

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**September 12, 2016**

**7:00 P.M. - Helen Wozniak Council Chambers**

<b>Members:</b>	<b>Karen Mills, Chairperson</b>	<b>Anna Newell, Trustee</b>
	<b>Gayle Vandenberg, Vice Chairperson</b>	<b>Gary Pilafas, Trustee</b>
	<b>Gary Stanton, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

**I. Roll Call**

**II. Approval of Minutes - August 1, 2016**

**NEW BUSINESS**

1. Request direction on the final disposition of the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road.
2. Request acceptance of Department of Development Services monthly report for Planning Division.
3. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

**Village of Hoffman Estates**

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

**August 1, 2016**

**I. Voice**

**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:**

**Mark Koplin, Asst. Village Mgr., Dev. Services  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mike Hankey, Director of Transportation  
Ryan Johnson, Management Analyst  
Kevin Kramer, Director of Economic Dev.  
Peter Gugliotta, Director of Planning  
Jeff Jorian, Fire Chief  
Greg Poulos, Assistant Police Chief  
Anthony Fashoda, Assistance Finance Dir.  
Monica Saavedra, Director of HHS  
Rachel Musiala, Director of Finance  
Fred Besenhoffer, Director of IS  
Ashley Monroe, Asst. to Village Manager  
Bev Romanoff, Village Clerk  
Joe Nebel, Director of Public Works  
Patricia Cross, Asst. Corporation Counsel  
Jordan Lester, Administration Intern  
Bruce Anderson, CATV Coordinator**

**Other Attendees:**

**Eric Peterson, Daily Herald  
Teresa Ferris, McShane Development  
Irene Wiczkowski, SPACECO, Inc.**

The Planning, Building & Zoning Committee meeting was called to order at 7:21 p.m.

**II. Approval of Minutes – July 11, 2016**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Planning, Building and Zoning Committee meeting minutes of July 11, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. **Request by Enon Hill Design & Development for a courtesy review to provide an update of a previously approved single-family subdivision (Airdrie Estates).**

An item summary sheet was presented by Mr. Gugliotta and Mr. Donahue to Committee.

Mr. Patrick Mazza provided background on history of Airdrie Estates subdivision project. Mr. George Caravelli, Worthington Homes, LTD, provided commentary about his design philosophy and concepts and his ideas for the Airdrie Estates project going forward.

Trustee Mills and Trustee Stanton inquired about price ranges and home sizes. Mr. Caravelli provided comments.

Mr. Gugliotta provided background on the project. Trustee Stanton inquired about the home models. Mr. Caravelli gave background on the choice of models.

A Hoffman Estates resident at 1694 Heron Way inquired if Mr. Caravelli had any serious buyers. Mr. Caravelli provided comments on current interest in the homes.

2. **Request by McShane Hoffman Estates LLC for approval of mass grading and detention pond modification on the west parcel of Huntington 90 Corporate Center located on the north side of Central Road, west of AT&T Center Drive.**

An item summary sheet was presented by Mr. Gugliotta and Mr. Donahue to Committee.

Mr. Gugliotta provided background on the project and reason for request in moving forward.

Trustee Mills inquired if the trees to be removed could be used elsewhere in the Village or given to the park district for use. Ms. Ferris (McShane Development Company) and Mr. Gugliotta indicated they would look into this.

Trustee Pilafas inquired if the detention pond was spring fed or just detention. Ms. Wiczowski (SPACECO, Inc.), confirmed it was retention only.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve mass grading and detention pond modification on the west parcel of Huntington 90 Corporate Center located on the north side of Central Road, west of AT&T Center Drive. Voice vote taken. All ayes. Motion carried.

3. **Request approval of Barrington Square Town Center TIF Reimbursement Request #3 in the amount of \$3,682,677.31.**

An item summary sheet was presented by Mr. Koplín to Committee.

Mr. Koplin provided detailed information on the reimbursement request and the TIF stipulations.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve Barrington Square Town Center TIF Reimbursement Request #3 in the amount of \$3,682,677.31. Voice vote taken. All ayes. Motion carried.

**4. Request approval of the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 11, 2016-2017.**

An item summary sheet was presented by Mr. Gugliotta and Mr. Johnson to Committee.

Mr. Johnson provided background on the history of CDBG funding within the Village, discussed the Annual Action Plan and projects which may be applicable.

Trustee Mills inquired if there was a waiting list for homeowners to be accepted on the home rehabilitation program. Mr. Johnson indicated there was not a current waiting list.

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 11, 2016-2017. Voice vote taken. All ayes. Motion carried.

**5. 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 Newell, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

**6. 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 Vandenberg, to accept the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

**7. 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.

Trustee Stanton inquired about Fitness for America. Chief Jorian provided details on the event.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, 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 Stanton, to adjourn the meeting at 8:01 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 direction on the final disposition of the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road

**MEETING DATE:** September 12, 2016

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

**REQUEST:** Request direction on the final disposition of the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road.

**BACKGROUND:** With the approval of the Bergman Pointe Subdivision in mid-2015, M/I Homes proposed to retain the existing farmhouse and dedicate it to the Village (or another acceptable group) for restoration and preservation if an acceptable long term owner and use could be found. Alternatively, M/I Homes agreed to demolish the house if no solution was found. For over a year, the Village has explored options and accepted input from various interested parties to see if there might be a feasible way to preserve the structure, unfortunately, no acceptable group with the necessary funding has been identified.

