

Village of University Park TIF 7 Steger Road and Central Avenue Adoption Schedule

	Date Completed	Action Item	Responsible Party
1	Tuesday, April 03, 2018	Approve by motion the contract with Ehlers for the preparation of the Eligibility Study and Report and the Redevelopment Plan and Project.	Village Attorney, Village Board
3	Tuesday, July 24, 2018	Submit Draft to Client	Ehlers
4	Monday, July 30, 2018	Revisions due Ehlers	Village
5	Friday, August 10, 2018	Final Report for Village Board Packet	Ehlers
2	Tuesday, August 14, 2018	Publish Notice of Interested Parties Registry	Village, Attorney
6	Tuesday, September 18, 2018	Announce the Availability of the Eligibility Study and Report and the Redevelopment Plan and Project at the Village Board Meeting. File and make these reports available in the Village Clerk's Office for public inspection.	Village, Attorney
7	Tuesday, November 13, 2018	Adopt Ordinance Setting Date/Place/Time for JRB and Public Hearing. The Village shall adopt an ordinance or resolution establishing a time and place for the Joint Review Board Meeting and for the public hearing.	Village, Attorney
8	Between Wednesday, November 14, 2018 and Friday, November 16, 2018	Mail Notice of JRB and Public Hearing to Taxing Districts and to the Department of Commerce and Economic Opportunity (DCEO) (via Certified Mail, return receipt requested). The notice (and copy of ordinance referenced in Step 6), shall be sent to all taxing districts and DCEO not less than 45 days prior to the public hearing and shall <u>include a copy of the redevelopment plan and eligibility report</u> along with the name of a person to contact. The notice shall include an invitation to DCEO and each taxing district to submit comments to the municipality concerning the subject matter of the hearing prior to the date of the hearing. The notice must also advise each representative of the Joint Review Board as to the time and place of the first meeting of the Joint Review Board.	Village, Attorney
9	Monday, December 03, 2018	Mail Notice of Availability of the Eligibility Study and Report and the Redevelopment Plan and Project to: • All residential addresses within 750 feet of the boundaries of the proposed Project Area (by First Class U.S. Mail).	Village, Attorney

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		<ul style="list-style-type: none"> • All registrants on the Interested Parties Registry. Reasonable to mail this notice at the time of the taxing district mailing (by First Class U.S. Mail). 	
10	Thursday, December 06, 2018	<p>Joint Review Board Meeting. Shall be convened by the Village at least 14 days after the notice of the public hearing to taxing districts by the Village, but no more than 28 days after the notice of public hearing to Taxing Districts by the Village. Recommendations shall be adopted by a majority of those members present and voting.</p>	Village, Attorney, Joint Review Board, Ehlers
11	Thursday, December 13, 2018	<p>First Notice by Publication in newspaper of general circulation. First publication shall not be more than 30 days nor less than 10 days prior to the public hearing.</p>	Village, Attorney
12	<p style="text-align: center;">Between Tuesday, December 18, 2018 and Friday, December 21, 2018</p>	<p>Notice of Public Hearing by Mailing (sent not less than 10 days prior to the public hearing) to:</p> <ul style="list-style-type: none"> • All taxpayers of record (by Certified Mail, return receipt requested). In the event taxes for the last preceding year were not paid, the notice must also be sent to any persons listed on the tax rolls as owners of the property within the preceding 3 years. • All parties who are registered on the TIF Interested Parties Registry (by First Class U.S. Mail). • All residential addresses within the proposed TIF District (by First Class U.S. Mail). 	Village, Attorney
13	Tuesday, December 18, 2018	<p>Second Notice by Publication in newspaper of general circulation. Second publication shall not be less than 10 days prior to the public hearing.</p>	Village, Attorney
14	Tuesday, January 01, 2019	<p>Joint Review Board Recommendation shall be submitted to the Village Council within 30 days after convening the Joint Review Board.</p>	Joint Review Board
15	Tuesday, January 15, 2019	<p>Public Hearing</p>	Village, Attorney
16	Tuesday, January 29, 2019	<p>Possible Adoption of the TIF Ordinances within 14 to 90 days of public hearing.</p>	Village, Attorney
17	Monday, February 11, 2019	<p>Transmit Ordinances, Legal Descriptions, Maps, List of PINs to County within 10 days of adoption.</p>	Village
18	Tuesday, February 12, 2019	<p>Notice of Change, if applicable</p>	Village