



## *Agenda Briefing*

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**Date of Meeting: June 18, 2019**

**Submitting Department: EDC**

**Date Submitted: 6/3/2019**

**Prepared By: Pat Patel**

**Presenter: Paul Chavez**

**Will there be a guest/visitor presenter who is not an employee?      Yes      No **XXX****

**Guest/Visitor Presenter's first and last name: N/A**

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**Subject:**

**New business Clay Cat Studio, which is still pending completion, at 1501 Main Street submitted an incentive application to the Seabrook EDC on September 13, 2018 asking for reimbursement of building permit fee for the retail structure of the building in an amount not to exceed \$5,075.50 contingent upon a certificate of occupancy. The EDC & City Council both approved the incentive. Per the agreement, the deadline for project completion of the retail structure was June 21, 2019.**

**Business owner, Sue Ruthstrom, injured her back recently and therefore had to slow down on working on the project. She is asking for an extension on the project completion date.**

**Addendum 2019-1**

**Type of Item:**

**Ordinance**

**Public Hearing**

**Resolution**

**Discussion & Direction**

**xxx Contract/Agreement**

**Other :**

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**Executive Summary:**

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**Business owner, Sue Ruthstrom, injured her back recently and therefore had to slow down on working on the project. She is asking for an extension on the project completion date.**

**Addendum 2019-1**

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**Background/Issue** (What prompted this need?):

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**Business owner, Sue Ruthstrom, injured her back recently and therefore had to slow down on working on the project. She is asking for an extension on the project completion date.**

**Addendum 2019-1**

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

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**Budget Analysis/Funding Comments:**

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**Expenditure Required: \$5,075.50**

**Budgeted?      Yes **xxx**      No**

**If yes, Budgeted Amount: \$**

**Source of Funds/Funding Account:**

**If not budgeted and approved, the following will be included in the next Budget Amendment:**

**Addition to Revenue Account: \$**

**Addition to Expenditure Account: \$**

**1295 Form Required?      Yes      No**

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**Name of Applicant (if applicable): **Sue Ruthstrom****

**Legal Description/Location (if applicable):**

**1501 Main Street**

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**Supporting Materials Attached:**

- 1. **Agenda Briefing Form** 4. 7.
- 2. **Clay Cat Studio Agreement** 5. 8.
- 3. **Addendum 2019-1** 6. 9.

**Recommended Placement on Agenda: New Business**

**Recommended Action:**

**Approve Addendum 2019-1 for extension of project completion date for Clay Cat Studio.**

**REVIEWED AND APPROVED BY:  
(as appropriate)**


6/14/2019  
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 Department Director Date


6/14/2019  
DocuSigned by:  
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 Finance Director Date

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 Deputy City Manager Date


6/14/2019  
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 City Manager Date

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