

Village of Hoffman Estates

**PLANNING, BUILDING & ZONING
COMMITTEE MEETING MINUTES**

March 14, 2016

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Gayle Vandenberg, Vice Chairperson
Gary Stanton, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
William D. McLeod, Village President**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services
Rachel Musiala, Finance Director
Kevin Kramer, Economic Dev. Coord.
Mike Hankey, Director of Transportation
Patrick Seger, Director of HRM
Jeff Jorian, Fire Chief
Fred Besenhoffer, IS Director
Joe Nebel, Dir. Of Public Works
Monica Saavedra, Dir. HHS
Ashley Monroe, Asst. to Village Manager
Austin Pollack, Administration Intern
Bruce Anderson, CATV Coordinator
Ben Gibbs, GM of Sears Centre Arena
Patti Cross, Asst. Corporation Counsel**

Other Attendees:

**Devonshire Wood Estates residents
Mr. Omar Rodriquez-Caballero (Ryland Homes)
Mr. Frank Licata (OM&I Hoffman Three, LLC)**

The Planning, Building & Zoning Committee meeting was called to order at 7:00 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Planning, Building and Zoning Committee meeting minutes of February 8, 2016. Voice vote taken. All ayes. Two abstentions (Trustee Mills and Trustee Pilafas). Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve the Special Planning, Building and Zoning Committee meeting minutes of February 22, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request by James and Susan Kelley Revocable Trust c/o Patrick Mazza (owner) for a site plan amendment to allow dead and damaged tree removal in a previously approved single-family subdivision (Airdrie Estates).**

An item summary sheet from Peter Gugliotta and Jim Donahue was presented to Committee.

Mr. Gugliotta provided background on the subdivision, health history of the trees in the subdivision and the decision to move forward with request to remove dead trees.

Trustee Stanton inquired about tree species and asked if there was a correlation with disease. Mr. Gugliotta provided an explanation.

Trustee Pilafas noted resident emails which commented on the concentration of trees in a relatively small area and inquired about the plan for the area going forward. Mr. Gugliotta provided information regarding the concentration and explained the tree removal process. There are no plans to continue building on the site at this time.

Trustee Mills asked Mr. Gugliotta to verify the number of trees to be removed.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a site plan amendment to allow dead and damaged tree removal in a previously approved single-family subdivision (Airdrie Estates). Voice vote taken. All ayes. Motion carried.

- 2. Request by CalAtlantic Homes (formerly Ryland Homes) for a site plan amendment for a new owner/builder to construct different home models in a previously approved single-family subdivision (Devonshire Woods Estates).**

An item summary sheet from Peter Gugliotta was presented to Committee.

Mr. Omar Rodriguez-Caballero (VP of Land Development, Ryland/CalAtlantic Homes) provided background on the project and presented updated plans for proposed homes.

Trustee Mills inquired which model would be built first. Mr. Rodriguez-Caballero stated the Stonehurst would be built as a showcase (starts at 3,500 square feet).

Trustee Pilafas asked for clarification on floor plans and minimum/maximum square footage. Mr. Rodriguez-Caballero provided an explanation.

Trustee Pilafas inquired if CalAtlantic representatives met with residents. Mr. Rodriguez-Caballero indicated they met with Village staff who then met with residents.

Trustee Vandenberg noted Haverford Estates should be referenced as Haverford Place and inquired why two models were not being presented (the Kensington and the Stonehurst). Mr. Rodriguez-Caballero explained the choice of model to be built.

Trustee Stanton asked about the lifespan of Hardie Plank siding and inquired about starting price points. Mr. Rodriguez-Caballero provided a detailed explanation on the siding and stated price points for various models.

Trustee Mills noted a letter received by the residents of Devonshire Woods Estates and invited residents up to the podium to provide comments.

Residents of Devonshire Woods Estates stated their concerns with the revisions.

Trustee Vandenberg inquired if Cal/Atlantic would consider making alterations to include a second 3-car ranch model based on recommendations from the current residents. Mr. Rodriguez-Caballero stated concerns about space.

Mr. Rodriguez-Caballero responded to resident comments.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept site plan amendment for a new owner/builder to construct different home models in a previously approved single-family subdivision (Devonshire Woods Estates). Roll call vote taken. Five ayes (Mayor McLeod, Trustee Gaeta, Trustee Newell, Trustee Stanton, Trustee Mills). Two nays (Trustee Pilafas, Trustee Vandenberg). Motion carried.

3. Request approval of a resolution adopting the 2016 zoning map.

An item summary sheet from Peter Gugliotta and Daniel Ritter was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adopt the 2016 zoning map. Voice vote taken. All ayes. Motion carried.

4. Request acceptance of Department of Development Services monthly report for Planning Division.

The Department of Development Services monthly report for Planning Division was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.

The Department of Development Services monthly report for Code Enforcement Division was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

The Department of Development Services monthly report for Economic Development and Tourism was presented to committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Department of Development Services monthly report for Economic Development and Tourism. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to adjourn the meeting at 8:07 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations and
Outreach / Office of the Mayor and Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval to amend an Incentive Agreement for the development of a Family Entertainment Center in the Poplar Creek at 59/90 Entertainment District

MEETING DATE: April 11, 2016

COMMITTEE: Planning, Building and Zoning

FROM: ^{KK}Kevin Kramer/^{M.K.}Mark Koplin

REQUEST: Request approval to amend an Incentive Agreement for the development of a Family Entertainment Center in the Poplar Creek at 59/90 Entertainment District.

BACKGROUND: In July 2015, the Village approved an Incentive Agreement with Main Event to construct and operate a Family Entertainment Center in the 59/90 Entertainment District.

