: June 1, 2026

**Topic:**

Discussion regarding the Business Improvement Grant program guidelines and criteria.

**Background:**

The current Business Improvement Grant (BIG) Program Guidelines and Criteria define project eligibility based on a physical location (address). A recent application reviewed by the Business Retention & Expansion (BR&E) Committee raised questions regarding how eligibility should apply to sites containing multiple buildings under common ownership. The current guidelines do not clearly address whether each building should be considered independently eligible or whether the overall site should be treated as a single project location.

The BR&E Committee is seeking policy direction from City Council regarding whether multiple buildings located on the same site and under the same ownership should be eligible for separate funding consideration when the buildings share the same primary address but are differentiated by building identifiers such as 100, 200, 300, etc. Council may also wish to consider whether eligibility should be influenced by operational distinctions such as separate utility meters, tenants, or business operations associated with each building. Once direction is provided, staff can prepare formal amendments to the Business Improvement Grant Program Guidelines and Criteria for Council consideration.

**Origination:** BR&E Committee

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kelly Violette

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed \_\_\_\_\_ Approved by \_\_\_\_\_  
Staff Member-TEDC Date Executive Director-TEDC Date