Following is a brief summary of preservation discussion/efforts to date, including the prior Planning, Building, and Zoning (PB&Z) Committee discussions. Between these dates, there have been numerous discussions and meetings to explore possible options.

- ◆ August 3, 2015, PB&Z meeting. The Committee determined that an effort should be made to find an interested party who may have the financial wherewithal to undertake the necessary rehabilitation (estimated to far exceed \$300,000), and have an appropriate plan for the long term use and maintenance of the structure in an historically appropriate manner. The Committee verified that there were no Village funds available for the restoration or long term maintenance, and that it would not be appropriate to allocate new Village funds for this purpose. At the time, most potential appropriate use options were considered to be another governmental agency or possibly a non-profit group.
- ◆ September 21, 2015, PB&Z meeting. The Committee approved the issuance of a formal Request for Proposals (RFP) to seek interested parties for the restoration and preservation of the structure. The RFP included a deadline of October 23, 2015.

**BACKGROUND:** (Continued)

- ◆ November 9, 2015, PB&Z meeting. The Committee discussed the option of authorizing demolition since no viable proposals had been submitted in response to the RFP, but instead provided direction to extend the timeframe for interested parties to submit proposals until the end of March 2016.
- ◆ April 11, 2016, PB&Z meeting. The Committee discussed preservation options based on the two letters of interest that were submitted, each to use the structure as a single-family house (one to be owner-renovated and occupied, and the other to be resold for a profit). Although the original preservation proposal did not contemplate use of the structure as a private residence, the Committee determined that since there were no other alternatives presented, it would still be appropriate to at least explore these proposals further to determine if one may be acceptable. Staff was directed to work with M/I Homes to develop criteria to evaluate the two residential proposals. Several draft evaluation points were identified in the April staff memo, and M/I Homes later added factors that were critical to their company to protect their multi-million dollar investment in the adjacent Bergman Pointe Subdivision (including protecting the interests of the buyers in this subdivision).

**DISCUSSION:**

As the detailed requirements for the farmhouse preservation and transfer of ownership were drafted, it became clear that there were significant challenges identified with each of the single-family house proposals that had been submitted. After extensive efforts, no feasible solutions were found.

- ◆ The developer seeking to accept the house donation at no cost and resell it for a profit after renovation was not acceptable to M/I Homes and that approach is also not consistent with the Village goal of having the house deeded to an owner with a vested interest in the long term preservation of the structure, therefore, this option was not viable.
- ◆ The couple interested in undertaking the renovation themselves and living in the house long term had a positive vision for the historic preservation project, but could not put together the necessary funding to make the project acceptable. The primary issue involved an inability to post the necessary performance guarantee during renovation and at the same time have the funds available to complete the renovation work without depending on the property being used as collateral by a lender. Meeting these requirements is critical to protect the multi-million dollar investment M/I Homes has in the adjacent subdivision, as well as to protect the Village's interest in making sure adjacent residents and public in general are not faced with a possible nuisance in the form of a failed renovation project.

Following the PB&Z Committee's direction to explore a preservation solution without financial exposure for the Village, staff has worked closely with Corporation Counsel to discuss many different possible funding scenarios for this project and unfortunately none proved feasible. M/I Homes made a similar extensive effort through their local and national legal staff and lenders without finding any successful solutions. The interested couple was also given opportunities to explore different options with their own lending institutions and ultimately they have presented no workable proposals for preservation.

**DISCUSSION:** (Continued)

The original goal was to try and determine a direction for the farmhouse before last winter to avoid potential negative effects of a winter vacancy. The extension of time to explore more options for preservation pushed that goal later (to the spring of 2016) to hopefully reach a conclusion before the first new home occupancies were to be issued on the adjacent lots. Additional time was needed this summer to fully exhaust all possible options for preservation, however, there is still no viable preservation solution. At this point, close to 15 new homes have been fully occupied and several more are expected in the upcoming weeks. With no other alternatives to pursue at this time, it is recommended that the preservation efforts conclude and demolition be authorized prior to the upcoming winter.

M/I Homes has provided the attached letter which outlines the proposal for demolition. This will include clearing of a few remaining personal items from the house, proper salvage of key architectural features, and (following the actual demolition) the site would be graded and seeded as open space. The ultimate ownership of the parcel will be discussed with M/I Homes and the solution brought back for PB&Z Committee consideration.

**RECOMMENDATION:**

Based on the fact that no viable financial proposal has been submitted for restoration and preservation of the farmhouse, it is recommended that M/I Homes be authorized to proceed with demolition and site restoration in accordance with the details in the attached letter.