DISCUSSION: Upon further review of the agreement during the annual audit, staff found an inconsistency with the intent of the agreement and the actual text of the agreement. In Section 3.C, the specific percentages of the amusement surcharge to be rebated back to Main Event are listed. The intent of the agreement was to provide these percentages on all amusement surcharges collected in the calendar year, provided they meet their threshold. However, the text states Main Event would receive their percentage on sales "above the Threshold", thus they likely would not receive their full incentive, even within the 10 year time frame. The only change in the agreement is the removal of "above the Threshold" from Section 3.C. Main Event will still need to meet their sales threshold in order to receive the incentive payment, but after they meet the threshold, they will receive a rebate back to the first dollar. While this could be considered a scrivener's error by some, given the serious financial impact the language could have, staff thought it best to bring back for approval and clear any confusion. Thus, the attached page of the agreement shows the change to be made with no other changes to the document.

RECOMMENDATION: Approval to amend an Incentive Agreement for the development of a Family Entertainment Center in the Poplar Creek at 59/90 Entertainment District.

Attachment

Ordinance 3862-2006 (as may be amended) establishing an amusement and entertainment surcharge.

B. Partial Revenue Year. The year in which ME receives a final certificate of occupancy to operate its business as aforesaid on the Property, if the balance of such calendar year is less than twelve (12) months.

3. Economic Incentives.

A. ME Representation. ME represents, warrants, and covenants that it will comply in all respects with all codes and regulations affecting its business as well as the tax codes.

B. ME Family Entertainment Center. It is understood by the parties and declared by the Village that the opening of a newly constructed family entertainment center will generate a substantial level of revenue to the Village, including Amusement Surcharge and food and beverage tax.

C. Economic Incentive. Commencing upon the issuance of a final occupancy permit and for ME's operations on the Property as set forth herein, the Village agrees to pay an economic incentive to ME, as set forth below ("Economic Incentive"). The Economic Incentive shall be based upon the Amusement Surcharge Revenue generated by ME from games and amusements, bowling, laser tag, and gravity ropes course at the new family entertainment center located on Phase 1 of the Property. The amount of the Economic Incentive payable to ME is set forth below and made a part hereof. ME shall receive the Economic Incentive until the earlier of (i) the time when the total Economic Incentive paid to ME by the Village shall be equal to Seven Hundred Fifty Thousand Dollars (\$750,000), or (ii) the end of the tenth (10th) Revenue Year after the Partial Revenue Year (2025). Any payments due ME pursuant to this Agreement shall be reduced by an amount equal to collection fees incurred by the Village or other applicable governmental agency or body, for collection of Amusement Surcharge Revenue.

	Main Event
2016 (Partial Year)	100% of Amusement Surcharge
2017	75% of Amusement Surcharge above the Threshold
2018	50% of Amusement Surcharge above the Threshold
2019	50% of Amusement Surcharge above the Threshold
2020	40% of Amusement Surcharge above the Threshold
2021	30% of Amusement Surcharge above the Threshold
2022	25% of Amusement Surcharge above the Threshold
2023	15% of Amusement Surcharge above the Threshold
2024	10% of Amusement Surcharge above the Threshold
2025	10% of Amusement Surcharge above the Threshold

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning and Subdivision Codes (Chapters 9 and 10) regarding driveways and other items

MEETING DATE: April 11, 2016

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta *pg*

REQUEST: Request approval for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning and Subdivision Codes (Chapters 9 and 10) regarding driveways and other items.

BACKGROUND: Since the last significant code amendment affecting driveways occurred in 1997, the Planning, Building and Zoning Committee has discussed a number of different driveway issues and continually reinforced the desire to have all driveways only lead to a garage or carport (2002, 2006, 2009, 2010, 2011, 2012, 2015). Staff has consistently interpreted and enforced the language in the code based on the intent expressed during these prior Committee/Board discussions. The result has been an ongoing reduction in the number of non-conforming driveways and the prevention of new driveways that do not conform with the expectations of the Board.

DISCUSSION: A recent permit application for a unique situation on a residential corner lot resulted in the need for Corporation Counsel to closely review the current driveway code language and provide specific guidance on how it may or may not be interpreted and enforced. Legal review determined that a strict interpretation of the phrase "must lead to an approved parking structure" must be used when reviewing a permit request for a new or modified driveway. This new direction greatly narrows the interpretation of the driveway code language and alters how staff must handle permit reviews. There are a number of common driveway permits that have previously been denied, but would now need to be approved, and most of these would be inconsistent with past practice and likely not meet the expectations of the Village Board.

DISCUSSION: (Continued)

The recent legal review process and several years of implementing the current code language with different scenarios have given staff the opportunity to identify possible changes that would greatly improve the code language. As part of the Planning and Zoning Commission hearing, staff will be prepared to discuss a variety of common driveway scenarios and present new code language that will make the code intent clearer. Improvements to the text will result in less need for staff to provide detailed explanations using language that is not specifically in the code.

In addition to the driveway regulations, Corporation Counsel has also been working with staff on a few other zoning matters and has indicated that there may need to be some additional clarifications made regarding allowable uses in certain zoning districts. Further research will need to be done to determine if changes will in fact be needed. In the event Corporation Counsel determines there are additional text changes needed, staff will also bring those items forward through the Planning and Zoning Commission process.

RECOMMENDATION:

Direct the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning and Subdivision Codes (Chapters 9 and 10) regarding driveways and other items.

cc: Planning and Zoning Commission Members

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding options for the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road

MEETING DATE: April 11, 2016

COMMITTEE: Planning, Building & Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Discussion regarding options for the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road.

BACKGROUND: On November 9, 2015, the Planning, Building and Zoning (PB&Z) Committee directed staff to extend the submittal deadline for proposals to renovate the Bergman Farmhouse for several months, and to bring this discussion item back to the PB&Z Committee on April 11, 2016, for an update.

In response to the Request For Proposals (RFP) released by the Village in March 2016, two separate groups contacted staff to express interest in acquiring and renovating the structure in a historically appropriate manner for use as a single-family residence. One group is a real estate company looking to renovate and offer the house for sale, and the other is a family interested in rehabilitating the house to use as their permanent residence.

DISCUSSION:

Determination of Appropriate Use of the Farmhouse

When M/I Homes proposed to retain the farmhouse and donate it to the Village, the possible future use was thought to likely be a non-profit organization or a facility that would be generally accessible to the public. Concept plans were drawn to demonstrate room for a small parking area and the lot configuration was set up for a possible future joint maintenance arrangement with the adjacent park site. If the Village ultimately decided to authorize demolition, the vacant land would work well together with the park site as open space.

Renovation of the structure into a private residence was not originally contemplated by the M/I Homes proposal and they have initially expressed that such a use would not be their preferred solution. However, they have agreed to fully cooperate with the Village if a historically restored residence is determined to be the desirable option.

The platted farmhouse outlot property is triangular shaped, only has access from Algonquin Road, and is limited in several ways:

DISCUSSION: (Continued)

- ◆ The house contains no garage and the only potential land available for one is to the west of the house where a small parking area was conceptually designed.
- ◆ The house is setback only about 15 feet from the east property line, where the planned park site would be located. The existing eastern Algonquin Road driveway is located entirely on the park property but directly adjacent to the farmhouse parcel.
- ◆ There will be a public access path located 10+ feet from the rear corner of the structure linking the 81 lot subdivision to the park site. This will be the primary means for any park access.
- ◆ There is no clear usable rear yard area to serve the structure as a residence (there is a 30 foot rear setback, however, much of it is sloped for drainage). Most of the open land area is in the narrow portion of the triangular shape that tapers to the west between Algonquin Road and the rear yards of the Bergman Pointe homes.

Any specific plan for use of the structure as a residence would require that the future residents fully acknowledge the fact that the property contains limitations not found on typical suburban home sites. Careful planning, and possibly some zoning code variations, would be necessary to address the items listed above and to accommodate many of the improvements normally found on a single-family property in the Village (garage, deck/patio, fencing, etc.).

In order to proceed with the next step in this decision process, it is necessary to determine whether or not a historically restored single-family residence is an acceptable option for the farmhouse structure or not. Direction from the Committee is requested on this item based on the following options:

- ◆ If a residence is determined to be a desirable option by the Committee, then staff will work with M/I Homes to develop appropriate criteria to evaluate the two proposals and establish standards that must be met by which ever group is determined to be most appropriate. Some preliminary points regarding this process are provided below in this memo.
- ◆ If the Committee determines that a private residence is clearly not the desired future use for this structure, then staff will work with M/I Homes to proceed with the proper demolition process (including salvage of any desirable architectural materials/features) and preparation of the land as open space.

Preliminary Items for Consideration if the Structure is Renovated as a Private Residence

Since the private residence proposals were submitted, staff has begun some background work to identify questions and issues that would need to be addressed if this option is chosen by the Village. The question has also been posed to M/I Homes to obtain their input regarding a residence use since this was generally not contemplated as part of their proposal to preserve and donate the house. M/I currently owns the property and will be responsible for the legal real estate transfer process. Further, M/I has a significant interest in ensuring that the execution of any preservation plan for the structure is done in a manner that does not negatively impact their ongoing home sales activity at Bergman Pointe or affect the interests of those customers/residents who have purchased homes in the adjacent subdivision. If the Committee directs staff to work toward the single-family option, M/I will prepare specific input and assist with the process moving forward.

DISCUSSION: (Continued)

As a starting point, staff has identified the following points to be addressed as part of the residence evaluation and rehabilitation process. This is not an all-inclusive list, nor does it yet incorporate input that M/I will provide:

- ◆ Specific and detailed plans and a scope of work will need to be submitted for review. A determination should be made regarding what level of historic accuracy should be required for exterior and/or interior remodeling work.
- ◆ Consideration should be given to recording a deed restriction against the property to prohibit the future demolition of the structure, or significant remodeling that would reduce/eliminate the historic characteristics that were intended to be preserved.
- ◆ A process will need to be established to measure the financial ability of the interested parties to ensure they have the ability to complete the renovation work in a timely manner. Since M/I Homes has a direct interest in the future of this structure and also has established methods to evaluate the financial abilities of homebuyers, it will be recommended that M/I contribute significantly toward this part of the evaluation process.
- ◆ A specific timeline will be needed for complete exterior and interior renovations to a point where an occupancy permit can be issued for the house. It is in the best interest of the Village to require this timeline to be as expedient as possible (ideally within the current construction season) to ensure the construction work does not negatively impact the surrounding area (M/I will also share this concern).
- ◆ The mechanism and amount to be required as a performance guarantee will need to be established.
- ◆ Consideration should be given to whether the group renovating the structure will reside in the home after renovation or whether it will be offered for sale as part of a for-profit business transaction. While financial considerations will affect anyone renovating the structure, the two groups will clearly have a different balance of factors to consider in their renovation plans.
- ◆ Since the property configuration poses some conditions that are not typical for a suburban residence, the eventual occupant of the home should be required to sign a statement of awareness acknowledging all the unusual conditions. To properly and legally ensure this issue is addressed for any immediate or long term occupant, a document containing such conditions should be recorded against the property prior to transfer to the chosen group (similar to the Statements of Awareness the Village requires for all typical new residential subdivisions).
- ◆ Consideration should be given to the pros and cons of possibly establishing a Village Historic District Zoning Classification on this property.

DISCUSSION: (Continued)

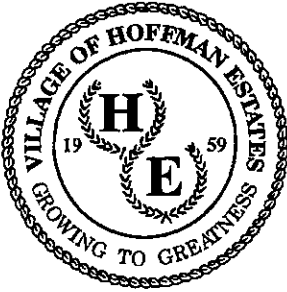
- ◆ Consideration should be given to whether the property should be submitted for inclusion on the National Register of Historic Places.
- ◆ Other factors will be established based on further analysis and formal input will be obtained from M/I Homes (if this option is chosen).

The recommendation presented below is a request for direction on whether to demolish the structure or to work on a process that could result in the renovation and use of the house as a residence. If the direction is to proceed with the use as a residence, then staff would work to develop a formal process for evaluating detailed proposals from the two interested parties and come back to the PB&Z Committee with the next step in the process. Any comments or input Committee members may choose to provide at this time can be addressed as part of the next step.

RECOMMENDATION:

Request direction on whether to initiate the demolition process or to proceed with development of criteria to evaluate the two proposals for the farmhouse to be restored in a historically appropriate manner and used as a single-family residence.

cc: Pat Barch (Village Historian)
Susan Benjamin (Benjamin Historic Certifications, LLC)
Matt Pagoria (M/I Homes)



**VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
PLANNING DIVISION MONTHLY REPORT**

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE

BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement

PG

April 2016

PLANNING AND ZONING COMMISSION MEETINGS

March 16, 2016 Meeting

- o Cancelled due to a lack of agenda items.

April 6, 2016 Meeting

- o Cancelled due to a lack of agenda items.

April 20, 2016 Upcoming Meeting

- o Trumpf – 1900 Central Road – Master Sign Plan Amendment and Site Plan for new office/industrial headquarters building
- o Devonshire Woods Estates, Shoe Factory Road – Final Plat for south portion of subdivision.
- o 900 Basswood – Residential variance for a side yard setback for an addition on an existing home

May 4, 2016 Upcoming Meeting

- o No petitioners scheduled at this time.

CURRENT ACTIVE PROJECT REVIEWS

- Enclave Apartments, Salem/Bode – Site Plan amendment for sidewalks
- 2360 Hassell Rd. Offices – Site Plan amendment for sidewalk changes
- Dunkin' Donuts/Baskin Robbins, Huntington Plaza – concept plan for new outlet
- 1300 Higgins Road (former Marathon gas station) – Site plan for auto repair use (remanded back by Village Board)
- The Delamore, Barrington Rd. between Bode & Golf – Site plan and rezoning for mixed use development
- Blackberry Falls II Offices/Barrington Square – Master Sign Plan amendment
- Beacon Point Residential Phase 2 – Site plan and subdivision for single family detached homes
- Firestone, 801 N. Barrington Rd. – Site plan for tire storage building

POTENTIAL UPCOMING PROJECTS

- Enclave Apartments, Salem/Bode – Site Plan amendment for new clubhouse
- The Reserve Apartments, Barrington Road – Site Plan amendment for clubhouse addition
- 1305 N. Barrington Rd. (Former Los Fernandez) – Site Plan amendment for new restaurant
- 2354 Hassell Road Offices – Site Plan amendment for new retail uses
- 1745 N. Barrington (Former TGIFriday's) – site plan amendment for new restaurant
- Webster Dental, Glen Lake – site plan for expansion
- Hoffman Plaza – Site plan amendment for façade changes, new tenants, and other improvements
- Plum Farms, North side of Higgins Rd. at Old Sutton Rd. – Annexation, Amendments to Agreements, text amendments, zoning, concept site plan for mixed use development
- Beverly Properties – Site plan for warehouse building
- Poplar Commons Shopping Center – site plan for building and site improvements
- Stonegate Conference Center Hotel – Site Plan for new hotel
- Level 10, 2495 Pembroke – site plan amendment for parking lot expansion
- McDonald's, 2580 Golf Road – Site Plan Amendment for new drive through and Master Sign Plan
- Barrington Square Animal Hospital – Site Plan Amendment for building addition and parking.

GENERAL ACTIVITIES

Site Plan Review Process	This Month		This Quarter		Year to Date	
Number of administrative site plan cases completed	1	100% completed	4	100% completed	4	80% completed
Number of PZC site plan cases completed	0	administratively	1	administratively	1	administratively
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	This Month		This Quarter		Year to Date	
Number of cases processed within 105 days	1	100% completed	5	100% completed	5	100% completed
		within 105 days		within 105 days		within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	This Month	This Quarter	Year to Date	Year Target
Number of staff coordination meetings held	5	13	13	48

Economic Development Information Items	This Month	This Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	3	10	10	100% updated within 5 days
Average number of Village signs in rotation on electronic Tollway sign	3	3	3	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	4	4	4	6

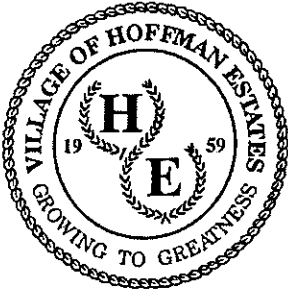
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- Scheduled to receive \$247,693 from HUD for 2016-2017 CDBG entitlement allocation, an increase of \$1,298 over the current program year.
- The lead inspection report for the Children’s Advocacy Center building was received by the Village. The lead inspection is the first step of the rehab work which will take place at the facility throughout the year.
- Developing annual Action Plan for upcoming year. The Plan will be brought to Committee for consideration in early summer.

This information is for the third quarter of the CDBG program year which runs through June 30, 2016.

CDBG Expenditures and Reporting Ratio	This Month	This Quarter	Year to Date	Current Reporting Ratio
	\$0	\$0	\$49,320.72	1.52
"Current Reporting Ratio" equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.				

