Village of Arlington Heights
Arlington Economic Alliance
Commissions Room 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
October 21, 2015
7:30 AM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Minutes - 2/18/15

IV. REPORTS

A. Development Report

V. OLD BUSINESS

VI. NEW BUSINESS

A. Introduction of New Commissioners
B. Alliance Mission Update
C. Arlington Economic Alliance Budget Fiscal Year 2016
D. Zero Interest Loan Program

VII. OTHER BUSINESS

A. Potential Projects for 2016
B. Fall Alliance Newsletter

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.

Item: Minutes - 2/18/15

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes	Minutes

DRAFT

MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON FEBRUARY 18, 2015 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido - Chairman
Sue Duchek
Mike Field
Lisa Henderson
Jamie Janeczko
Scott Whisler

MEMBERS ABSENT:
Regina Schlamp
Gary Skiba

STAFF PRESENT:
Michael Mertes – Business Development Coordinator

ALSO PRESENT:
Jason Kuhl – Arlington Heights Memorial Library
Anita Pacheco – Arlington Heights Park District
Dave Parulo – Meet Chicago Northwest
Jim Platt – Arlington Heights Chamber of Commerce
Jon Ridler – Arlington Heights Chamber of Commerce
Neil Scheufler – Arlington Heights Special Events Commission

Call to Order
Chairman Tony Guido called the meeting to order at 7:42 AM.

Approval of Minutes – January 28, 2015
The meeting minutes of the January 28, 2015 Arlington Economic Alliance meeting were reviewed.

SUE DUCHEK MOVED AND MIKE FIELD SECONDED A MOTION TO APPROVE THE DRAFT JANUARY 28, 2015 ARLINGTON ECONOMIC ALLIANCE MEETING MINUTES. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

Reports – Alliance Breakfast
A subcommittee consisting of Lisa Henderson, Jamie Janeczko, Anita Pacheco, Dave Parulo, Jon Ridler, and Michael Mertes met the previous Friday to discuss plans for the Spring Alliance Breakfast. Mr. Mertes summarized that the goal is to focus on business retention and provide attendees with interesting, useful information. "10 Seeds to Grow Your Business in Arlington Heights" is the title of the program and would give organizations around the community an opportunity to share the resources they have available to help support the business community. Each entity would speak approximately 3-5 minutes. This is an opportunity to bring these organizations together in one location, rather than individually disseminating information on their business-related resources.

The tentative date for the program is May 6th, and is planned to be held at the Metropolis Ballroom. Ms. Henderson weighed in that by having multiple speakers and shorter speaking times, this should allow for greater engagement from the audience. The purpose is to promote the resources, not just the entity. Mr. Ridler stated that the program will identify key things that every business owner wants to know. Multiple podiums will be used to keep the presentation moving. This is not a commercial for particular organizations, but rather an opportunity to connect the attendees with key resources across the Village. Each presenter will be able to submit a few PowerPoint slides for inclusion on a USB drive provided to all attendees to take home after the program. This will allow those in attendance to contact the individual presenters after the Breakfast. The next step is confirming the ten topics to be covered at the event. The subcommittee came up with a few initial ideas at the previous week's meeting.

In addition to the important resources provided by each speaker, Ms. Pacheco and Ms. Henderson noted that workforce development and the impact of demographics are other areas that could be discussed. Mr. Guido concurs that it's important to narrow down the ten topics to be covered. Reaching out to a business that has gone through the process with the Village and gathering their thoughts and pointers might be one possibility. An initial list of ten organizations that could speak at the event was discussed by Ms. Janeczko, and Ms. Henderson mentioned that the invitation could be modified since the format of the Breakfast will be changing this year. Per School District 25, Ms. Duchek recommended a Human Resources contact as a possible speaker. The school district is actively looking to get the word out about their services to the community. Mr. Guido recommended an agenda for the event so that all attendees can better follow along.

To add visual to the presentations, a projector will show a slide identifying the speaker at that moment. Per Mr. Guido's inquiry about Q&A time, Mr. Ridler replied that the subcommittee would rather allow more time for the speakers to discuss the resources and then leave the attendees with that information at the end of the Breakfast. The attendees could then follow up regarding the particular resources that interest them. The Alliance complimented the Subcommittee on their efforts.

Discussion of Alliance Mission

Mr. Mertes provided an overview of which business types are currently represented on the Alliance, which types were highlighted in the updated version presented to the Village Board in January, and two potential options the Alliance could use in light of the Village Board's feedback. These latter two options include representation by Residential Real Estate, Retail, and Restaurant, per the Village Board's comments. Whichever direction the Alliance chooses, it will be discussed at an upcoming Committee of the Whole meeting. Ms. Duchek feels that ultimately a decision should respect what the Mayor and Trustees want. She highly respects the opinion of the Library and Park District. However, taxing bodies already have vehicles outside of this Commission to bring issues to the Mayor and Trustees. The Village Board would like to see new positions filled by people from the business community, while still allowing the taxing bodies to provide input outside of a voting role.

Scott Whisler feels that Mr. Field and School District 214 provide business-related services not typical of a taxing body, such as continuing education, and therefore should still be considered for a voting position. Experience in providing community education provides a different perspective than what another taxing body might be able to offer. Mr. Field commented that the individual shouldn't determine the position. A specific person might not be able to serve on the Commission long-term, and the decision to add an entity as a voting member should be based entirely on the need to have that organization represented on the Commission.

Neil Scheufler sees the resources offered by the Library as unique and relevant to the business community. In response to Jason Kuhl's question regarding the Alliance mission and what entities should be represented in a voting role, Ms. Duchek replied that Alliance Commissioners should be stakeholders in industry. That being said, the taxing bodies are encouraged to attend and participate in the meetings as ex-officio members. Their input is still highly valued. Ms. Janeczko and Mr. Field asked about the role of "Business Representative". Mr. Mertes clarified that it is a position that could be filled by anyone representing the business community. The role currently exists to allow flexibility in selecting a member.

Ms. Pacheco feels that the Park District is an economic driver that engages the community and helps maintain property values. It is a significant employer as well. However, she is willing to still attend Economic Alliance meetings and participate in an advisory non-voting role if this is the direction the Commission wishes to go. Ms. Duchek agrees in the value of having the taxing bodies at the table, even if they are in non-voting roles.

Industrialist, Downtown representative, and Business Representative are the positions currently vacant on the Alliance. Mr. Parulo suggested having Commission members representing Uptown and Southtown, in addition to Downtown. This would create geographic balance. Mr. Ridler understands this point but feels that different entities can and do represent different parts of town. So, various Commissioners would not only represent their business type, but would also represent the region of the community in which they're based. The Mayor has flexibility in choosing someone for a vacant position, taking into consideration an area of the Village that might be in need of additional representation.

Mr. Whisler made clear that the Alliance members would like the taxing bodies to be present, to participate, and to interact with the Commission. Additionally, Mr. Guido values knowing what activities and projects the taxing bodies are undertaking and how the Alliance might be able to help. Mr. Kuhl inquired as to if the Downtown is being favored by having a specifically-designated role while Uptown and Southtown don't have geographically-determined voting roles. In response, Mr. Ridler sees the difference in that the Downtown is the Village's center for events and activity. However, it's important to ensure that Uptown and Southtown are represented regardless.

The Economic Alliance informally agreed to present a modified version of the business type listing to the Committee of the Whole for discussion. The meeting would also cover all proposed changes to the Alliance Code Section (6-505), not just the updated business types. The newly proposed breakdown of the business types is:

- Automobile Dealer
- Business Representative
- Chamber of Commerce
- Convention and Visitors Bureau
- Downtown Business Owner
- Financial Industry
- Hospitality Industry
- Industrialist/Manufacturer
- Real Estate, Developer, or Property Manager – Commercial
- Real Estate, Developer, or Property Manager – Residential
- Restaurateur
- Retailer
- Top Twenty Employer

Education, the Arlington Heights Memorial Library, the Park District, and Special Events would all be represented as ex-officio members. The Alliance will go to the Committee of the Whole to discuss what they have proposed in regards to Code changes thus far. The Commission will take the Mayor's and Trustee's feedback and then make a formal recommendation at the following Alliance meeting. Mr. Parulo also suggested that the Alliance mention the proposed ideas for the upcoming Breakfast to show the Mayor and Trustees that they are working on new ideas as well. Mr. Mertes agreed to obtain a date to be placed on a Committee of the Whole agenda and will report back to the Alliance when he has this information.

Other Business

Jim Platt gave an overview of the Chamber's business retention efforts per the Small Business Development Agreement with the Village. He will be giving his annual presentation to the Village Board on March 16. Regarding retention efforts, the past 18 months have been focused on getting a pulse on the business community and reporting back to Village Staff. This has entailed making initial calls and searching for common threads. Some businesses have expressed a need for marketing resources while others have expressed concerns over the permitting process. James McCalister, Director of Building Services, has begun attending the monthly meetings with Village and Chamber staff, and has provided explanations for how the process works which has been helpful for businesses.

Now the Chamber is looking to have deeper conversations with many of the businesses with whom they initially reached out. They are putting together case studies, some of which they will present to the Village Board in March. A few business owners are also proactively coming to the Chamber to discuss their needs as well. From their outreach efforts, there are many satisfied businesses within the Village. However, Mr. Platt would like to target "liabilities"; businesses in need of assistance, especially those looking to close or move out of the Village.

Mr. Platt has learned a lot and enjoyed the growing relationships with Village Staff and the business community. Per Ms. Pacheco's question regarding topics covered in his business outreach efforts, Mr. Platt responded that a standard form is used to begin the conversation. However, the goal is to have more open-ended dialogue and make the business owner feel more comfortable. So he will often diverge to focus on their thoughts and needs.

Mr. Parulo asked about the efforts to reach the more high-risk businesses. Mr. Platt is trying to identify lease expiration dates. However, he understands that some brokers might see the Chamber seeking this information as potentially trying to move businesses elsewhere in the community, even though this isn't the case. Mr. Whisler stated that there are online lease databases where brokers can denote lease expiration information. However, that information gets out to other entities. This puts the property owner at risk if people try to poach their businesses when the lease expiration is coming up. Mr. Ridler added that the Chamber wants to have conversations with local realtors and clarify that they want to help retain at-risk businesses in their current spaces.

Mr. Platt is also working with the Village's Building Department regarding businesses that have had delayed openings. This is to learn why they haven't been able to begin their operation yet and help them understand what they need to do to get open. Many of these businesses that have had issues at the start end up blaming the Village, not knowing that it isn't the Village's fault. An example is when the property owner or general contractor might not have pulled the permits and the business owner is still waiting on them. Other times, they simply haven't yet submitted necessary documentation. By reaching businesses early in the process, the Chamber can help assist the Village in getting them open sooner. Ms. Duchek and Ms. Henderson complimented Mr. Platt on his role. They appreciate his efforts to help bridge the gap between businesses and Village-wide resources.

The Downtown Panera Bread's closing was discussed. Mr. Mertes verified the information provided to him is that the corporate office and property owner could not come to an agreement. A re-location to Uptown is unlikely at this time as a franchise store is already located on Rand Road. But Staff has remained in communication with the company for future possibilities in Arlington Heights.

Mr. Mertes also mentioned that Parkview Apartments was approved by the Village Board on Monday, February 16. The developers plan to build a seven-story structure with 45 units, some of them to be designated as affordable. There will also be private parking and a 1,300 square-foot retail space on the first floor.

Ms. Duchek announced that her term is expiring and will be stepping down from the Arlington Economic Alliance. She thanked all those in attendance. The Alliance expressed their gratitude to Ms. Duchek for her years of service as well.

Adjournment
MIKE FIELD MOVED AND SCOTT WHISLER SECONDED A MOTION TO ADJOURN. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 8:59 AM.

Tony Guido, Chair
Arlington Economic Alliance

Prepared by Department of Planning and Community Development

Item: Alliance Mission Update

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Code Section 6-505 (Modified)	Exhibits

AN ORDINANCE AMENDING CHAPTER 6
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Chapter 6, Boards and Commissions, Section 6-505, The Arlington Economic Alliance, of the Arlington Heights Municipal Code, be and is amended as set forth below (additions are shown by highlighting and deletions are shown by strikeout):

Section 6-505 The Arlington Economic Alliance. There is hereby created the Arlington Economic Alliance.

a. Intent and Purpose. To provide for an appointive, advisory body whose purpose shall be to promote existing businesses and attract new businesses to the Village and to ~~develop and~~ support programs in order to foster and support a Village-wide initiative towards the promotion of quality economic development.

b. Members. The Arlington Economic Alliance shall consist of ~~11~~ 13 members, either residents of the Village or individuals working for a business located in the Village, appointed by the Village President, by and with the advice and consent of the Board of Trustees. There shall also be one member of the Village staff, appointed by the Village Manager, serving as liaison. ~~ex-officio member~~.

c. Tenure. All members of the Arlington Economic Alliance shall serve terms of three years or until their successors are appointed and have qualified. The terms of members shall be staggered so that no more than ~~four~~ five members shall be appointed or reappointed in any one year, unless a vacancy exists. Vacancies shall be filled only for unexpired terms. ~~With the exception of members holding initial terms of one or two years, no member shall serve more than one term in a category.~~ ~~Members, holding initial terms of one or two years may be reappointed for a second term.~~ Annually, the Village President shall, with the advice and consent of the Board of Trustees, designate one of the members of the Arlington Economic Alliance to be chair. No person shall serve as chair more than three consecutive years, unless the Village President determines that continued service as chair is in the best interests of the Village.

In addition to the ~~two~~ staff member~~s~~ serving as liaison ~~ex-officio~~, membership of the Arlington Economic Alliance shall consist of individuals representing the following organizations or types of business. ~~The number of years for each appointee's initial term is also listed.~~ ~~With the exception of the representative of the top twenty employers,~~ Each organization or type of business shall have one representative on the Arlington Economic Alliance. ~~There shall be two representatives from top twenty employers, but they shall be from different employers.~~ For any of the categories of members, if a classification cannot be filled from the designated category, the appointee may be from any business within the community.

Organization or Type of Business	~~Length of Initial Term~~
~~Business Representative~~	~~1 year~~
~~Top Twenty Employer - two~~	~~2 years~~
~~top twenty employer~~	~~3 years~~
~~Industrialist~~	~~1 year~~
~~Financial Institution~~	~~2 years~~
~~Commercial Real Estate, Developer or Retail Property Manager~~	~~3 years~~
~~Hospitality Industry~~	~~1 year~~
~~Automobile Dealer~~	~~2 years~~
~~Higher Education~~	~~3 years~~
~~Chamber of Commerce~~	~~1 year~~
~~Central Business District Association~~	~~2 years~~

Automobile Dealer
Business Representative
Chamber of Commerce
Convention & Visitors Bureau
Downtown Business Owner
Financial Institution
Hospitality Industry
Industrialist
Real Estate, Developer or Property Manager – Commercial
Real Estate, Developer or Property Manager – Residential
Restaurateur
Retailer
Top Twenty Employer

d. Compensation. Members of the Arlington Economic Alliance shall serve without compensation. Authorized travel expenses shall be reimbursed in accordance with Village Travel Regulations.

e. Powers, Duties and Responsibilities. The Arlington Economic Alliance shall have such powers, duties and responsibilities as are assigned by the Village President and Board of Trustees, to include those enumerated below:

1. The Arlington Economic Alliance shall prepare, adopt and maintain such rules and regulations as are necessary to conduct the business of the Arlington Economic Alliance.

2. The Arlington Economic Alliance shall promote economic development by activities including, but not limited to, the following:

   a) Advising the Village on the development and implementation of ~~Developing and implementing a~~ business retention/expansion programs;

b) Advising the Village on the implementation of ~~Developing and implementing~~ a marketing program to attract new business and industry;

c) Monitoring business activity and trends on the local, state, and national levels;

d) Establishing a focal point for businesses to approach and discuss issues that affect them;

e) Engage representatives from the following communitywide entities at Arlington Economic Alliance meetings as appropriate: Arlington Heights Memorial Library, Arlington Heights Park District, Township High School District 214, the Special Events Commission, and other entities as appropriate. ~~Assisting business through mechanisms such as seminars and university programs; and~~

f) Researching and advising the Board of Trustees, Village Manager and boards and commissions on matters relating to economic development.

g) Annually, not later than the beginning of the fiscal year, submit to the Village Board for approval, a statement of its goals and objectives and procedures for accomplishing them.

f. Meetings, Quorum, Voting. Regular meetings of the Arlington Economic Alliance shall be scheduled on a quarterly basis at a date and time to be determined by the Arlington Economic Alliance and announced in the Village calendar and other appropriate media. Special meetings may be called by the Village President, the Board of Trustees, ~~the Liaison Committee of the Board of Trustees,~~ the Chair of the Arlington Economic Alliance or a quorum of the Arlington Economic Alliance. ~~Six~~ Seven members shall constitute a quorum. The Chair shall vote with other members of the Arlington Economic Alliance.

g. Records and Reports. The Arlington Economic Alliance shall keep written records of its proceedings, which records shall be open at all times to public inspection. An annual report shall be made to the Board of Trustees, to include matters before the Arlington Economic Alliance and their status.

SECTION TWO: This Ordinance repeals all ordinances or parts of ordinances in conflict with the provisions hereof, and shall be in full force and effect from and after its passage and approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this ___ day of _____________ 2015.

Village President

ATTEST:

Village Clerk

CODEAMENDMENTS:6-505 Arlington Economic Alliance

Item: Arlington Economic Alliance Budget Fiscal Year 2016

Department: Planning & Community Development

ATTACHMENTS:

Description	**Type**
Budget-Fiscal Year 2016	Exhibits

VILLAGE OF ARLINGTON HEIGHTS

BOARDS & COMMISSIONS 2016 BUDGET REQUESTS

Name of Board or Commission: ARLINGTON ECONOMIC ALLIANCE

Chair: ANTHONY GUIDO

	2014-15 Actual	8 Month Period Ending Dec. 2015 Adopted Budget	8 Month Period Ending Dec. 2015 Estimated Actual	2016 Proposed Budget	Accounts
CONTRACTUAL SERVICES:					
Photocopying	$0	$300		**$300**	101-1021-502.22-15
OTHER CHARGES:					
Promote Economic and Business Development:	6,655				101-1021-502.40-40
Discover Arlington web site upgrades & improvements		3,500		**5,000**	
2 Newsletters		4,100		**6,000**	
Business Retention Outreach - used for one-on-one and group meetings with businesses (Economic Outreach Breakfasts)		5,400		**9,000**	
TOTAL EXPENDITURES	**$6,655**	**$13,300**	**$0**	**$20,300**	

Item: Zero Interest Loan Program

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Memo - Zero Interest Loan Program Summary	Memorandum
Memo - Zero Interest Loan Program Recommendation	Memorandum
Zero Interest Loan Program Packet	Exhibits

MEMO

DATE:	October 13, 2015
TO:	The Arlington Economic Alliance
FROM:	Michael Mertes, Business Development Coordinator
RE:	Zero Interest Loan Program Summary

In February 2014, the Village Board approved a Zero Interest Loan program to be provided by the Village to new and growing businesses in Arlington Heights. This approval was granted after months of collaboration between Village Staff and the Arlington Economic Alliance on this incentive program. The purpose of the Zero Interest Loan program is to provide a funding source, unique to Arlington Heights, to retain or attract businesses to open or expand in the Village, and help them improve their facilities and/or operations in order to better prosper in a competitive business environment.

<u>The Incentive</u>
This program is available to businesses as a loan not to exceed half the project cost (up to $10,000) can be provided to eligible participants at 0% interest. This would be repaid by the recipient in quarterly installments up to five years.

<u>Applications and Awardees</u>
As of October 2015, the Village has received three completed applications for a Zero Interest Loan. A $10,000 was awarded in January of this year to Kingsley + Ginnodo Architects, a firm expanding from their home into a commercial location. The Village had also received two other loan applications, but these were rejected by the Loan Committee.

<u>Moving Forward</u>
While the Village has received several inquiries, there have been no new applications. Some feedback received is that the $10,000 loan is not substantial enough. Others have said that a grant component would make the program more enticing than a loan.

The Loan Committee has reviewed potential modifications and is recommending an increase of the maximum loan amount to $20,000. Also, if the recipient of the loan has repaid the first 75% of the loan on-time (within 30 days of invoice every three months), then the remaining 25% of the loan amount will be forgiven as a grant, and will not need to be repaid.

Please see the attached memo to Charles Witherington-Perkins dated September 9, 2015, for a full explanation regarding this recommendation to enhance the Zero Interest Loan program.

MEMO

DATE: September 9, 2015

TO: Charles Witherington-Perkins, Director of Planning & Community Development

FROM: Michael Mertes, Business Development Coordinator

RE: Zero Interest Loan Program Update

In order to generate more interest in the Zero Interest Loan program, multiple suggestions have been discussed. The program is currently funded in three ways:

- A rebate of 10% of property tax savings from all Class 6b recipients (approved since the beginning of the Zero Interest Loan program) over the first five years of the abatement
- A $1,000 application fee for all Class 6b applicants
- $20,000 in seed money (one time funding source approved by the Village Board)

The current breakdown of the program involves:

- A loan from the Village at 0% interest to new or existing Arlington Heights businesses
- Maximum payout per project: $10,000 <u>or</u> 50% of the project costs (whichever is less)
- Repayment: Quarterly over 5 years <u>or</u> duration of remaining lease (whichever is less)
- Background and/or credit checks to be conducted
- Business must provide collateral matching or exceeding the value of the loan
- Eligible Costs:
    - Start-Up or Relocation into Arlington Heights Property
    - Expansion within Current Location
    - Interior Build-Out
    - Purchase of Equipment/Machinery
    - Energy Efficiency Improvements
    - Upgrades to Technology
    - Other Improvements at Village's Discretion

As part of an effort to make the program more enticing to prospective applicants, two modifications to the requirements are recommended:

- Increasing the Maximum Payout
    - It is recommended to double the maximum loan payout to $20,000. This is in response to prospective applicants who felt that the current maximum award of $10,000 would be inconsequential to the ultimate cost of the project. Please note that $20,000 would be the cap amount. For projects estimated at less than $40,000 the maximum payout would amount to no more than half the project cost.
- Include a Forgivable Provision
    - The second recommendation is to forgive 25% of the loan amount if the first 75% of repayment has been received on-time. For example, if a business has been granted a $20,000 loan and has repaid the first $15,000 invoiced to them without delay, then the business would be entitled to keep the remaining $5,000. This is, in essence, a 25% grant.

Justification

The Zero Interest Loan program has been in place for 18 months. Staff has received three completed applications, one of which was approved (Kingsley + Ginnodo Architects). The other two applicants were rejected for various reasons. Although Staff had discussed the program with multiple other businesses, none of these other entities elected to complete the application for the loan. Although reasons vary, common responses to not pursuing the loan involved the amount not being significant enough and that the money needed to be repaid (not a grant).

Feasibility

Seed money was approved by the Village Board earlier this year in the amount of $20,000. However, if it is not used before December 31, 2015, the seed money will be placed back into the General Fund and no longer be available for the Zero Interest Loan program. That being said, **$40,000** is being budgeted for the program's fund for Fiscal Year 2016.

Beginning next fiscal year (January 2016), we will have approximately **$21,500** in the Zero Interest Loan Fund. Of this, an estimated $14,000 will come from Class 6b rebates to the Village, while $1,500 will come as repayments from Kingsley + Ginnodo Architects, last year's sole Zero Interest Loan recipient. The remaining $6,000 comes from the application fees for the last six Class 6b recipients.

It is anticipated at that by the end of 2016, an additional **$52,500** will be added to the Zero Interest Loan program, on top of the aforementioned $21,500. This is again based upon estimated revenue from Class 6b rebates in 2016 ($50,500), as well as repayments from Kingsley + Ginnodo Architects ($2,000). The large discrepancy between the revenue from rebates between 2015 and 2016 is due to four additional Class 6b designations that will not become active until next year.

The anticipated revenue stream from the Class 6b recipients is attached. Ultimately this funding will be adequate, moving forward, to support an increase in the monies awarded through the Zero Interest Loan Program.

Recommendation

In response to limited interest received by the program to date, Staff is recommending an increase of the maximum loan amount to $20,000. Also, if the recipient of the loan has repaid the first 75% of the loan on-time (within 30 days of invoice every three months), then the remaining 25% of the loan amount will be forgiven and not need to be repaid. This will function, in essence, as a grant component to the program. This is justified because the primary funding mechanism, the rebates from the Class 6b awardees, is unique to Arlington Heights and is money the Village would not otherwise have were it not for the creation of the Zero Interest Loan program.

VILLAGE OF ARLINGTON HEIGHTS

ZERO INTEREST LOAN PROGRAM

POLICY AND PROCEDURES

Prepared by:
Village of Arlington Heights
Department of Planning & Community Development
Phone: 847-368-5200
Fax: 847-368-5988

VILLAGE OF ARLINGTON HEIGHTS

Purpose

The Zero Interest Loan Program is designed to provide financial assistance to prospective and existing businesses within the Village of Arlington Heights. The program is intended to assist companies' growth within the Village while enhancing a diverse business climate, both communitywide and regionally. An ideal applicant will show, or have the potential for, long-term growth within Arlington Heights.

Eligibility

1. **Eligible Businesses.** The following are considered eligible businesses to apply for the Zero Interest Loan:
   - Any for-profit business interested in locating within the Village
   - A for-profit business currently operating within Arlington Heights that is interested in enhancing their operation

2. **Improvements.** Eligible costs may include:
   - Start-up or relocation into an Arlington Heights property
   - Expansion within current location
   - Interior build-out
   - Purchase of machinery or equipment
   - Energy efficiency improvements
   - Upgrades to technology
   - Other improvements as may be approved by the Village that enhance occupancy rates, employment figures, and/or tax revenue

3. **Amount.** If approved, an applicant is eligible to receive a loan of up to 50% of the total project cost, not to exceed $10,000. The applicant will accrue no interest on the loan for a maximum term of five years, but no longer than the remaining lease term.

4. **Repayment.** Loans shall become due and payable at the maximum term of the loan, with quarterly loan repayments equal to the amount and duration of the loan. (e.g. – A $5,000 loan over 5 years = 20 quarterly payments of $250)

5. **Ownership.** Eligible applicants must be the business owner(s) or building owner(s). All proposed improvements to the interior of the space must be submitted with written consent from the property owner(s).

6. **Fees.** Professional, legal, architectural, and Village permit fees may be included, if appropriate, as eligible costs.

7. **Conformance.** All improvements must conform to all building and zoning codes of the Village of Arlington Heights.

8. **Loan Structure.** Applicant's cash flow must be greater than debt service on loan. The structure for these loans shall be as follows:

(a) The Village shall loan up to 50% of the requested eligible costs at 0% interest, to be repaid quarterly over the term of the loan. The loan shall not exceed $10,000. The term shall not exceed five years.

(b) Loan funds would be made available to be paid to contractors for eligible expenses when the appropriate papers (waivers of lien, proof of payment, proof of labor law compliance, and other requirements) have been filed.

(c) Loan funds will be made available on a need basis and only for credit-worthy businesses. Loans will be secured by lien on collateral. Collateral may include business or personal real estate property. Other personal or corporate guarantees may be required.

(d) The applicant must provide proof of financing and equity to pay for the remaining eligible improvement expenses.

(e) The loan shall not be paid out until all the following have occurred:
- The project's construction drawings and financial structure have been approved;
- All related Village departments have completed and signed any related permits or forms;
- All loan agreements have been duly executed and properly recorded.

(f) The Village of Arlington Heights, at its sole discretion, reserves the right to decline applications or withhold loan payments for any reason.

9. **Expiration.** Eligible businesses will be provided loans in the order in which they were approved, and subject to available funding. This program is subject to availability of funding and may be terminated by the Village.

Procedural Requirements

All applicants must submit the following documents to the Department of Planning & Community Development:

A. Zero Interest Loan Application Form (attached)
B. Executed Lease / Letter of Intent
C. Business Plan
D. Square Footage of Space
E. Current Number of Employees and Employment Projections for the Next Five Years
F. Quotes / Cost Estimates for All Purchases and Services Related to the Requested Loan
G. The Village May Require Additional Documentation or Information if Deemed Necessary

Village Staff may require submittal of real estate appraisals. The Village will also conduct credit checks, title searches, and background investigations. These costs are to be incurred by the applicant.

Businesses conducting interior build-out and/or expansion must also submit the following:

- Square footage of the planned build-out
- Any remodeling plans (including sample materials and color samples)
- Detailed cost estimates/quotes of expenses requested under the loan

All plans must follow appropriate design guidelines and code requirements. A separate request for a building permit, sign permit, electrical permit, or other similar permits or licenses shall be submitted to the Building Department, or other responsible department.

Upon Loan Committee approval, the Village of Arlington Heights Department of Planning & Community Development will issue a Certificate of Eligibility, and prepare the necessary loan agreements for the applicant's signature. Improvements made prior to the approval of the application, notice to proceed, and execution of the agreement may be ineligible.

Approval Process

In order to gain approval for the loan request, the applicant must go through the following steps:

1. Preliminary appointment with the Department of Planning & Community Development
2. Submittal of application
3. Review meeting with the Department of Planning & Community Development
4. Loan Committee Review
5. Execution of Loan Documents

Federal, State, and Local Requirements

In order to qualify for the Zero Interest Loan Program, the business owner or property owner must agree to a lien to be placed on the property or personal property or a like surety for the period of the loan. The business owner must complete the application, and must be prepared to comply with all federal, state and local regulations. The Village of Arlington Heights Department of Planning & Community Development will administer the Zero Interest Loan Program.

There will be various fees related to the processing and recording of the loan. These fees may include a credit check, appraisal, title search, and recording and will run approximately $500. The fees may be paid with the application or included in the loan. If you choose to include the fees in the loan, the proceeds from the load will be reduced by $500. For example, a $10,000 loan will result in a $9,500 payment.

Please call: (847) 368-5200 for further information, copies of any documents, or to set up an appointment.

* * *

ZERO INTEREST LOAN PROGRAM

Instructions to Applicants

This is a preliminary instruction form to assist eligible applicants in preparing the necessary submittals for the Zero Interest Loan Program. Please refer to pages 2 and 3 of this packet for eligibility criteria.

Procedure for applying for the Zero Interest Loan:

1. Applicant must set up appointment with Staff from the Planning & Community Development Department to discuss need for the loan. An appointment can be made by contacting the office at 847-368-5200.

2. The applicant will submit the following materials to Planning & Community Development Staff for review:

    a. The Zero Interest Loan application, completed in its entirety
    b. An executed lease and/or letter of intent
    c. A business plan
    d. Square footage of the space in which the applicant will be utilizing the loan funds
    e. The number of employees, both full-time and part-time, currently working for the applicant, as well as employment projections for the five years following the submittal
    f. Quotes or cost estimates for all purchases and services requested to be paid for, partially or in whole, under the Zero Interest Loan
    g. Any additional documentation or information as requested by the Village

3. Applicants conducting interior build-out and/or expansions of space must also submit the following information with the application:

    a. Square footage of the proposed build-out or expansion
    b. Any remodeling plans (including sample materials and color samples)
    c. Detailed cost estimates and/or quotes of expenses requested under the loan

4. After completing the application and supplementary materials, applicants will be contacted for a meeting with Staff to review those documents. Applicants may be asked to resubmit any and all documents, with requested changes made by Staff, in order to gain a favorable recommendation.

5. The Loan Committee will review for approval.

6. A Certificate of Eligibility will be issued.

7. Execution of loan documents.

8. Distribution of funds.

Application #_________

ZERO INTEREST LOAN PROGRAM
APPLICATION

I. Name of Business: ____

Number of Years Business has been in Existence: ______________________________

Number of Years Business has been in Arlington Heights: ___________________________

Business Owner Name(s): ____

Current Address of Business: ____

____

Future Address of Business: ____

____

Bus. Owner(s) Home Address: ____

____

Property PIN Number(s): ____

Business Owner Phone: ____

Business Owner E-Mail: ____

II. Property Owner(s) Name: ____

Prop. Owner(s) Business Address: ____

____

Prop. Owner(s) Home Address: ____

____

Property Owner(s) Phone: ____

Property Owner(s) E-Mail: ____

Other Businesses Owned (name and address): ______________________________

____

____

III. Federal Employee ID # (FEIN): ______________________________

Business Bank Name: ______________________________

Checking Balance: ______________________________

Gross Sales Revenue (if applicable): ______________________________

Type of Business (circle one):

Sole Proprietor
Corporation
General Partnership
Limited Liability Company
Limited Partnership
Non-Profit
Other: ______________________________

IV. Current Square Footage: ______________________________

Square Footage After Expansion (if applicable): ______________________________

V. Description of Business (include type of operation, and number of employees):

____

____

____

VI. Business Debt
Please include all term loans, credit lines, commercial mortgages, and credit cards used for business:

Bank/Creditor	**Term/Line**	**Current Balance**	**Amount of Line**	**Monthly Payment**	**Type of Collateral**

VII. Personal Information

Please provide the following information on all owners who own 20 percent or more of the business:

First Name: ____

Middle Initial: ____

Last Name: ____

Date of Birth: ____

% Ownership in Company: ______________________________________

Home Address: ____

City/State/ZIP: ____

Home Phone Number: ____

Monthly Mortgage (PITI)/Rent: $__________________________________

Total Other Monthly Payments: $__________________________________

Bank Name: ____

Salary from this Business Last Year	$	Source(s) of other income:
Other Household Income	$	
Total Income	$	
Cash Equivalents	$	
Other Assets (house, auto, etc.)	+$	
Total Assets	=$	
Total Liabilities (mortgage, credit cards, etc.)	-$	
Net Worth	=$	

VIII. Insurance

Please attach a copy of each of the following:

- General Liability Insurance
- Current Title Insurance on the Property
- Commercial Property Insurance

IX. In reference to the eligibility criteria, describe the need for the loan:

____

____

____

____

____

X. If Applicable, Plans/Drawings Prepared By:

Name: ____

Address: ____

Phone (Work): ____

Estimated Cost of Renovation/Expansion: $____

XI. Credit Check Authorization and Certification

The Village of Arlington Heights, Illinois is authorized to make whatever credit inquiries that they may deem necessary in connection with this application for a loan, or in the course of reviewing or administering the loan as issued in connection with this application. The undersigned authorizes any person or reporting agency to compile and furnish to the Village of Arlington Heights any information requested by the Village in connection with the application. Any such information furnished to the Village by any person or any reporting agency shall remain the property of the Village whether or not the Village approves this application.

XII. Statement of Understanding:

A. The Applicant agrees to comply with the guidelines and procedures of the Zero Interest Loan Program, as well as the recommendations of the Village of Arlington Heights Planning & Community Development Department.

B. The Applicant further understands the need to submit detailed cost documentation, copies of building permits, and all contractors' waivers of lien upon completion of work.

C. The Applicant, owners and all contractors must comply with all federal, state and local regulations.

This application for the Zero Interest Loan Program is hereby believed to be complete and accurate.

By: __________________________ By: __________________________
(Business Owner) (Business Owner)

STATE OF ILLINOIS)
COUNTY OF COOK)
VILLAGE OF ARLINGTON HEIGHTS)

The foregoing petition was acknowledged before me by ____________________ on the __________
[Name of Notary]
day of ________________, 20___.

By: __________________________
(Notary Public)

Application to be returned to:

Village of Arlington Heights
Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005-1499
Phone: 847-368-5200
Fax: 847-368-5988
Website: www.vah.com

BACKGROUND CHECK AUTHORIZATION
*** CONFIDENTIAL ***

I authorize and empower the Village of Arlington Heights and its representatives, any consumer reporting agency, or other outside service company engaged by said organization for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation and other relevant information, through correspondence or personal interviews with neighbors, friends or others with whom I am acquainted or who may have knowledge concerning any of the above items.

I am aware and understand that my fingerprints will be taken and used to check the criminal history record information files of the Illinois State Police and the Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

Upon written request, I understand that said organization will provide me with information regarding the scope of the investigation if one is made.

I release the Village from any liability for damages resulting from conducting the background investigation.

I certify that I have read this authorization form and understand its meaning and purpose.

Signature	Date
Print Name	Date of Birth*
Address	Sex* & Race*
City, State, ZIP	Social Security Number
Driver's License Number / State of Issuance	

* Sex, Race and Date of Birth are personal identifiers that will not be used in the licensing decision.

Item: Fall Alliance Newsletter

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Alliance Newsletter Fall 2015 FINAL	Exhibits

2015 Brings Exciting New Business Development to Arlington Heights

2015 has been an exciting year for development in Arlington Heights. Here's a summary of what's been going on in the community:

HSBC

Fortune 100 company HSBC will be opening an office at 1421 W. Shure Drive in spring 2016. The financial services firm will be occupying over 160,000 square feet of space and bringing 1,500 employees to the Village. This will make HSBC one of the five largest employers in Arlington Heights.

Arlington Downs

One Arlington, the luxury apartment building that makes up the first phase of the Arlington Downs project, is complete and leasing to tenants. The next phase of the project, a new hotel plus a re-opened and expanded water park, is planned to break ground within the next year.

Cortland's Garage

Cortland's Garage, the second location of the long-time mainstay in Chicago's Bucktown neighborhood, is now serving its award-winning burgers along with other great menu items and an extensive drink selection. A substantial remodel of the interior and exterior was completed over the summer. Cortland's Garage is located in the former Harry's Restaurant space in Downtown Arlington Heights.

Lexus of Arlington

Lexus of Arlington is now open! The luxury auto dealership is the largest of its kind in North America and offers a salon, gym, and theater for its customers. Lexus of Arlington will be a major sales tax generator for the community and employs over 50 staff.

Tootsies Shoes

Tootsies Shoes, an independent retailer of women's and children's shoes, is opening its second location in our Downtown.

Bottle & Bottega

Bottle & Bottega is an intimate entertainment experience for artists of all ability levels. Public and private groups are encouraged to bring a bottle of wine and get helpful instruction while painting a masterpiece that you can take home with you. Bottle & Bottega will be open in Downtown this fall.

Arlington Heights
Always More to Discover!

VILLAGE OF ARLINGTON HEIGHTS

Arlington Heights
Always More to Discover!

ZERO INTEREST LOAN PROGRAM

- Available to both new & expanding businesses
- Up to $10,000 loan at 0% interest
- Eligible costs include:
  - Start-up or relocation into an Arlington Heights property
  - Expansion within current location
  - Interior build-out
  - Purchase of equipment/machinery
  - Energy efficiency improvements
  - Upgrades to technology
  - Other improvements at Village's discretion

For more information please contact: Department of Planning & Community Development at (847) 368-5200 or planningmail@vah.com

Or visit us online at www.discoverarlington.comand www.vah.com

Take Advantage of Local Resources to GROW Your Business

Tha Annual Arlington Economic Alliance Breakfast was held earlier this year at the Metropolis Ballroom in Downtown Arlington Heights. We had an excellent program titled **"10 Seeds to Grow Your Business in Arlington Heights."** Those in attendance learned about free and low-cost programs offered to Arlington Heights businesses by local and regional organizations. Mayor Thomas Hayes, Alliance Chairman Tony Guido, and new Village Manager Randy Recklaus also presented.

If you missed the program, here is a quick summary of the resources highlighted at the event:

The **Village of Arlington Heights Department of Planning and Community Development** is your source for local business resources including incentive opportunities such as the Zero Interest Loan program and the Small Business Sales Tax Rebate program.

The **Arlington Heights Chamber of Commerce** partners with Village Staff on business retention and provides numerous networking opportunities.

The **Arlington Heights Memorial Library** offers a free Business Library Card allowing access to classes, conference room reservations, borrowing privileges, and access to databases to help market your business.

The **Arlington Heights Park District** has several non-traditional ways for businesses to market themselves to residents.

The **Illinois Small Business Development Center at Harper College** provides free confidential business advising, and a variety of low cost seminars and workshops.

Meet Chicago Northwest promotes Arlington Heights hotels, restaurants, and tourist destinations via numerous marketing and sponsorship opportunities.

Northwest Community Hospital provides many occupational health services for businesses of all sizes such as wellness programs and injury care.

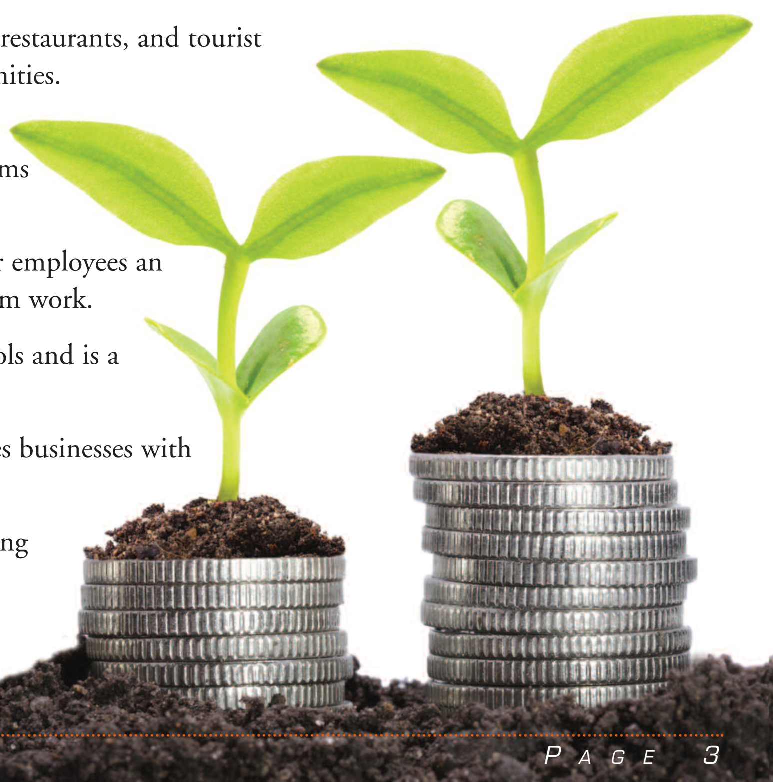
Pace has multiple fixed and flexible route options to allow your employees an inexpensive and environmentally-friendly way to get to and from work.

School District 25 supports nine elementary and middle schools and is a valuable early-education provider in Arlington Heights.

School District 214 supports six high schools and also provides businesses with workplace skills enhancement and internship programs.

SCORE Chicago offers free business consultation and mentoring from experienced industry professionals.

Even if you missed the program, you can access PDFs of the material presented, along with each speaker's contact information, on the Village's website (www.vah.com).



Fall & Winter 2015 Special Events Calendar

Date	Event	Time	Location
Saturday & Sunday, October 24-25	**Friends of the Library Fantastic Fall Used Book Sale**	October 24, 9 am - 4:30 pm October 25, Noon - 4:30 pm	Arlington Heights Memorial Library 500 North Dunton Avenue www.ahml.info
Friday, November 27	**Annual Tree Lighting Ceremony**	4:30 - 5:45pm	North School Park 410 North Arlington Heights Road www.discoverarlington.com
Saturday, November 28	**Small Business Saturday**	All Day	Village-wide
Saturday, December 5	**Rotary Santa Run**	10:00am	Downtown Arlington Heights www.rotarysantarun.org
Friday, December 11	**Holiday Tea at the Museum**	1:30 - 3:00 pm	Arlington Heights Historical Museum 110 West Fremont Street www.ahpd.org

For additional information and more great events all year long, visit www.DiscoverArlington.com!

ARLINGTON ECONOMIC
ALLIANCE

Mayor – **Thomas W. Hayes**

Board of Trustees:

Carol J. Blackwood	**Joseph C. Farwell**
Thomas Glasgow	**Robin LaBedz**
Bert Rosenberg	**John Scaletta**
Michael J. Sidor	**Jim Tinaglia**

Village Manager's Office 847-368-5100

Police and Fire Emergency – 9-1-1

Published by the Village of Arlington Heights
Department of Planning & Community Development
www.vah.com

Important Contact Information

Department of Planning & Community Development	847-368-5200
Department of Building Services	847-368-5560
Department of Engineering	847-368-5250
Wheeling Township Assessor's Office	847-259-1515
Elk Grove Township Assessor's Office	847-437-0300
Arlington Heights Chamber of Commerce	847-253-1703

www.vah.com
www.discoverarlington.com

Alliance Members	Company	Phone Number	Email Address
Anthony Guido, Chair	Arlington Heights Ford	(847) 870-1300	tguido@ahford.com
Frank Appleby	The Peoples' Bank of Arlington Heights	(847) 368-0100	fappleby@peoplesbanc.com
Tom Gaynor	Nokia Networks	(224) 628-4636	tom.gaynor@nokia.com
Lisa Henderson	Transitional Care Management	(224) 406-4498	lisa.henderson@transitional-ah.com
Jamie Janeczko	Metropolis Ballroom	(847) 870-8787	jjaneczko@metropolisballroom.com
Michael Kalway	Berkshire Hathaway Home Services / Starck Real Estate	(847) 870-1155	mkalway@starckrealtors.com
Jackie Lewis	Forbici Salon & Spa	(847) 398-2887	jlewis.forbici@sbcglobal.net
Charmaine Lowe	Tropical Smoothie Café of Arlington Heights	(847) 749-3554	tscarlingtonheights@comcast.net
Dave Parulo	Meet Chicago Northwest	(847) 490-1010	dparulo@chicagonorthwest.com
Jon Ridler	Arlington Heights Chamber of Commerce	(847) 253-1703	jridler@arlingtonhcc.com
Scott Whisler	Brian Properties	(847) 640-1500	swhisler@brianproperties.com

The Arlington Economic Alliance meets the third Wednesday of every month at 7:30 am at the Arlington Heights Village Hall, 33 S. Arlington Heights Rd., Arlington Heights.

HAVE COMMENTS OR QUESTIONS? CALL AN ECONOMIC ALLIANCE MEMBER

The Arlington Economic Alliance encourages any member of the Arlington Heights business community to call or email its members with any thoughts, observations, comments or questions relative to doing business in Arlington Heights. Please refer to the information at the head of this newsletter for Alliance member names, telephone and email contact information.

The Village of Arlington Heights is here to serve your business. Are we missing an important topic in our newsletter coverage? Please call the Department of Planning and Community Development at 847-368-5200 or send your email to planningmail@vah.com to share your ideas! Also, to receive updates on Village News sign up for the Village E-News.

A Message from the Mayor

Dear Business Neighbors,

As we approach the final few months of 2015, it's gratifying to look back on all the economic development progress we have seen in our community. The first big piece of news that comes to mind is the announcement of HSBC locating offices at the former Motorola/Nokia campus on Shure Drive. The Fortune 100 Company will be occupying over 150,000 square feet of space and bringing approximately 1,500 jobs to Arlington Heights.

New business growth is sprouting up throughout the whole community too. Through August, over 70 new businesses have opened within our borders, bringing nearly 800 jobs to Arlington Heights and filling over 525,000 square feet of formerly vacant space. One such addition is Lexus of Arlington. This dealership is the largest of its kind in North America. Besides being a significant employer, Lexus of Arlington will be a substantial sales tax generator to the Village.

Exciting development is also occurring at Arlington Downs with new residents leasing luxury residences. The next phase of the development is expected to break ground soon and will feature a 160-room Four Points by Sheraton Hotel, as well as a re-opened and expanded water park.

I look forward to all the exciting developments the remainder of 2015 has in store for Arlington Heights as our community continues to grow and prosper.

Sincerely,

Thomas W. Hayes
Mayor, Arlington Heights

A Message from Arlington Economic Alliance Chair –Tony Guido

The Arlington Economic Alliance is an advisory Commission that was formed in 1993 to provide business expertise in order to help promote quality economic development in Arlington Heights. Since the creation of this body, little had changed in terms of how it has been defined in the Village Code until this summer. Over the past year, the current membership of the Arlington Economic Alliance has focused on how it feels it can best structure itself to serve Arlington Heights, and its business community, moving forward. In particular, we felt that there was an opportunity to get more involvement from other organizations.

This past July, our Commission submitted an updated Code section to the Village Board, which was approved by the Mayor and Trustees. These changes will ensure that we serve as an advisory body to complement and provide input to Village Staff and other local taxing bodies. Additional changes will ensure that the following business types are represented on the Alliance: Chamber of Commerce; Meet Chicago Northwest (Convention and Visitors Bureau); Residential Real Estate; Restaurants; and Retail.

We feel that these Code changes will be beneficial to the Commission and the Village, and as business representatives within the community we look forward to continuing to serve Arlington Heights in a way that will be most effective.

Additional News and Updates:

CONNECT WITH US ON THE WEB

For Village and Business Information:
www.vah.com

For Shopping, Dining, Entertainment, and Events:
www.discoverarlington.com

CONNECT WITH US ON FACEBOOK

For Village Business News:
Facebook-VillageofArlingtonHeights

For Shopping, Dining, Entertainment and Event News:
Facebook-DiscoverArlingtonHeights

CONNECT WITH US ON TWITTER

For Village News and Updates:
@ArlingtonHtsGov

Arlington Heights
Always More to Discover!

Small Business Sales Tax Rebate

The Village of Arlington Heights will provide a financial rebate of the Local Municipal Retail Tax up to 33% but not more than a total of $100,000.

NEW BUSINESSES: The Village will provide up to 33% Sales Tax Rebate of the Local Municipal Sales Tax.

EXISTING BUSINESSES: The Village will provide a 33% Sales Tax Rebate on the increased increment of sales above the base.

GENERAL REQUIREMENTS:
The rebate will be remitted annually for a maximum of 3 years.

Program is on a first come first serve basis.

IMPROVEMENTS: Program will require retail tenant to make an investment in business or physical facilities.

TYPES OF RETAILERS:
apparel, accessories stores, shoe stores, furniture stores
household accessories, electronics & appliance stores
book stores & other retailers at Village discretion

LEASE TERM/STORE SIZE: The tenant must sign a minimum 5 year lease. The maximum store size is 5,000 square feet. An existing business must expand by 50% of existing square footage.

MINIMUM HOURS OF OPERATION:
Mon - Wed: 10:00 a.m. to 7:00 p.m.
Thurs - Sat: 10:00 a.m. to 9:00 p.m.

CONTACT: The Planning & Community Development Department for complete program requirements at 847-368-5200 or planningmail@vah.com

CITY OF GOOD NEIGHBORS
ARLINGTON HEIGHTS, ILLINOIS

Village of Arlington Heights
Department of Planning and Community Development
33 South Arlington Heights Road
Arlington Heights, IL 60005

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