Attachment

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





CHICAGO DIVISION  
400 East Diehl Road, Suite 230  
Naperville, IL 60563  
630-577-5200 OFFICE  
630-577-5220 FAX

September 9, 2016

Peter Gugliotta  
Director of Planning  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60195  
[peter.gugliotta@hoffmanestates.org](mailto:peter.gugliotta@hoffmanestates.org)

Re: Bergman House

Dear Pete:

Please accept this letter as a formal request by M/I Homes of Chicago, to proceed with the demolition of the Bergman House located at the northwest corner Algonquin and Ela Road.

The original approvals for Bergman Pointe contemplated the idea that the Village and M/I Homes would work towards dedicating the house to the Village and preserving it as a public use. Through analysis of the existing structure it was determined that converting the structure for a public use would be cost prohibitive. Staff and M/I then worked towards preserving the house as a residential structure. Village Staff spent extensive time and energy pursuing this alternative which resulted in one possible candidate for consideration. After a comprehensive review of the candidate's plan it was determined that there were insufficient funds and security to assure that the proposed renovation would be done in a manner acceptable to the Village and M/I.

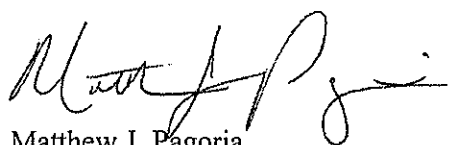
As further stated in the original approvals, if the Village determines the farmhouse structure is not appropriate for preservation the petitioner shall be responsible for the demolition. If permitted by the Village M/I Homes will proceed in three phases for the ultimate removal of the farmhouse. The first step will be to allow the family to remove any additional items that may have been leftover from their vacation of the house; then a contractor will begin a partial deconstruction to preserve any key hardware, fixtures, and wood for salvage; finally a professional demolition company will remove the structure. When that process is complete M/I

Homes will ensure the area is graded and seeded in a manner to compliment the neighboring park site.

We hope that the Village will grant our request in a timely manner such that we could begin this process immediately in order to avoid damage to the farmhouse from another unoccupied winter. Thank you in advance for your help in this matter.

If you have any questions I can be reached at 847-878-9439.

Very truly yours,

A handwritten signature in black ink, appearing to read "Matthew J. Pagoria". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Matthew J. Pagoria  
Vice President of Land Acquisition  
M/I Homes of Chicago, LLC



**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

**September 2016**

**PLANNING AND ZONING COMMISSION MEETINGS**

**August 17, 2016 Meeting**

- o Cancelled due to a lack of agenda items.

**September 7, 2016 Meeting**

- o Cancelled due to a lack of agenda items.

**September 21, 2016 Upcoming Meeting**

- o Dunkin' Donuts/Baskin Robbins, Huntington Plaza – concept plan for new outlet
- o Barrington Square Animal Hospital – Site Plan and plat for building addition and parking
- o 510 Frederick Lane – Corner Fence Variation

**October 5, 2016 Upcoming Meeting**

- o No petitioners scheduled at this time.

**CURRENT ACTIVE PROJECT REVIEWS**

- 2354 - 2360 Hassell Rd. Offices – Site Plan amendment for retail uses sidewalks, landscaping and other site changes
- 1300 Higgins Road (former gas station) – Site plan for auto repair use (remanded back to PZC)
- Dunkin' Donuts/Baskin Robbins, Huntington Plaza – Concept and final plan for new outlet
- Barrington Square Town Center/Blackberry Falls II Offices– Master Sign Plan amendment
- Beacon Point Residential Phase 2 – Site plan and subdivision for single family detached homes
- Barrington Square Animal Hospital – Site Plan and plat for building addition and parking expansion
- Firestone, 1050 N Roselle Rd. – Site plan amendment for curbing, parking lot and lighting changes
- Level 10, 2495 Pembroke – site plan amendment for parking lot expansion
- 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
- Hoffman Plaza – Site plan amendment for façade changes, new tenants, and other improvements
- 75/85 Golf Road – Plat of Resubdivision
- Enclave Apartments, Salem/Bode – Site Plan amendment for new clubhouse
- Greenspoint Office Park – Master Sign Plan amendment
- Poplar Commons Shopping Center – site plan for building and site improvements
- St. Alexius Hospital (Amita Health) – Master Sign Plan amendment

**POTENTIAL UPCOMING PROJECTS**

- 1745 N. Barrington (Former TGI Friday's) – site plan amendment for new restaurant
- Buffalo Wild Wings – site plan amendment for façade update
- 1295 W Sturbridge – Corner Fence Variation
- Webster Dental, 1475 Glen Lake – site plan for expansion
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- BMO Harris, 1680 Algonquin Rd – Site plan amendment for building addition for sprinkler room
- Cabela's – Plat and site plan to create new outlet for a hotel
- Former Hoffman Lanes Bowling – site plan for new gas station
- Fountain Crossing Outlot – site plan for private school/daycare
- Prairie Crossing Retail Center, Hoffman Boulevard – site plan for new restaurant building