Housing Program Goals	This Month	This Quarter	Year to Date	Year Target
Rehabilitation Projects completed	0	0	0	5
Housing & related issues education pieces released	0	0	0	5



VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
CODE ENFORCEMENT DIVISION MONTHLY REPORT

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement *PG*

April 2016

GENERAL ACTIVITIES

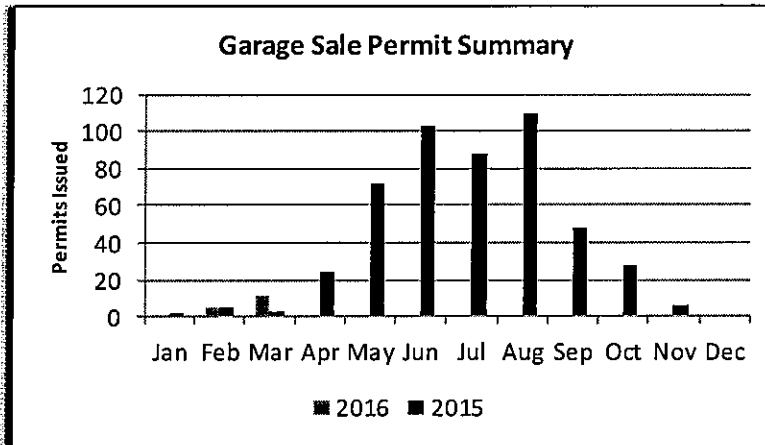
- On March 4, 2016, Jeff Mattes attended the SBOC 2016 annual training institute on the 2015 International Existing Building Code in Woodridge.
- On March 11, 2016, David Banaszynski, Kathleen Kuffer & Alex Zaborowski attended the SBOC 2016 annual training institute on the 2015 IPMC Code Updates in Woodridge.
- On March 17, 2016, David Banaszynski the SBOH meeting in Chicago.
- On March 18, 2016, John Cumpek, Tim Meyer & Anthony Knuth attended the SBOC 2016 annual training institute on Understanding, Applying & Enforcing NFPA 13D Residential Fire Sprinkler Systems in Woodridge.
- On March 18, 2016, John Shogren attended the PHCC conference in Oakbrook Terrace.
- On March 22, 2016, John Shogren attended the monthly IPIA plumbing inspectors meeting in Aurora.
- On March 25, 2016, Jeff Mattes, Ray Norton & Tim Meyer attended the NWBOCA on the 2011 National Electrical Code Provisions seminar in Schaumburg.
- Roughly 50% more building permits were issued in the first quarter of 2016 versus the same period in 2015.

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- There are currently 2,102 rental properties registered (including those who have not yet renewed).
- The rental program license renewal deadline was January 15, 2016. Payments made after this date are subject to late penalties, which increase every 30 days. Citations have been issued to 60+ owners who had not renewed their registrations by the end of March, and staff continues to work with a number of others who are working on completing the renewal process.
- Coordination continues with the building permit process and with Finance staff on collections work.
- Staff continues to identify and pursue registration with rental owners who have not yet registered their properties. Citations have been issued to confirmed unregistered rental owners who have received multiple notices from the Village but not yet complied. Diligent follow up work by staff continues to result in a number of new registrations each month.
- With a full staff of Code Officers finally in place, the Division is finally able to perform annual inspections at a more substantial rate (319 annuals, plus 165 re-inspections in March). During the early spring months, new inspections are primarily scheduled for interior-only units in the five multi-family condominium developments of the Village.

Garage Sales

Year	2016	2015
Jan	1	2
Feb	5	5
Mar	12	3
Apr	0	25
May	0	72
Jun	0	103
Jul	0	88
Aug	0	109
Sep	0	48
Oct	0	28
Nov	0	6
Dec	0	1
Total	18	490

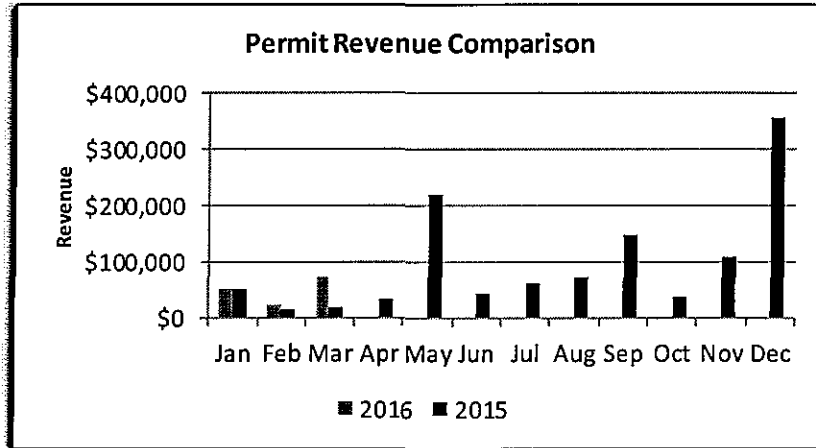


2016 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 Total
Building Permits														
Commercial Remodeling	6	7	8	0	0	0	0	0	0	0	0	0	21	76
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	1	1	0	0	0	0	0	0	0	0	0	2	6
Driveways	0	0	9	0	0	0	0	0	0	0	0	0	9	303
Electrical	5	2	1	0	0	0	0	0	0	0	0	0	8	60
Fences	4	2	19	0	0	0	0	0	0	0	0	0	25	171
Mechanical	14	11	9	0	0	0	0	0	0	0	0	0	34	237
Miscellaneous Permits	25	32	40	0	0	0	0	0	0	0	0	0	97	466
Multi-Family Remodeling	6	2	1	0	0	0	0	0	0	0	0	0	9	58
New Commercial	0	0	1	0	0	0	0	0	0	0	0	0	1	11
Plumbing	15	23	21	0	0	0	0	0	0	0	0	0	59	261
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Residential Decks & Patios	3	1	9	0	0	0	0	0	0	0	0	0	13	157
Residential Garages	0	0	1	0	0	0	0	0	0	0	0	0	1	2
Residential Remodeling	10	11	16	0	0	0	0	0	0	0	0	0	37	189
Residential Sheds	1	0	1	0	0	0	0	0	0	0	0	0	2	39
Roofs/Siding	7	18	63	0	0	0	0	0	0	0	0	0	88	738
Signs	2	11	13	0	0	0	0	0	0	0	0	0	26	104
New Single Family Residences	4	0	4	0	0	0	0	0	0	0	0	0	8	28
Fire Permits														
Automatic Fire Alarms	1	3	6	0	0	0	0	0	0	0	0	0	10	47
Fuel Storage Tanks	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hood & Duct	1	0	3	0	0	0	0	0	0	0	0	0	4	8
Automatic Sprinklers	8	4	13	0	0	0	0	0	0	0	0	0	25	56
Lock Boxes	3	0	0	0	0	0	0	0	0	0	0	0	3	11
Other	0	1	4	0	0	0	0	0	0	0	0	0	5	11
2016 Total	115	129	243	0	0	0	0	0	0	0	0	0	487	
2015 Total	94	90	132	286	309	345	365	348	303	350	234	188		3044

Permit Revenue

Year	2016	2015
Jan	\$52,612	\$52,379
Feb	\$24,022	\$15,057
Mar	\$74,073	\$17,389
Apr	\$0	\$34,157
May	\$0	\$221,124
Jun	\$0	\$43,889
Jul	\$0	\$61,332
Aug	\$0	\$73,628
Sep	\$0	\$149,195
Oct	\$0	\$36,081
Nov	\$0	\$107,498
Dec	\$0	\$357,236
Total	\$150,707	\$1,168,965



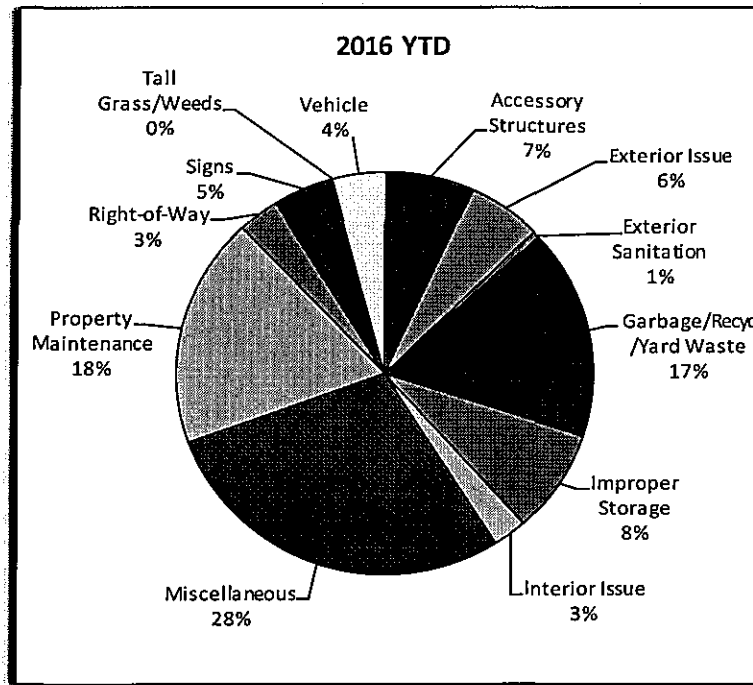
2016 Budget: \$600,000

Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

Building Permit Processing Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	98%	98%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	94%	97%	97%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	97%	97%	97%	90% within 48 hours

2016 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 Total
Accessory Structures	1	5	7	0	0	0	0	0	0	0	0	0	13	31
Exterior Issue	4	5	2	0	0	0	0	0	0	0	0	0	11	55
Exterior Sanitation	0	1	0	0	0	0	0	0	0	0	0	0	1	18
Garbage/Recyc/Yard Waste	16	4	12	0	0	0	0	0	0	0	0	0	32	131
Improper Storage	1	9	6	0	0	0	0	0	0	0	0	0	16	141
Interior Issue	3	0	2	0	0	0	0	0	0	0	0	0	5	23
Miscellaneous	26	20	8	0	0	0	0	0	0	0	0	0	54	627
Property Maintenance	9	11	15	0	0	0	0	0	0	0	0	0	35	129
Right-of-Way	3	0	3	0	0	0	0	0	0	0	0	0	6	54
Signs	3	5	1	0	0	0	0	0	0	0	0	0	9	40
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	327
Vehicle	1	3	4	0	0	0	0	0	0	0	0	0	8	36
2016 Total	67	63	60	0	0	0	0	0	0	0	0	0	190	
2015 Total	157	105	58	76	202	271	245	193	78	103	60	64		1612



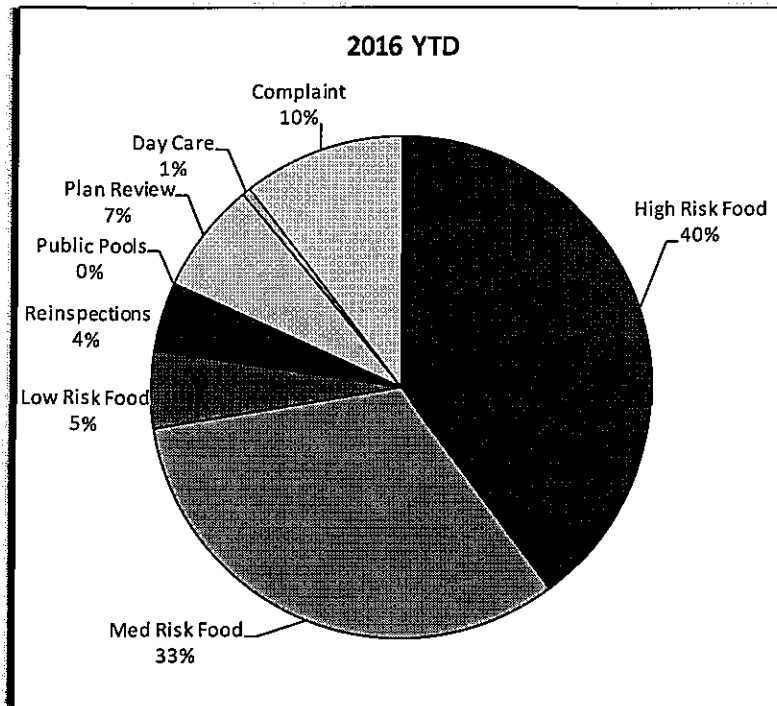
2016 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
223	181	40	0	0	0	0	0	0	0	0	0	444

Inspection Services Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	96%	97%	97%	95% within 24 hr. notice

2016 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	21	50	1	0	0	0	0	0	0	0	0	0	72
Med Risk Food	23	2	34	0	0	0	0	0	0	0	0	0	59
Low Risk Food	4	4	1	0	0	0	0	0	0	0	0	0	9
Reinspections	1	4	3	0	0	0	0	0	0	0	0	0	8
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	6	4	3	0	0	0	0	0	0	0	0	0	13
Day Care	0	1	0	0	0	0	0	0	0	0	0	0	1
Complaint	5	11	3	0	0	0	0	0	0	0	0	0	19
Total	60	76	45	0	0	0	0	0	0	0	0	0	181

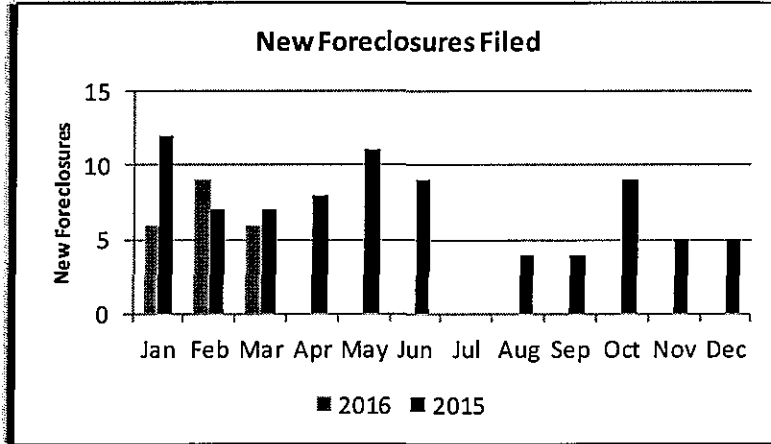


Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 265 facilities that require a total of approximately 470 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Inspection Services Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	7.7%	29.8%	29.8%	100% of total

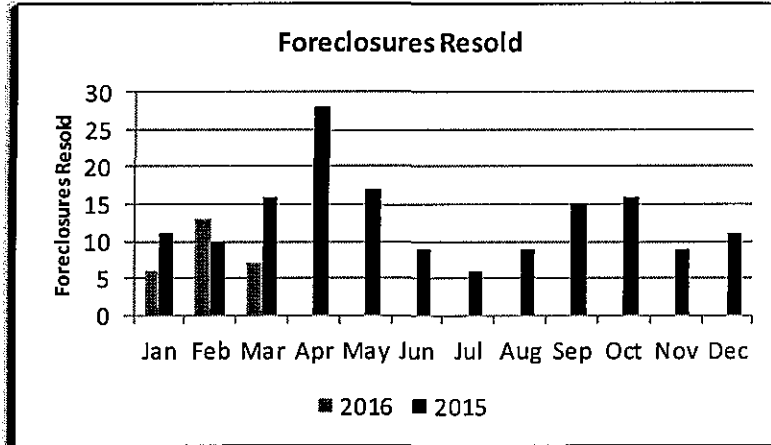
New Foreclosures Filed

Year	2016	2015
Jan	6	12
Feb	9	7
Mar	6	7
Apr	0	8
May	0	11
Jun	0	9
Jul	0	0
Aug	0	4
Sep	0	4
Oct	0	9
Nov	0	5
Dec	0	5
Total	21	81



Foreclosures Resold

Year	2016	2015
Jan	6	11
Feb	13	10
Mar	7	16
Apr	0	28
May	0	17
Jun	0	9
Jul	0	6
Aug	0	9
Sep	0	15
Oct	0	16
Nov	0	9
Dec	0	11
Total	26	157



ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

APRIL 2016



NB6

General

- Ongoing phone calls and emails with shopping center owners in town to receive updates on properties and assist in improving the properties.
- Wrote an article featuring a Hoffman Estates shopping center for the monthly Citizen newsletter.
- Updated the Village's available properties database through Location One Information System (LOIS). The properties are updated bi-weekly.
- Designed and developed ads for various online and print publications to promote Hoffman Estates.
- Met and followed up with several business owners and developers looking for sites in Hoffman Estates including potential users for the AT&T campus.
- Worked with the Arts Commission to coordinate and collect eggs for the egg decoration contest.
- Sent out the quarterly economic development newsletter to keep businesses informed about Village updates.
- Attended the biannual Illinois TIF Conference in Moline to network with municipal representatives and TIF consultants. Relevant topics included Housing TIFs, Legislative Updates of the TIF act, and Steps to take when Closing a TIF.
- Continued to work with Staff to further the vision and development of Plum Farms on the 168 acres at the northwest corner of Rt. 72 and Rt. 59.
- Coordinated property management and landlord responsibilities in relation to Das Beer Garden.
- Attended the:
 - Monthly Membership Committee meeting of the Chamber of Commerce
 - Monthly Arts Commission Meeting
 - Quarterly CMAP Economic Development Committee Meeting
 - Annual Prairie Stone Property Owners Association Meeting
 - Educational Session presented by the Chaddick Institute of DePaul on Branding
- Quarterly Division Statistics (1st Quarter, 2016):
 - Retail Shopping Center Vacancy Rate: 14.29%
 - Office Building Vacancy Rate: 21.58%

Office/Industrial

- Staff visited 2 businesses in 2016 as part of the BRE outreach program. Another visit is scheduled. Outreach will continue throughout the year.
- Staff attended the GCAMP-sponsored Golden Corridor Maker Space monthly steering committee meeting to discuss the future of the group and best ways to structure the organization.

Retail

- Finished assistance on the planning committee for the upcoming ICSC Idea Exchange & PPP show in March 2016. Attended a planning committee recap conference call.
- Continued preparations for ICSC RECon in May 2016 with exhibitor booth reservations, displays and appointment scheduling.
- Working with a shopping center owner to bring a hardware store back to town. The owner and the village staff has met with Ace Hardware representatives and the meetings have gone well. Due to the high commercial taxes in Cook County the owner has a significant gap in the project and has discussed possible gap financing options with Staff.
- Continued talks with Sterling Organization regarding potential redevelopment options for Hoffman Plaza within the TIF district and discussed the possibility of developing 75-85 Golf Road.

Tourism

CELTIC FEST - MARCH 19, 2016 - SEARS CENTRE ARENA

- Solicited Hoffman Estates retailers to participate as “activity providers” by providing a Celtic themed activity during event. Sugar Jones, selling Guinness Cupcakes, sold out quickly and saw a significant increase in foot traffic at their bakery Saturday and Sunday that were referred from their booth for a greater selection of available items. Verizon Store (provided face painter) saw over 150 distributed coupons redeemed in their Hoffman Estates store the week following the Fest, which was a greater return than any other promotion they have tried to increase foot traffic. Offered AMITA the opportunity to “sponsor” the kid’s free games area by providing their staff and providing giveaways/prizes. Partnered them with local a Boy Scout Troop seeking community involvement. SW Travel/Celtic Tours offered an opportunity to create a future event featuring entertainers from Dublin that they bring over annually. The Fun Ones - who we have rented carnival type games for for 6 years, offered an opportunity to create a future Winterfest and a family-friendly 2K featuring fun inflatable challenges. Currently exploring adding the 2K to our annual Fitness for America event in July and the December Winterfest event. Gathered zip codes from guests of the Fest and saw guests traveling in from Wisconsin, Iowa, Indiana, and many suburban communities well beyond our borders. Great opportunity to generate/market hotel packages to attract tour buses for next year’s event.

Tourism (Cont.)

ILLINOIS RECREATIONAL CHEERLEADING ASSOCIATION (IRCA) - STATE, DECEMBER 2-4, 2016 - SEARS CENTRE ARENA

- Collected room rate offerings from all Village hotels. Currently negotiating cut-off dates for "courtesy room blocks" and cancellation policies that will ensure Village hotels do not experience last minute cancellations in November when IRCA determines the final teams participating. Provided the link to Village Dining Guide for inclusion on the event website. Provided contacts to Village businesses/retailers synergistic to their audience.

ILLINOIS TACTICAL OFFICERS ASSOCIATION (ITOA), OCTOBER 8-14, 2016 - THE STONEGATE CONFERENCE AND BANQUET CENTRE

- 600 Tactical Police Officers will attend this symposium from throughout the State. Provided contacts for the AT&T campus to event organizers who currently conduct drills in Will County, Lake County, and DuPage County during the Symposium. If they can move the drills to the Village, we can capture more hotel room nights. Provided contacts for Village businesses that have a core or desired customer base of first responders or want to attract diners during the event such as Ala Carte Entertainment, Garibaldi's, Cabela's, Car Dealers, Sports Authority, Dick Pond, GNC, Heroic Fitness, etc., who will be given an opportunity to sponsor an activity during the event or take a booth during the trade show portion. Provided link to the Village Dining Guide for inclusion on event website.

MEETINGS/ACTIVITIES

- Illinois PTA Vendor Fair - Distributed flyer offering businesses a booth to gain exposure to regional PTA leaders.
- Taped televised segment sponsored by Schaumburg Township (local BUZZ) - Topic was Irish customs and Celtic Fest.
- Distributing "Burger Bucks" to Village Associates - A portion spent at the new Village Burger King will benefit Park District Foundation by showing the card.
- The Fun Ones: Discussed a potential Winterfest event. They provide games, inflatables, and activities, the Village provides a location. Possibility for splitting ticket revenues.
- Driving tour with Hawthorne Suites interim sales leader.
- Krolak Cup - Hoffman Estates Park District Hockey Event (April 2016) - Provided materials for team welcome bags.
- Provided contacts to Sears Centre Arena staff for overall sponsorships and new suite promotion.
- Jehovah's Witness - Discussion with organizers seeking to reduce 2016 event costs. Suggested rebates or sponsorships.

MEETINGS/ACTIVITIES

- Provided broad recap of Village advantages to potential future development to advance project.
- Assisted in soliciting gift cards and prizes for Village to award at CAC art competition.
- Provided recap of 2015 Fitness for America event to complete initial application for 2016 City Liveability Award. We advanced to ROUND 2.
- Firehouse Subs - Provided contacts for schools, not-for-profits, annual event recaps, and Village Fire Department for mural selection and grant opportunities.
- Created Easter hats for elected officials to wear during annual Park District egg hunts at various parks.
- Provided contacts to new Park District marketing person to connect Village businesses with digital sign opportunity.
- Initial meetings to secure AT&T campus for 2016 Fitness for America event, AMITA sponsorship, hotel packages, and recipient NFP selection.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention