

A Guide to STARTING YOUR BUSINESS IN UNION GROVE

Union Grove is ready for you to call it home to your business. Our beautiful, well designed downtown has space available for you to come and be a part of the Downtown Union Grove family. Numerous commercial and industrial zoned properties are also available for development.

Starting a new business can present major challenges. You need to locate a space for lease or buy a building. You need access to funding and technical assistance. You need to obtain Village permits and approvals. The process can seem overwhelming.

Racine County Economic Development Corporation (RCEDC) has created this guide in an effort to make the process of starting your business as simple as possible by outlining the recommended steps and addressing some FAQ's we've encountered.

1 LOCATING YOUR BUSINESS:

Where does it make sense for your business to be? Is it a retail or service business? Does your business rely on high visibility? Or, do you need an office setting?

2 FINDING SPACE:

For businesses wanting to locate in Union Grove **Racine County Economic Development Corp. (RCEDC)** is here to help. Downtown Union Grove is home to a variety of property types: storefronts, office space and residential buildings. RCEDC maintains a database of space available for lease and buildings for sale in Downtown and throughout Union Grove. Our database includes square footage, rental rates/listing prices, available parking and other important data, contact **RCEDC** at **262-898-7422**. If you're interested in business parks or outlying areas, contact **RCEDC** at **262-898-7424**.

4

PERMITS, LICENSES & APPROVALS: The particular permits, licenses and approvals needed for your business will depend on the nature of your business and the scope of needed improvements to the real estate. The following Village departments are the first points of contact for issuing approvals: **Building Inspection – 262-210-1741** (Building, plumbing and electrical permits and inspections), **Village Clerk – 262-878-1818** (Liquor licenses, setting up water and sewer utilities). Village Hall is located at 925 15th Avenue.

3 FINANCING & INCENTIVES:

A number of loan programs and other economic incentives are available for prospective businesses in Union Grove:

- **Low-Interest Loans: Business Lending Partners (BLP)** administers low-interest loans to finance real estate purchases, renovation, and new construction; sometimes working capital. Financed in partnership with a primary lender. Contact **BLP** at **262-898-7420**.
- **WI Women's Business Initiative Corp. (WWBIC)** administers low-interest loans to purchase machinery, equipment, inventory, and start-up costs. Contact **WWBIC** at **262-925-2840**.
- **Facade Grant Program: The Village** has a grant fund for Downtown business and property owners seeking to improve their building facades. The program offers up to \$7,500 in matching funds for qualifying improvements. Contact **RCEDC** at **262-898-7422**.



- **Rent Assistance Grant Program: The Village** has a grant fund for new business opening in Downtown. Pays 1/3 of monthly rent (up to \$300 per month) for 12 months of a multi-year lease. Contact **RCEDC** at **262-898-7422**.
- **Minority Business Grants:** Up to \$2,500 in grants available to qualifying businesses to offset the costs of employee skills training, technology implementation projects or consulting services. Contact **UW-Parkside SBDC** at **262-595-3363**.
- **Workforce Training Assistance:** Assistance recruiting and training employees. Contact: **Workforce Development Center** at **262-638-6637**.
- **Financing by Local Lenders:** Several local lenders are very interested in providing financing for qualified small businesses that seek to locate and expand in Union Grove.
 - **Community State Bank:** 262-878-3763
 - **Northshore Bank:** 262-878-3737

5

**WELCOME!
YOU'RE ON YOUR
WAY TO BUILDING
A SUCCESSFUL
BUSINESS IN UNION
GROVE!**

FAQs

Q. I need a sign for my business. What do I do first?

A. Signage must comply with Village ordinances. Bring your sign design and sign permit (under the Permits tab at www.uniongrove.net) to the Building Inspection Office to be sure it complies with local ordinances. If you are locating your business in Downtown review the Design Guidelines under the Community Development tab at www.uniongrove.net. Then, complete the Building Permit for review by the Community Development Authority.

Q. I'm opening a restaurant. How do I apply for a liquor license?

A. Complete a form provided by the Village Clerk's office. Your application will be reviewed by the Village Board.

DOWNTOWN BUSINESS DEVELOPMENT GUIDE: The Village is actively seeking businesses that will add to the current business mix in Downtown. The Guide can be found under the Community Development tab at www.uniongrove.net. Preferred businesses include (but are not limited to):

- Bakery
- Clothing
- Dry Cleaning
- Optometrists
- Pharmacy
- Specialty Foods

PREPARING YOUR BUSINESS PLAN: A business plan is a formal document which explains in detail your strategy for developing a financially successful business. This plan should lay out how you are going to run your business. A business plan will help you organize your thoughts, as well as your resources. Writing a business plan is critical if you plan to seek business financing.

BUSINESS PLAN ADVISORS:

- Accountant
- Attorney
- Banker
- Insurance Agent/Broker
- Gateway Technical College – 262-898-7410
- SCORE of SE WI – 414-297-3942
- SBDC @ UW-Parkside – 262-595-3363
- WWBIC – 262-925-2840
- Small Business Admin. (SBA) – 414-297-3941
- WI Econ. Development Corp. (WEDC) – 608-210-6839



Racinecountyedc.org

Mission: We provide businesses with almost every service intended to complete an expansion, relocation, financing or workforce development project within Racine County.

Programs and Contact Information:

- **New Business Development:** 262-898-7424, jtrick@racinecountyedc.org
- **Existing Business Development:** 262-898-7530, lmillion@racinecountyedc.org
- **Entrepreneurial Development:** 262-898-7404, kniemiec@racinecountyedc.org
- **Business Financing:** 262-898-7420, cengel@blp504.org
- **Workforce Development:** 262-638-6603, Valerie.hanson@goracine.org
- **Community Development:** 262-898-7422, tchitwood@racinecountyedc.org
- **Administration and Marketing:** 262-898-7432, rcedc@racinecountyedc.org



Uniongrove.net

Staff Contact Information:

- **Building Inspector:** 262-210-1741, jdeluca1@wi.rr.com
- **Public Works:** 262-878-1818, mosmundsen@uniongrove.net
- **Clerk/Treasurer:** 262-878-1818, jill@uniongrove.net
- **Deputy Clerk/Treasurer:** 262-878-1818, lizs@uniongrove.net
- **Court Clerk:** 262-878-1818, roberta@uniongrove.net
- **Recreation Director:** 262-902-7917, kterpstra@uniongrove.net



Uniongrovechamber.org

Mission: Our purpose is to advance the economic well-being of the Greater Union Grove area through planning, education and cooperation, serving the commercial, industrial, professional, educational and civic interests of the area.

Staff Contact Information:

- **Executive Director:** 262-878-4606, ugchamber@att.net