**GENERAL ACTIVITIES**

Site Plan Review Process	This Month		This Quarter		Year to Date	
Number of administrative site plan cases completed	1	100% completed	3	60% completed	11	73% completed
Number of PZC site plan cases completed	0	administratively	2	administratively	4	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	15	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	4	8	33	48

Economic Development Information Items	This Month	This Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	5	9	28	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	1	6	11	6

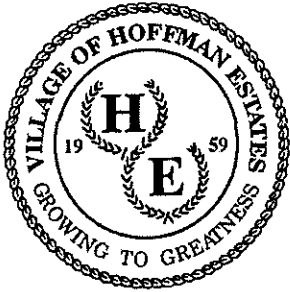
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

- Northwest Housing Partnership (NWHP) administered one single family rehabilitation (SFR) loan so that code updates could be made at a low to moderate income residence. The total amount of CDBG funds loaned to the resident for this project was \$16,300.
- This quarter, approximately \$7,435 of CDBG funds were drawn to reimburse NWHP for administering the SFR loan program during the first three quarters of the current program year (October 1, 2015 through June 30, 2016). Annual allocation for SFR administration is budgeted at \$16,500.
- Staff is working with NWHP to assess performance on the SFR program and consider improvements that could be made before a contract would be considered for the upcoming Program year.
- Sewer work began on Apache Lane in late August, with full street reconstruction scheduled for to begin the second week of September. Approximately \$220,000 of the project cost will be drawn from CDBG funds.
- Requests for Quotes (RFQs) are being drafted for structural repairs at Children’s Advocacy Center (CAC). Staff is actively working with HUD to ensure that the RFQs follow Federal guidelines, including adherence to the Davis-Bacon Act. \$24,000 of CDBG funds have been set aside for this project, and work is expected to begin in fall.

This information is for the fourth 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	\$23,734.71	\$76,450.07	1.41
“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	1	2	5
Housing & related issues education pieces released	0	2	2	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

**September 2016**

**GENERAL ACTIVITIES**

- On August 6, 2016, David Banaszynski inspected the Party in the Park event.
- On August 19, 2016, David Banaszynski attended training for IMERT in Glenview.
- On August 23, 2016, David Banaszynski attended training for SIREN in Rockford.
- On August 29, 2016, David Banaszynski attended a quarterly NWMC meeting in Arlington Heights.
- Building Permit Revenue through August of 2016 is 15% higher than the projected budget amount for the entire year.
- Code Enforcement processed a total of 45 Freedom of Information Act requests related to building and code issues during the month of August.

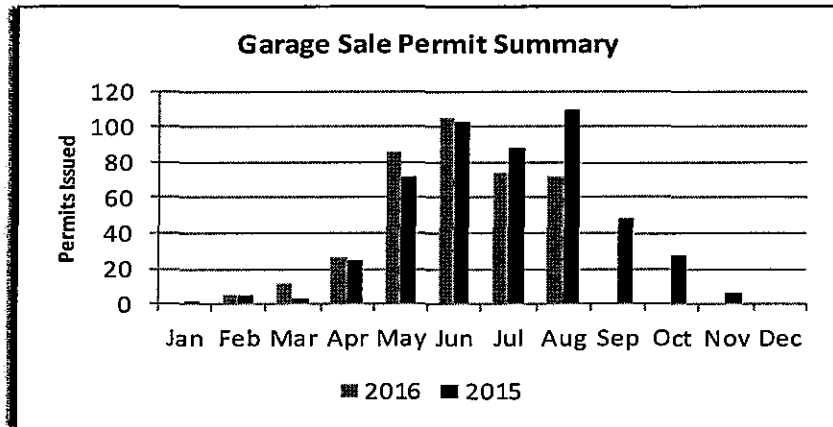
**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

- There are currently 2,181 rental properties registered (including those who have not yet renewed).
- Since last month, staff efforts (fines, citations, site visits, emails, calls, etc.) have decreased the number of non-renewed rental properties to 2 properties, all of which are in the court process at this point.
- 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.



**Garage Sales**

Year	2016	2015
Jan	1	2
Feb	5	5
Mar	12	3
Apr	27	25
May	86	72
Jun	105	103
Jul	74	88
Aug	72	109
Sep	0	48
Oct	0	28
Nov	0	6
Dec	0	1
<b>Total</b>	<b>382</b>	<b>490</b>

