

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Review of Bid Specifications – Hodges Run Business Incubators

Date: May 30, 2025

Meeting: Committee of the Whole

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Department: Administration

Overview/Background Information

The attached bid specifications represent the construction documents for the Hodges Run Business Incubator project. The overall layout and design remain consistent with the site concept previously approved by the Village Board and were developed through a series of public meetings and stakeholder workshops held in 2024. These collaborative sessions helped shape a final design that aligns with community priorities and advances the Village's goals for Main Street revitalization and small business development.

The incubator project is a key component of the Village's economic development strategy, aimed at supporting local entrepreneurs and activating underutilized space along Hodges Run.

Design Considerations to Note:

- Screening and Berming:** The site plan includes berming and landscaping along the property line adjacent to the Hodges Run subdivision, with screening incorporated to buffer adjacent residential areas in compliance with Village zoning requirements.
- Future Play Area:** As determined during the 2025 budget process, the low-impact children's play area is planned for Phase 2. However, the landscaping plan accounts for this future development by incorporating tree and plant placements that will have time to mature.
- Restroom and Tenant Utility Space:** The public restroom building includes a small indoor work area to serve as a shared tenant breakroom and prep space, with access to sinks and running water. The incubator huts themselves do not include water or sewer connections.
- Water Utility Installation:** Water lines are being installed as part of Phase 1 to support ongoing maintenance needs such as plant irrigation and general cleaning throughout the site.
- Public Plaza Design:** A central plaza has been designed to serve as a welcoming public space to draw visitors into the market area and function as a community gathering space. It is intentionally designed to provide visual and pedestrian connectivity between the incubator site and the rest of Main Street, including Main Street Square across the street.
- Community-Involved Landscaping:** The landscaping incorporates year-round plantings, including fruit trees, berry bushes, nut trees, and other native flora. These elements are intended to be developed in partnership with the local garden club as an opportunity for ongoing community involvement and stewardship.

Next Steps: After the specifications are approved, the Village will begin the public bidding process for construction. Staff will also initiate promotional efforts and begin developing the necessary rental policies and tenant selection procedures for the incubator units.