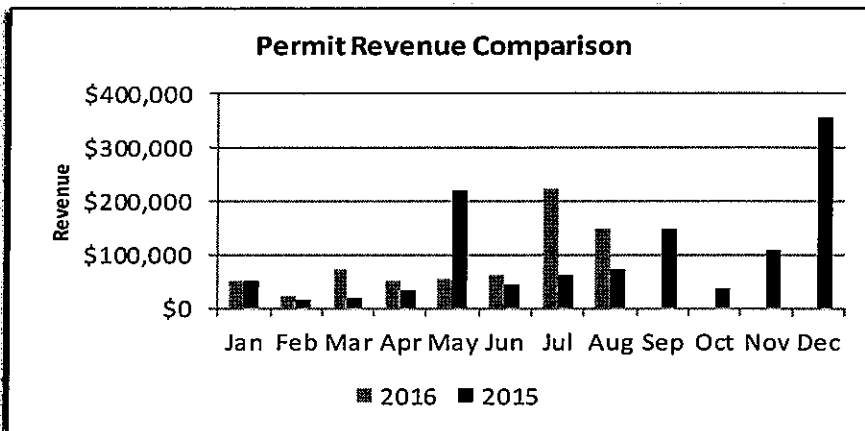


**2016 Building and Fire Permits Issued**

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 Total
<b>Building Permits</b>														
Commercial Remodeling	6	7	8	8	4	13	7	10	0	0	0	0	63	76
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	1	1	0	0	2	1	0	0	0	0	0	5	6
Driveways	0	0	9	29	49	38	33	43	0	0	0	0	201	303
Electrical	5	2	1	2	2	5	5	1	0	0	0	0	23	60
Fences	4	2	19	31	35	35	21	19	0	0	0	0	166	171
Mechanical	14	11	9	20	12	36	15	27	0	0	0	0	144	237
Miscellaneous Permits	25	32	40	44	46	81	44	60	0	0	0	0	372	466
Multi-Family Remodeling	6	2	1	6	2	6	6	5	0	0	0	0	34	58
New Commercial	0	0	1	1	0	19	1	0	0	0	0	0	22	11
Plumbing	15	23	21	25	20	22	21	13	0	0	0	0	160	261
Pools	0	0	0	1	1	2	3	1	0	0	0	0	8	5
Residential Decks & Patios	3	1	9	20	27	14	30	19	0	0	0	0	123	157
Residential Garages	0	0	1	0	0	0	0	1	0	0	0	0	2	2
Residential Remodeling	10	11	16	12	13	15	16	25	0	0	0	0	118	189
Residential Sheds	1	0	1	3	7	8	7	4	0	0	0	0	31	39
Roofs/Siding	7	18	63	123	94	92	56	73	0	0	0	0	526	738
Signs	2	11	13	8	8	7	5	11	0	0	0	0	65	104
New Single Family Residences	4	0	4	3	4	0	4	2	0	0	0	0	21	28
<b>Fire Permits</b>														
Automatic Fire Alarms	1	3	6	6	6	3	2	12	0	0	0	0	39	47
Fuel Storage Tanks	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hood & Duct	1	0	3	3	5	0	5	5	0	0	0	0	22	8
Automatic Sprinklers	8	4	13	7	7	6	28	7	0	0	0	0	80	56
Lock Boxes	3	0	0	1	2	2	1	2	0	0	0	0	11	11
Other	0	1	4	1	0	0	1	1	0	0	0	0	8	11
<b>2016 Total</b>	<b>115</b>	<b>129</b>	<b>243</b>	<b>354</b>	<b>344</b>	<b>406</b>	<b>312</b>	<b>341</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2244</b>	
<b>2015 Total</b>	<b>94</b>	<b>90</b>	<b>132</b>	<b>286</b>	<b>309</b>	<b>345</b>	<b>365</b>	<b>348</b>	<b>303</b>	<b>350</b>	<b>234</b>	<b>188</b>		<b>3044</b>

**Permit Revenue**

Year	2016	2015
Jan	\$52,612	\$52,379
Feb	\$24,022	\$15,057
Mar	\$74,073	\$17,389
Apr	\$51,063	\$34,157
May	\$54,167	\$221,124
Jun	\$60,943	\$43,889
Jul	\$223,428	\$61,332
Aug	\$149,227	\$73,628
Sep	\$0	\$149,195
Oct	\$0	\$36,081
Nov	\$0	\$107,498
Dec	\$0	\$357,236
<b>Total</b>	<b>\$689,535</b>	<b>\$1,168,965</b>



2016 Budget: \$600,000

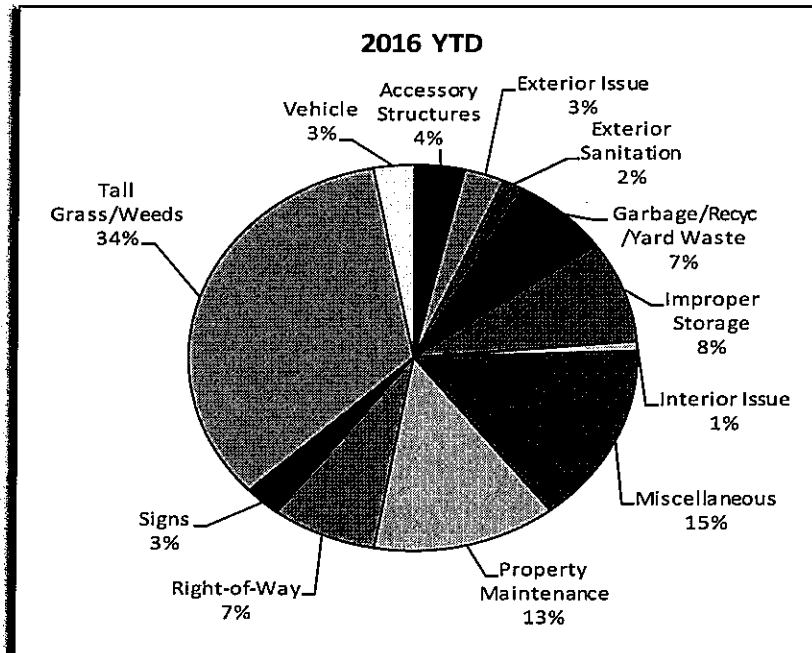
Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

<b>Building Permit Processing Performance</b>	<b>This Month</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Percentage of permits entered in computer within 24 hours of submittal	98%	97%	97%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	96%	94%	95%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	97%	97%	96%	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	8	10	4	3	4	0	0	0	0	42	31
Exterior Issue	4	5	2	5	4	1	2	11	0	0	0	0	34	55
Exterior Sanitation	0	1	0	1	6	1	3	6	0	0	0	0	18	18
Garbage/Recyc/Yard Waste	16	4	12	14	5	13	4	13	0	0	0	0	81	131
Improper Storage	1	9	6	9	14	14	16	30	0	0	0	0	99	141
Interior Issue	3	0	2	1	0	2	0	1	0	0	0	0	9	23
Miscellaneous	26	20	8	14	21	26	36	23	0	0	0	0	174	627
Property Maintenance	9	11	15	21	29	29	18	22	0	0	0	0	154	129
Right-of-Way	3	0	3	2	6	28	12	33	0	0	0	0	87	54
Signs	3	5	1	8	8	5	1	0	0	0	0	0	31	40
Tall Grass/Weeds	0	0	0	8	149	119	54	65	0	0	0	0	395	327
Vehicle	1	3	4	1	6	8	4	7	0	0	0	0	34	36
<b>2016 Total</b>	<b>67</b>	<b>63</b>	<b>60</b>	<b>92</b>	<b>258</b>	<b>250</b>	<b>153</b>	<b>215</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1158</b>	
<b>2015 Total</b>	<b>157</b>	<b>105</b>	<b>58</b>	<b>76</b>	<b>202</b>	<b>271</b>	<b>245</b>	<b>193</b>	<b>78</b>	<b>103</b>	<b>60</b>	<b>64</b>		<b>1612</b>



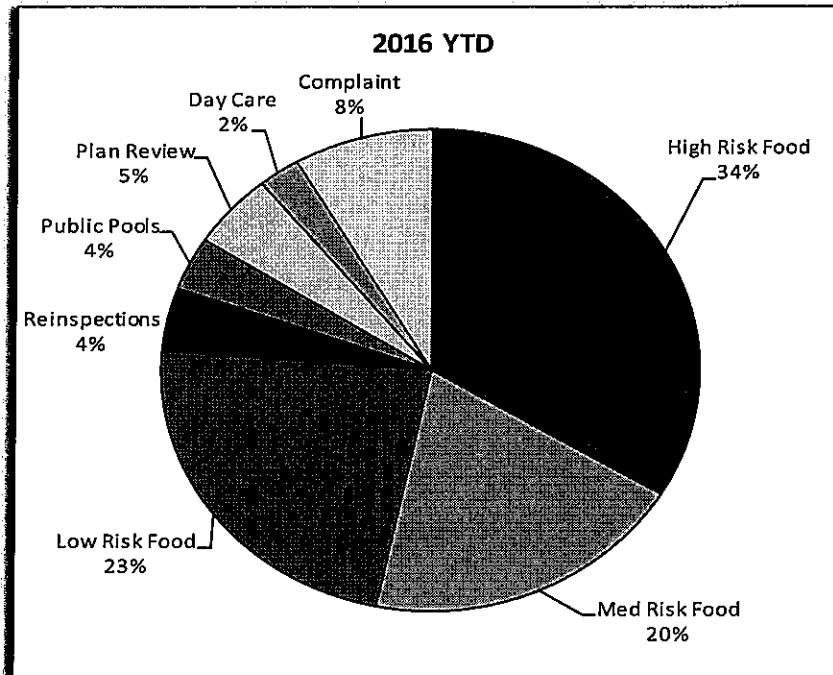
2016 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
223	182	91	226	93	167	318	47	0	0	0	0	1347

Inspection Services Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	95%	93%	94%	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	6	39	36	3	4	0	0	0	0	160
Med Risk Food	23	2	34	30	2	2	0	1	0	0	0	0	94
Low Risk Food	4	4	1	3	1	3	43	51	0	0	0	0	110
Reinspections	1	4	3	1	2	4	1	4	0	0	0	0	20
Public Pools	0	0	0	0	14	1	1	1	0	0	0	0	17
Plan Review	6	4	3	2	2	4	1	2	0	0	0	0	24
Day Care	0	1	0	0	0	0	5	6	0	0	0	0	12
Complaint	5	11	3	4	6	2	2	7	0	0	0	0	40
<b>Total</b>	<b>60</b>	<b>76</b>	<b>45</b>	<b>46</b>	<b>66</b>	<b>52</b>	<b>56</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>477</b>

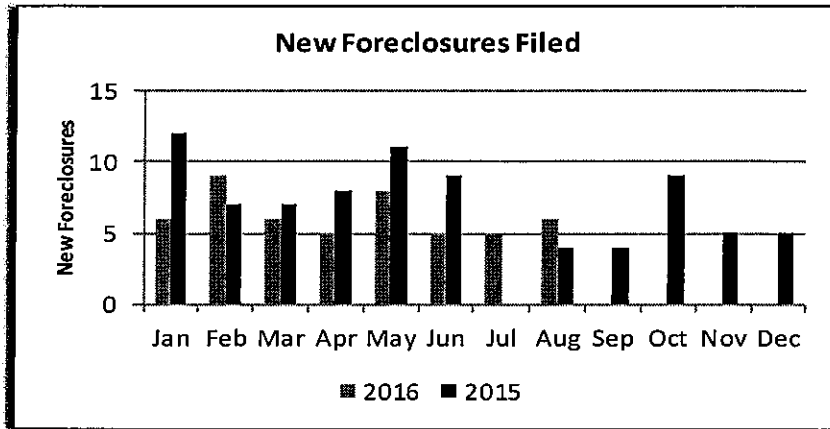


Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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	11.9%	21.7%	77.4%	100% of total

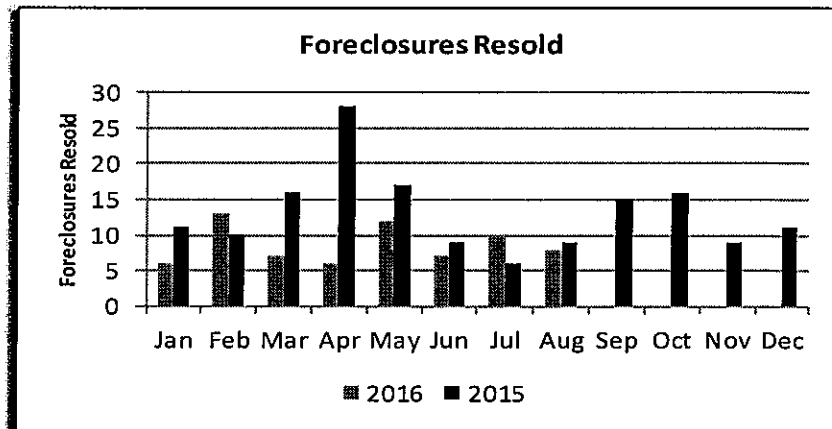
**New Foreclosures Filed**

Year	2016	2015
Jan	6	12
Feb	9	7
Mar	6	7
Apr	5	8
May	8	11
Jun	5	9
Jul	5	0
Aug	6	4
Sep	0	4
Oct	0	9
Nov	0	5
Dec	0	5
<b>Total</b>	<b>50</b>	<b>81</b>



**Foreclosures Resold**

Year	2016	2015
Jan	6	11
Feb	13	10
Mar	7	16
Apr	6	28
May	12	17
Jun	7	9
Jul	10	6
Aug	8	9
Sep	0	15
Oct	0	16
Nov	0	9
Dec	0	11
<b>Total</b>	<b>69</b>	<b>157</b>



# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



## General

- Ongoing phone calls and emails with shopping center owners, brokers and property owners.
- 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 online and print publications to promote Hoffman Estates.
- Met with business owners and developers looking for sites in Hoffman Estates. In particular met with a new hotel developer looking in Prairie Stone, a new restaurant looking to build near Buffalo Wild Wings, a Goddard School along Barrington Road and the Aldi to remodel their existing store.
- Coordinated property management and landlord responsibilities in relation to Das Beer Garden.
- Continued working with the Village's TIF consultant to review documents provided by the Plum Farms team regarding the development of their 168 acres.
- Updated the Arts Commission website. Coordinated and closed out the summer concerts on the Village Green. Sent reminder e-blasts and follow up surveys to the email database. Began promotion of the theater and M-n-M events in October and November, respectively.
- Continued the search for a sign company to design and build new gateway signs within the Entertainment District. A recommendation will be brought to the Committee in October.
- Continued planning two events with the Windy City Bulls – one for the Hoffman Estates Chamber of Commerce and one with ICSC Next Gen. These events will be aimed at bringing awareness to the Sears Centre, the Bulls, and the great development happening around that area.
- Prepared a presentation for the Illinois Tax Increment Association Conference in mid-September. Coordinated with other panel members to discuss the TIF 201 topic.
- Took part in Cook County's Tax Incentive Working Group to shape the various programs to incite development and build the economy.
- Attended the:
  - Monthly Membership Committee meeting of the Chamber of Commerce
  - Monthly Arts Commission meeting
  - Monthly Golden Corridor Maker Space meeting
  - ICSC NextGen Networking Event
  - Grand opening ribbon cuttings

## Office/Industrial

- Staff visited 8 businesses in 2016, with another one scheduled, as part of the BRE outreach program. Outreach will continue throughout the year.
- Continued planning a Manufacturer Summit with the SBA to highlight GCAMP and the various manufacturing cultures in Hoffman Estates, Elk Grove Village and Schaumburg. The event will take place on October 27<sup>th</sup> at the Prairie Arts Center.
- Several communities in the area are considering forming a business accelerator program to help grow level 2 businesses in the area. Staff has attended several meetings to formulate the partnership but has not committed to anything yet. A formal proposal will appear before the committee in October.

## Retail

LOCAL NEWS: After the second tax installment from Cook County, the Roselle Road TIF received an extra \$200,000 due to a re-parcelization of tax codes that Staff worked with Cook County to change earlier this year based on a suggestion from S.B. Friedman.

- Working with a shopping center owner to bring a hardware store back to town.
- Continued negotiations with Sterling Organization regarding a redevelopment agreement for Hoffman Plaza within the TIF district. The RDA would include public improvements, new outlot buildings and tenants and, potentially new revenue sources.

## Tourism

### ILLINOIS TACTICAL OFFICERS ASSOCIATION - OCTOBER 7-14, 2016 - THE STONEGATE

- Met with event organizers and toured them through Chicago Marriott NW, Saddle Room, and Moretti's as potential locations for a speakers' dinner. Moretti's will be host to the dinner. Toured them through Hoffman Estates hotels and Cabela's - moving several certification classes to Cabela's meeting rooms. Circulated advertising opportunities to restaurants to purchase spots in event magazine/program. Provided restaurant/dining guide for publication in event program/magazine.

### WILLOW CREEK LEADERSHIP SUMMIT - AUGUST 11-13, 2016

- Coordinated lodging requests so Village hotels were filled during the annual Global Leadership Summit. Provided restaurant and dining guides to event organizers and hotels to direct dining requests. Worked the concierge desk on the first day of event at Willow Creek.

### WINDY CITY BULLS - NOVEMBER 2016- MID-APRIL 2017

- Site visit with The Reserve of Hoffman Estates to secure four 2-bedroom apartments and two 1-bedroom apartments. They offered to reduce rents and eliminate additional monthly fees for short term (6 month rental). Connected team to hotel furniture liquidators to furnish apartments. Secured incoming team lodging at Chicago Marriott NW and referee lodging at Hilton Garden Inn. Provided SCA logo and Tourism Office website for placement on WCB website as a result of our sponsorship. Provided leads for team bus driver and game day operations staff. Distributed season schedule to hotels.

## **Tourism (Cont.)**

### **MAIN EVENT**

- Joined Economic Development Director in meeting with Main Event General Manager and Sales Director. Provided contacts for corporate, school, nonprofit, and press. Promoted employment opportunities to assist in getting people hired. Promoted opportunity for Village associates to sign up for a free birthday party to assist operations team in practice events before grand opening.

### **BANQUET CENTER BLITZ - SEEKING REFERRALS TO HOTELS FOR SOCIAL GROUP ROOM BLOCKS**

- Conducted an email sales blitz of area banquet centers to encourage their referral of Hoffman Estates hotels by providing each center with our hotel listing showing direct emails for sales leaders. Customized each listing to show distance from our hotels to their venues. Toured locations to see if they were using the listing when people were looking at their venues for weddings, etc., and asked about hotels. Followed-up with phone blitz to be sure referrals were being given.

### **HOFFMAN INNS AND SUITES**

- During brand conversion from LaQuinta to Country Inn and Suites, LaQuinta is operating as Hoffman Inns and Suites. Secured logos and contacts for Tourism website and advertising.

### **CUSTOMIZED EMPLOYMENT - NOT-FOR-PROFIT ORGANIZATION**

- Met with Customized Employment Founders and connected them to Windy City Bulls, Main Event, Jersey Mike's, Firehouse Subs, and Culvers as potential hiring sources for their clients.

### **MEETINGS/ACTIVITIES**

- Gigi's - Facilitated meeting at Village Hall - sourcing potential café partner.
- Animation/video gaming event - Toured organizers through Village meeting spaces. Partner with Youth Commission?
- Business Ledger - Creating Tourism Office ad for meeting planner publication and scheduled booth at Hospitality Showcase.
- Met with MEET Chicago NW CVB to plan concierge /welcome items for Living Proof event.
- Connected HECPPA to Firehouse Subs as potential softball game sponsor.
- Connected Children's Advocacy Center Director to Omron for potential donation
- Attended August Senior Commission appreciation luncheon. Jersey Mike's provided box lunch for \$4 each.
- Connected athletes and cheer squads from Hoffman Estates High School to senior prom as volunteers.
- Provided DJ referral to Senior Commission for senior prom.
- Attended Illinois Tollway Pace Projects update meeting. Forwarded information to hotels.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention