

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**June 12, 2017**

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

<b>Members:</b>	<b>Gary Stanton, Chairman</b>	<b>Anna Newell, Trustee</b>
	<b>Karen Arnet, Vice-Chairman</b>	<b>Gary Pilafas, Trustee</b>
	<b>Karen Mills, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

- I. Roll Call**
- II. Approval of Minutes -** April 24, 2017 (*Special Meeting*)  
May 8, 2017  
June 5, 2017 (*Special Meeting*)

**NEW BUSINESS**

- 1. Request approval by homeowner for release of a portion of open space easements at 1197 Monarch Lane (construction of a patio and expand the driveway).
- 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**

**DRAFT**

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

**April 24, 2017**

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Village Mgr., Dev. Services  
Ted Bos, Police Chief  
Jeff Jorian, Fire Chief  
Joe Nebel, Director of Public Works  
Al Wenderski, Director of Engineering  
Kevin Kramer, EDA Coordinator  
Rachel Musiala, Director of Finance  
Fred Besenhoffer, Director of IS  
Monica Saavedra, Director of HHS  
Ben Gibbs, GM Sears Centre Arena  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Manager  
Jordan Lester, Administrative Intern  
Bruce Anderson, CATV Coordinator**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:32 p.m.

**OLD BUSINESS**

- 1. Request by Golden Goose Enterprises LLC, Rubina Realty Corporation and Plum Farms OSR72 LLC, for consideration of:
  - a) A development agreement for the 16-acre parcel of the proposed Plum Farms development;**
  - b) A development agreement for the 24-acre parcel of the proposed Plum Farms development; and**
  - c) An annexation agreement for the 145-acre parcel (currently unincorporated) of the proposed Plum Farms development.****

An item summary sheet from Mark Koplin, Pete Gugliotta, Jim Norris, Arthur Janura, and Patti Cross was presented to Committee.

Mark Koplin addressed the Committee and reviewed various changes to the Agreements that were presented at last week's Planning, Building & Zoning Committee. Changes include Section 6.B.4 of the 145 acres that states that a TIF redevelopment project area will not be requested unless the school districts consent; Section 6.B.1 regarding density limits; new cap on the total dwelling units to 1,250 units; clarification of the provisions of the 2004 agreement; building height, as well as some minor revisions and typos.

Matt Norton, attorney for Plum Farms, acknowledged that they accept all changes.

Several members of the public addressed the Committee (sign-in sheet attached):

- John Anderson commented about the comparison of this development to the Glen in Glenview and would like 10,000 square foot lots.
- Jonathon Knight, 305 Devonshire, Tower Lakes, had concerns with the costs to School District 220.
- Marla Truitt, 3681 Whispering Trails, Hoffman Estates, questioned how this development will impact services within the Village.
- Tom Burney, attorney, inquired about 867 units in the original development.
- Steve Lennitt, professor with IIT, provided thoughts on Cook County zoning ordinance.
- Brian Battle, District 220, asked that the School Districts be involved in any school site location.
- Natalie Karney, Village of South Barrington, expressed concern about the CN setback, soils and stormwater.
- Troy Triphahn, W-T Engineering, spoke about how he and other property owners in Prairie Stone like the project and how it will help other businesses in the area.
- Paula McCombie, Mayor of South Barrington, was concerned about density and no parcel for a school.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve request by Golden Goose Enterprises LLC, Rubina Realty Corporation and Plum Farms OSR72 LLC for a) a development agreement for the 16-acre parcel of the proposed Plum Farms development; b) a development agreement for the 24-acre parcel of the proposed Plum Farms development; and c) an annexation agreement for the 145-acre parcel (currently unincorporated) of the proposed Plum Farms development, with changes as proposed. Roll call vote taken. All ayes. Motion carried.

## II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 8:26 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

PLEASE PRINT

**SIGN-IN SHEET**  
**Standing Committee Meetings**  
**APRIL 24, 2017**

NAME	COMPANY & ADDRESS	EMAIL ADDRESS	PHONE NO.
Brian Battle	BARRINGTON 220 310 EAMES ST BARRINGTON, IL 60010	BGBATTLE@MSN.COM	847-217-9702
Marla Truitt	3681 Whispering Trails Dr. Hoffman Estates	truittmt@gmail.com	847- 358-7124
ALFRED SALLER	24 CHACO CT SOUTH BARRINGTON		
ATL KARLANIK	5 Lakes Ct S. Barrington	aklanenik@ Comcast.net	630 788 7632
John Karnuth	25 Chaco Ct S. Barrington		
NATALIE KALNEY	30. S. BARRINGTON S.B VILLAGE OF SOUTH BARRINGTON	NKARNAY@SOUTH BARRINGTON.ORG	847- 381-7516
SCOTT BERNSTAN	35 AZTEC COURT SOUTH BARRINGTON		847-557- 4626
TRAY TRAHAN	2075 PRATOM AVE AE, IL 60122	TRAY@ENGINEERING.COM	847-287-2927
monika Mallory	100 W Higgins Rd. South Barrington		



**Village of Hoffman Estates**

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

**May 8, 2017**

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Peter Gugliotta, Director of Planning  
Mike Hankey, Dir. Of Trans.  
Kevin Kramer, Economic Dev. Director  
Patti Cross, Asst. Corporation Counsel  
Cathy Doczekalski, Asst. to HRM Director  
Jeff Jorian, Fire Chief  
Greg Poulos, Deputy Police Chief  
Bev Romanoff, Village Clerk  
Monica Saavedra, Director of HHS  
Ryan Johnson, Mgmt. Analyst  
Suzanne Ostrovsky, Asst. to Village Manager**

The Planning, Building & Zoning Committee meeting was called to order at 7:20 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Planning, Building & Zoning Committee meeting minutes of April 17, 2017. Voice vote taken. All ayes. Motion carried.

Motion by Mayor McLeod, seconded by Trustee Gaeta, to defer the approval of the Special Planning, Building & Zoning Committee meeting minutes of April 24, 2017. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval to adopt the 2015 International Codes, 2017 National Electric Code (NEC) and the applicable State of Illinois codes, with related amendments in Chapter 11 (Building Requirements) and Chapter 12 (Water and Sewer Systems) of the Hoffman Estates Municipal Code.**

An item summary sheet from Ray Norton, Ryan Johnson and Peter Gugliotta was presented to Committee.

Mr. Johnson provided background on the proposed revisions.

Mayor McLeod inquired about aluminum conductors. Mr. Norton provided details on the decision behind utilization of aluminum.

Mr. Steinberg inquired about wiring requirements. Mr. Norton provided an explanation.

Mr. Steinberg noted his concern about weeds and the applicable codes to address such concerns. Mr. Johnson and Mr. Gugliotta provided explanation on current codes and proposed amendments.

Mr. Norris provided comments on the Village's process to address such violations of the code.

Trustee Pilafas commented on clarifying the terminology within the codes and suggested staff continue discussions on this issue.

Trustee Mills concurred with Dr. Steinberg's comments and indicated she would like to see staff review the nuisance section of the code and have the Village consider reducing the approved height of weeds from 10" to 8".

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adopt the 2015 International Codes, 2017 National Electric Code (NEC) and the applicable State of Illinois codes, with related amendments in Chapter 11 (Building Requirements) and Chapter 12 (Water and Sewer Systems) of the Hoffman Estates Municipal Code. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Mayor McLeod to direct staff to review Chapter 7 of the Village Code and provide a report to the Board on the status of neighboring municipalities. Voice vote taken. All ayes. Motion carried.

**2. 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 Mayor McLeod, to approve the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

**3. 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 Mayor McLeod, to approve the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

**4. 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 approve 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 Mills, to adjourn the meeting at 7:44 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date



**Village of Hoffman Estates**

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

**June 5, 2017**

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplin, Asst. Village Mgr., Dev.  
Patti Cross, Asst. Corporation Counsel  
Patrick Seger, Director HRM  
Ted Bos, Police Chief  
Jeffrey Jorian, Fire Chief  
Joe Nebel, Director of Public Works  
Rachel Musiala, Director of Finance  
Fred Besenhoffer, Director of IS  
Audra Marks, Asst. Director of HHS  
Suzanne Ostrovsky, Asst. Village Manager  
Jordan Lester, Administrative Intern**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:06 p.m.

**NEW BUSINESS**

- 1. Request approval to enter into a Construction and Conveyance Escrow Agreement with M/I Homes of Chicago LLC and CASE Properties LLC relating to the renovation of the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road.**

An item summary sheet from Jim Norris, Mark Koplin, Pete Gugliotta, Art Janura and Patti Cross was presented to Committee.

It was noted that following renovation of the home, ownership of the property would be transferred from M/I Homes to CASE Properties LLC for sale as a private, single-family residence. In the event the renovation is not completed by July 31, 2018 the Village may direct that the property will instead be transferred from M/I Homes to the Village for demolition or completion/sale, and the escrow closed. Village responsibilities include reviewing site plan and building plans and issuing approval as appropriate; monitoring construction; signing off on disbursements from the escrow and issuing final certificate of occupancy when complete. In the

event of CASE Properties' default on the Renovation Agreement with M/I Homes, the Village will utilize CASE Properties' \$55,000 performance guarantee for demolition or completion/sale, as may be appropriate by the Village Board at that time.

Trustee Mills expressed disappointment over the failure of the original plan to find someone to restore the home for use as a public amenity.

Trustee Gaeta noted that he saw no reason for the Village to be involved in an exchange of property between developers.

Motion by Mayor McLeod, seconded by Trustee Gaeta, to enter into a Construction and Conveyance Escrow Agreement with M/I Homes of Chicago LLC and CASE Properties LLC relating to the renovation of the Bergman Farmhouse located on the north side of Algonquin Road, west of Ela Road. Voice vote taken. Nays: Gaeta, Mills. Motion carried.

## **II. Adjournment**

Motion by Mayor McLeod, seconded by Trustee Pilafas, to adjourn the meeting at 7:17 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval by homeowner for release of a portion of open space easements at 1197 Monarch Lane (construction of a patio and expand the driveway)

**MEETING DATE:** June 12, 2017

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta/Daniel Ritter  
PG DK

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**REQUEST:** Request approval by homeowner for release of a portion of open space easements at 1197 Monarch Lane to construct a patio and expand the driveway.

**DISCUSSION:** The homeowner requests release of a portion of an 18 foot wide open space easement running parallel with the rear property line to allow construction of a patio. The patio would be approximately 14 feet in length by 9 feet wide, and 126 square feet in size. The patio would extend 4 feet into the open space easement. The easement release is requested to allow the owners to have a patio that is wide enough to be practically usable and aesthetically pleasing. The patio would conform to all Zoning Code requirements.

The homeowner also requests release of a portion of a 20 foot wide open space easement running parallel with the front property line to allow expansion of the existing driveway. The driveway would be expanded to the southwest side of the garage by approximately 6 feet in width by 22 feet in length. The total area of the driveway expansion would be approximately 132 square feet. The driveway would extend 6 feet into the open space easement for the length of the driveway and would be angled to meet the width of the existing apron. The easement release is requested to allow the owners to have a driveway that is larger and more practical to park vehicles on. The driveway would conform to all Zoning Code requirements.

The Village has typically only released a portion of open space easements to allow the specifically proposed improvements, but will also release a small amount of additional space. This additional space allows for a small amount of variation in the field during construction or additional future expansions that would meet allowable Zoning Code requirements. For example, allowing expansion of a driveway up to the maximum width. Staff recommends that a 70 square foot portion of the rear yard easement be released for construction of a patio and 220 square foot portion of the front yard easement be released for expansion of the driveway. The remainder of the front and rear yard easements would not be released. A 10 foot wide side yard open space easement on the property would not be released.

**RECOMMENDATION:**

Approval of the request by the homeowner to release a portion of the front and rear yard open space easements to construct a patio and expand the driveway at 1197 Monarch Lane

Attachments

cc: Nestor & Lourdita Bragado

**VILLAGE OF HOFFMAN ESTATES  
REQUEST FOR RELEASE OF OPEN SPACE**

**FOR VILLAGE USE ONLY**

Hearing Fee \$ 75.00 Date Paid 5/16/17 Received By D. R. Her  
Hearing Date: 6/12/17 Zoning District R-9B Project No. —  
Receipt Number CK00019168 Check No. 1413 Variations Required? No

**INSTRUCTIONS:** All requests for a release of open space before the Planning, Building and Zoning Committee must be accompanied by the items required according to the nature of the request. All fees must be paid before the Planning, Building and Zoning Committee can hear any case.

**PLEASE PRINT OR TYPE**

1. Name of Owner(s) NESTOR / LOURDITA BRAGADO  
Owner's Address 1197 MONARCH LN Phone 847-991-4939  
City HOFFMAN ESTATES State IL Zip 60192  
E-Mail Address LUDYSNEST @ YAHOO. COM

2. Person applying if other than owner:

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

3. Location of Property if different than #1 above: N/A

4. Property Index Number (PIN) 02-19 232 008 0000

5. Plat Original Document Number 86-435-380

6. Purpose of Request \_\_\_\_\_

7. Required Easement and Present/Proposed Encroachment

	Present	Required	Proposed
Side Yard	16	10	
Rear Yard	23	18	
Front Yard	20	20	

8. Estimated Cost of Proposal

\$	_____	Building
\$	4,050.00	Driveway
\$	4,450.00	Other
\$	8,500.00	Total

9. Why is the release of open space being requested? This statement should include sufficient detail to justify this request.

PATIO IN THE BACK OF HOUSE

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SIDE CAR DRIVE WAY , PUT SPACE FOR GARBAGE CONTAINER

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TO MUCH WATER MAKING SOIL SOFT

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10. Describe existing construction materials and proposed materials indicating if proposed construction will match or blend with the existing structure.

CONCRETE

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11. Who will construct the proposed use?

BLUE CONSTRUCTION CORP

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12. Describe all alternatives considered in locating the proposed construction and describe why they were not selected (i.e. construction of detached garage instead of an attached garage because of steep grades).

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13. Will the proposed construction require removal/relocation of trees, driveway apron, utilities, other? If yes, please describe.

NO

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14. Is the applicant the original owner? YES How long has the applicant resided at this address? 29 YRS Did the condition that instituted this request for a release of open space exist at the time the applicant purchased this property? If yes, please describe.

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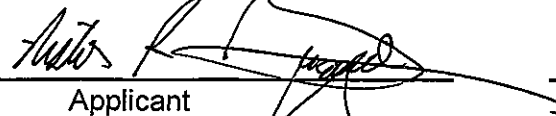
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**15. ACKNOWLEDGMENT**

Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village.

Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.

7. Signature  5-16-17  
Applicant Date



# PLAT OF SURVEY

—BY—

CARL RITZEL SURVEY SERVICE, INC.  
REGISTERED LAND SURVEYORS

1715 BURNING BUSH LANE, MT. PROSPECT, ILL. 60056  
(312) 299-2411

OF

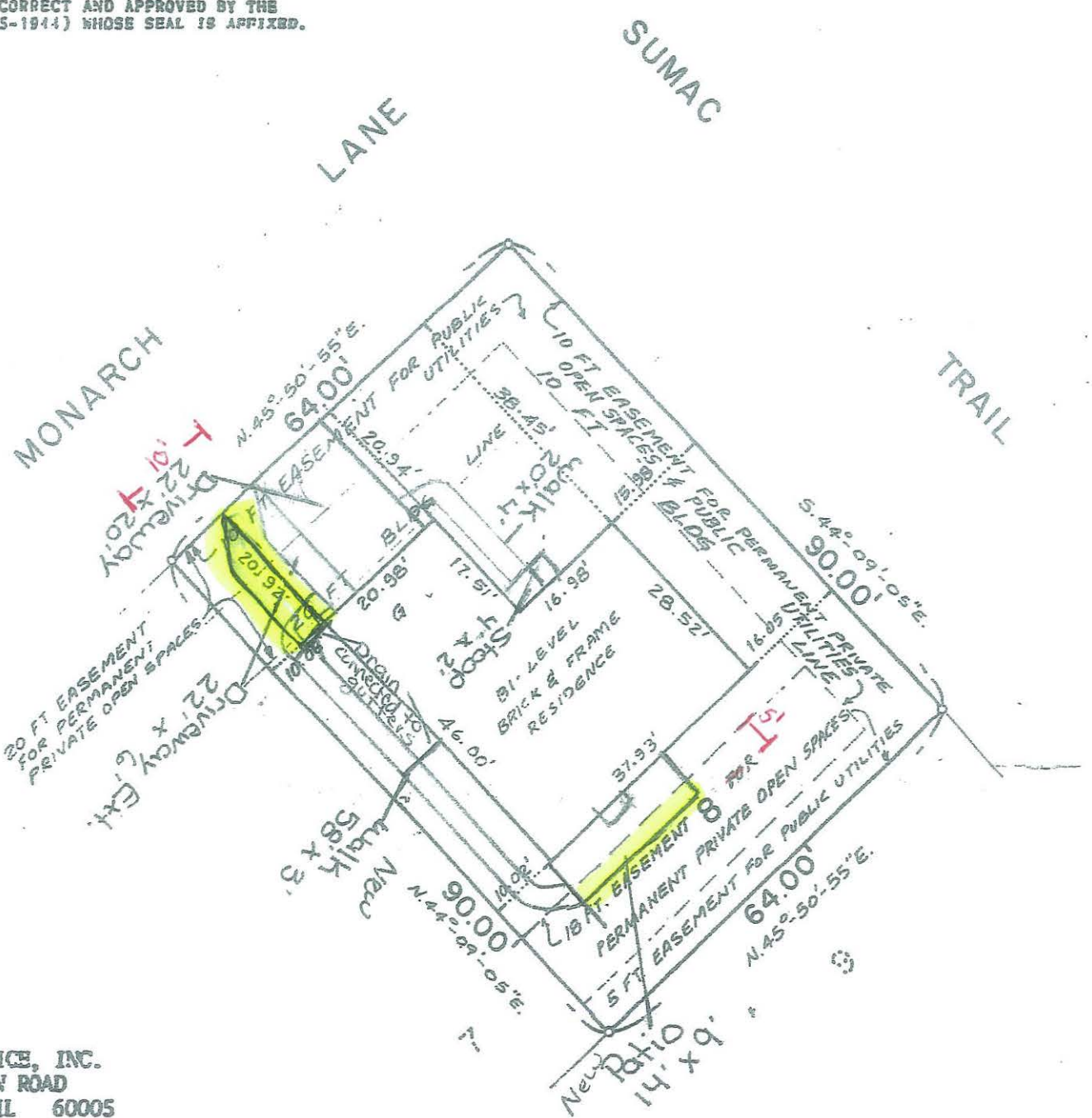
FOR \_\_\_\_\_

ORDERED BY KRSS

ORDER NO. 86-

LOT 8 IN BLOCK 7 IN MEADOW WALK BEING A RESUBDIVISION OF PARTS OF BLOCKS 1, 2, 3, 6, 7, 8 AND VACATED STREETS IN HOWIE IN THE HILLS UNIT ONE, A SUBDIVISION IN SECTION 19, TOWNSHIP RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO PLAT OF SAID RESUBDIVISION RE SEPTEMBER 24, 1986 PER DOCUMENT NO. 86 435 380, IN COOK COUNTY, ILLINOIS.

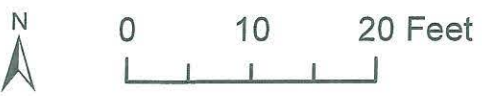
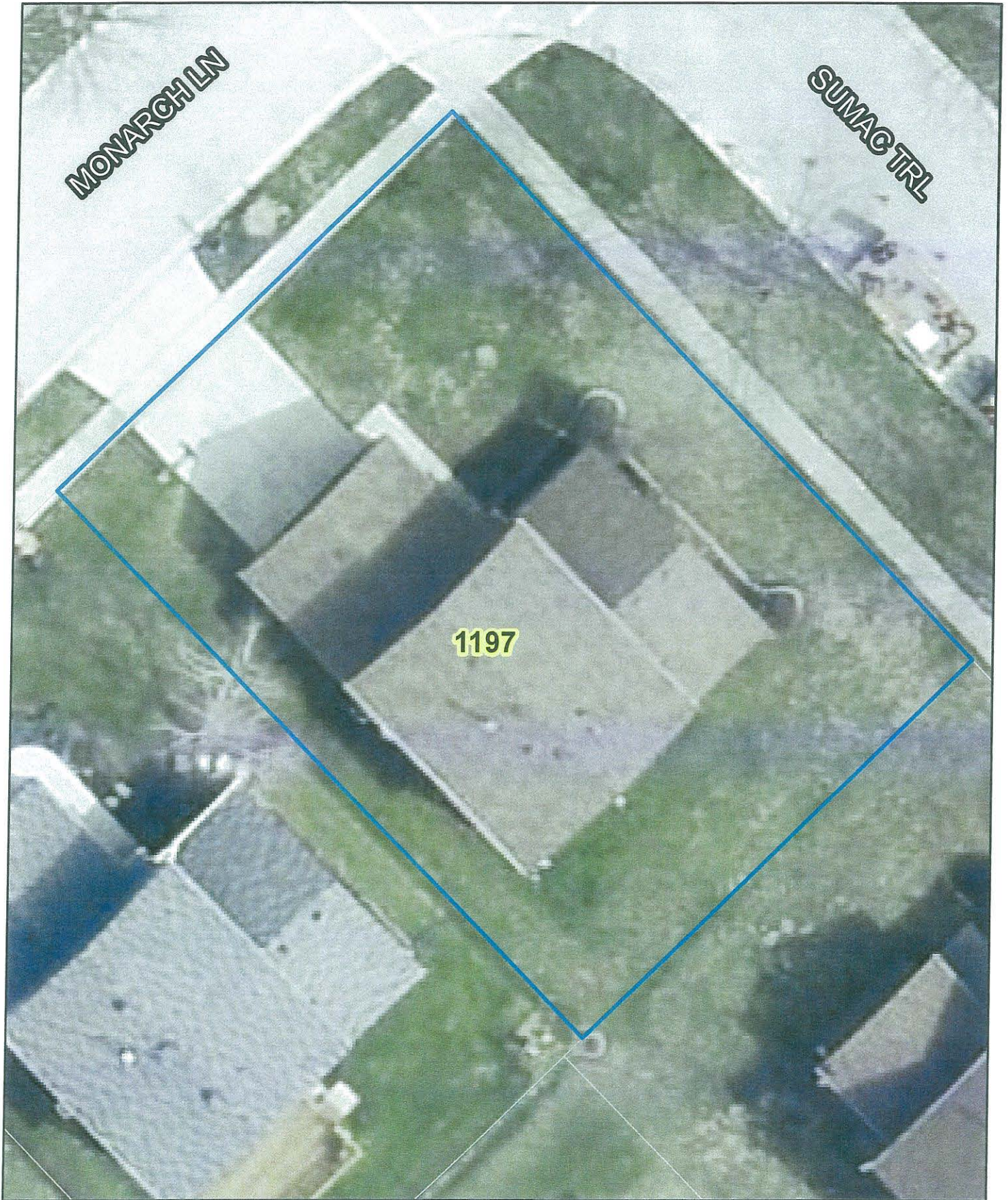
NOTE:  
THE SURVEY DATA USED TO GENERATE THE PLAT DRAWN HEREON WAS COMPLETED UNDER THE SUPERVISION OF AN ILLINOIS REGISTERED LAND SURVEYOR, NOW DECEASED, ALL PREVIOUS DATA, CALCULATIONS, AND FIELD WORK HAS BEEN REVIEWED AND FOUND TO BE MATHEMATICALLY AND TECHNICALLY CORRECT AND APPROVED BY THE LAND SURVEYOR (35-1944) WHOSE SEAL IS AFFIXED.



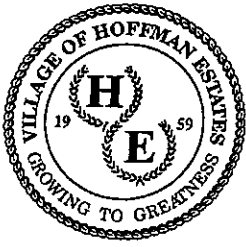
By:  
L SURVEY SERVICE, INC.  
2 W. ALCONQUIN ROAD  
TON HEIGHTS, IL 60005  
Tel. (312) 439-2411



# 1197 Monarch Lane



Planning Division  
Village of Hoffman Estates  
May 2017



FOR RECORDER'S USE ONLY

**RELEASE OF PORTION OF OPEN SPACE EASEMENT**  
**1197 MONARCH LANE, HOFFMAN ESTATES, ILLINOIS**

WHEREAS, an open space easement has been recorded by Document Number 86435380; and  
WHEREAS, the Village of Hoffman Estates shall have the sole right to release portions of said open space; and

WHEREAS, it appears that an encroachment will occur in the construction of a patio and expansion of a driveway; and

WHEREAS, the Village of Hoffman Estates is desirous of releasing that open space easement wherein encroachment appears:

NOW, THEREFORE, let it be known that the Village of Hoffman Estates hereby releases that portion of open space easement upon the rear portion of the property of approximately 14 feet by 5 feet of open space, leaving the 18 foot open space easement adjacent and parallel to the rear property line, to allow a Patio; and

NOW, THEREFORE, let it be known that the Village of Hoffman Estates hereby releases that portion of open space easement upon the front portion of the property of approximately 10 feet by 22 feet of open space, leaving the 20 foot open space easement adjacent and parallel to the front property line, to allow a driveway.

The legal description of said lot is:

P.I.N. – 02-19-232-008-0000

Lot 8 in Block 7 in Meadow Walk being a resubdivision of parts of blocks 1, 2, 3, 6, 7, 8, 9 & 10 and vacated streets in Howie in The Hills Unit One, a subdivision in Section 19, Township 42 North, Range 10. East of the Third Principal Meridian, in Cook County, Illinois.  
1197 Monarch Lane, Hoffman Estates, IL.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village President  
Village of Hoffman Estates

ATTEST:

\_\_\_\_\_  
Village Clerk



**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*

**June 12, 2017**

**PLANNING AND ZONING COMMISSION MEETINGS**

**May 17, 2017 Meeting**

- o 415 Azalea Lane – Attached Garage/Home Setback Variation (**Approved**)

**June 7, 2017 Meeting**

- o St. Alexius Hospital (Amita Health) – Master sign plan amendment (**Approved**)
- o Enclave Apartments, Salem/Bode – Site plan amendment for new clubhouse & site changes, Plat and MSP (**Approved**)
- o Golf Rose Carwash, 105 E. Golf – special use and site plan amendment for car wash modifications (**Approved**)
- o 75/85 Golf Road (Village-owned property) – Plat of Resubdivision (**Continued**)

**June 21, 2017 Upcoming Meeting**

- o 645 Northview Lane – Corner fence variation
- o Rickey Rockets Gas Station, retail, and Car Wash (2<sup>nd</sup> location – currently Shell), Golf/Barrington – Site plan & special use for expansion and site changes
- o 75/85 Golf Road (Village-owned property) – Plat of Resubdivision (continued from June 7)

**July 5, 2017 Upcoming Meeting**

- o No agenda items scheduled at this time.

**CURRENT ACTIVE PROJECT REVIEWS**

- Barrington Square Animal Hospital – site plan amendment for new parking lot expansion
- Dunkin' Donuts/Baskin Robbins, Huntington Plaza – Final Plat of Subdivision & Site Plan for new outlot building
- Cabela's/Holiday Inn Express – Resubdivision Plat to create new outlot and site plan for a new hotel
- Bergman Pointe – site plan amendment for Phase 2 grading revisions
- Level 10, 2495 Pembroke – site plan amendment for parking lot expansion
- Ace Hardware, Golf/Higgins Rds. – Site plan amendment for outside storage
- Buona Beef, Barrington Square Town Center – Site Plan for new building located further west on the property
- Stonegate Tollway Billboards, Pembroke – Special use extension
- The Stonegate Conference Centre, 2401 W Higgins - patio/tent special use & site plan extension

**POTENTIAL UPCOMING PROJECTS**

- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- 1745 N. Barrington (Former TGI Friday's) – site plan amendment for new restaurant
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- Devonshire Woods, site plan approval for new individual home on single lot
- The Assembly, 2570 Hassell Rd – Master Sign Plan for new ground sign including LED message center
- 635 Lakeview – plat of consolidation for demolition of existing home and building 2 new homes

**GENERAL ACTIVITIES**

- On May 19<sup>th</sup> Dan Ritter attended a seminar in Naperville on Shaping a Positive Community Dialogue, which included presentations by both planners and communication consultants.

Site Plan Review Process	May		2nd Quarter		Year to Date	
Number of administrative site plan cases completed	1	50% completed	2	40% completed	5	45% completed
Number of PZC site plan cases completed	1	administratively	3	administratively	6	administratively
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	May		2nd Quarter		Year to Date	
Number of cases processed within 105 days	2	100% completed	5	100% completed	11	100% completed
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	May	2nd Quarter	Year to Date	Year Target
Number of staff coordination meetings held	5	9	21	48

Economic Development Information Items	May	2nd Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	3	5	9	100% updated within 5 days
Average number of Village signs in rotation on electronic Tollway sign	2	2	2	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	0	0	2	6

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

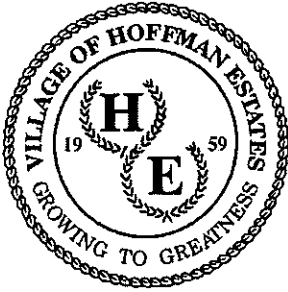
- According to the correspondence received from Cook County, the latest federal budget proposal from the U.S. Department of Housing and Urban Development (HUD) proposes to eliminate CDBG completely in 2018. Staff will be evaluating actions that can be taken to preserve the program and its benefits for the community.
- CDBG Entitlement communities, including the Village, have not received an indication of their estimated annual CDBG allotment for the coming Program Year 2017-18. HUD has allowed the mandatory public comment period –required for the Annual Plan process- to be shortened from 30 to 14 calendar days, in light of the budget delays.
- Staff continued preparation of the Village’s 2017-18 Annual Action Plan, which must be submitted to HUD by August 15, 2017. Staff will develop the Annual Plan with contingencies in case there is a 20% decrease in funding, as recommended by HUD’s regional office.
- Payment for the second Single Family Rehabilitation (SFR) project was issued in May. The number of applications for the SFR program have increased, over recent program years.
- Staff conducted a HUD-mandated monitoring visit of NWHF, the non-profit organization that the Village subcontracts for administration of the SFR program, on May 31<sup>st</sup>.
- Cook County and several neighboring communities plan to include CAC infrastructure repair funding in their Annual Plan submittals. Communication and meetings between Village staff, Cook County, HUD, and the contributing jurisdictions are ongoing. Repair funding (including Village CDBG funds) could approach \$200,000.

The information below is for the current CDBG Program Year (October 1, 2016 through September 30, 2017).

CDBG Expenditures and Reporting Ratio	May	3rd Quarter*	Year to Date	Current Reporting Ratio
	\$10,383.86	\$10,383.86	\$312,631.50	1.24
"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	May	3rd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	2	5
Housing & related issues education pieces released	1	1	5	5

\*The 3<sup>rd</sup> quarter of the CDBG Program Year runs from April 1 through June 30, 2017.



**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*

**June 2017**

**GENERAL ACTIVITIES**

- On May 8 & 9, 2017, David Banaszynski attended training and passed the Certified Pool Operator exam.
- On May 10 & 11, 2017, David Banaszynski attended the Food Safety Summit in Rosemont.
- On May 12, 2017, David Banaszynski passed the Healthy Housing Specialist exam and earned an HHS credential from NEHA.
- On May 12, 2017, John Shogren attended the Illinois Plumbing Inspectors Association annual continuing education program in Addison.
- On May 17, 2017, several Code employees attended a World Class Customer Service Skills seminar held by the Carroll Keller Group, Ltd. at the Village Hall.
- Two new Part Time Fire Inspectors are working to catch up on the backlog of annual inspections that resulted from position vacancies.
- A seasonal Code Inspection Intern began work in May and is assisting with the high volume of tall grass and other seasonal violations.
- Code Enforcement processed a total of 64 Freedom of Information Act requests related to building and code issues during the month of May.

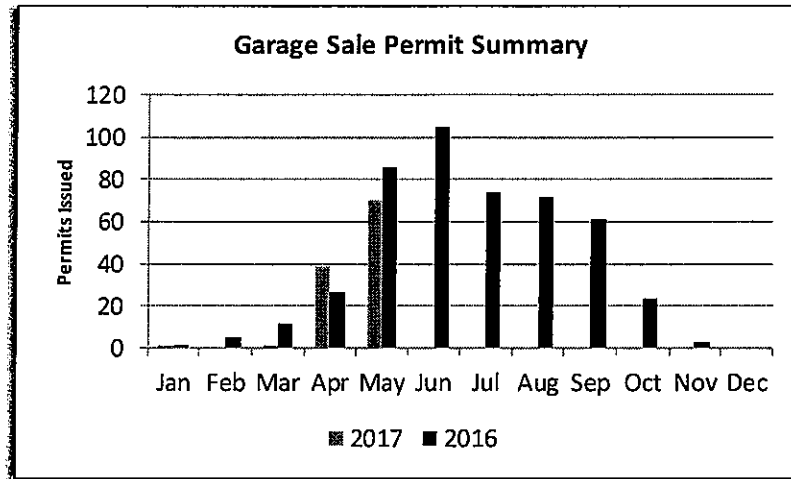
**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

- There are currently 2,214 rental properties registered (including those who have not yet renewed).
- The 2017 annual renewal process is winding down, with less than 27 properties remaining to renew. Penalties continue to accrue for late payments after the January 13, 2017 deadline and staff has now issued citations to all owners who have still not renewed.
- The process is underway to fill the vacancy in the Rental Program manager position, which is critical to the ongoing success of this program and will also help with non-rental property maintenance code enforcement efforts.
- Staff continues to pursue registration of new rental properties recently through property maintenance complaints, water billing account changes, and other means as time permits.
- Code staff is coordinating with IS and Finance to develop a new process for collections efforts on rental properties that will hopefully be more efficient for Code staff as compared to past efforts.



**Garage Sales**

Year	2017	2016
Jan	1	1
Feb	0	5
Mar	1	12
Apr	39	27
May	70	86
Jun	0	105
Jul	0	74
Aug	0	72
Sep	0	61
Oct	0	24
Nov	0	3
Dec	0	0
<b>Total</b>	<b>111</b>	<b>470</b>

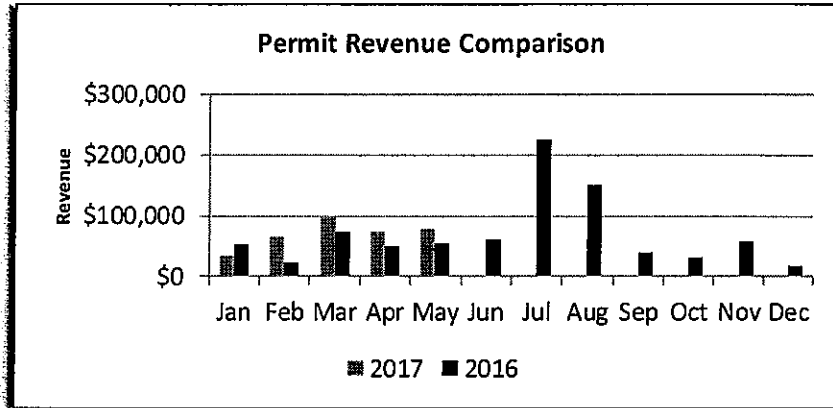


**2017 Building and Fire Permits Issued**

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016 Total
<b>Building Permits</b>														
Commercial Remodeling	5	3	11	6	10	0	0	0	0	0	0	0	35	92
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	1	1	2	1	0	0	0	0	0	0	0	5	12
Driveways	0	3	11	18	46	0	0	0	0	0	0	0	78	264
Electrical	0	3	1	2	3	0	0	0	0	0	0	0	9	35
Fences	0	5	15	24	33	0	0	0	0	0	0	0	77	210
Mechanical	15	19	10	12	15	0	0	0	0	0	0	0	71	220
Miscellaneous Permits	23	27	41	34	50	0	0	0	0	0	0	0	175	539
Multi-Family Remodeling	0	2	0	3	1	0	0	0	0	0	0	0	6	57
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	22
Plumbing	18	25	16	28	25	0	0	0	0	0	0	0	112	229
Pools	0	0	0	0	3	0	0	0	0	0	0	0	3	10
Residential Decks & Patios	0	5	8	21	30	0	0	0	0	0	0	0	64	192
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Residential Remodeling	13	18	13	26	18	0	0	0	0	0	0	0	88	168
Residential Sheds	1	1	1	6	4	0	0	0	0	0	0	0	13	45
Roofs/Siding	7	15	20	50	65	0	0	0	0	0	0	0	157	713
Signs	2	9	7	5	6	0	0	0	0	0	0	0	29	104
New Single Family Residences	1	5	4	6	5	0	0	0	0	0	0	0	21	30
<b>Fire Permits</b>														
Automatic Fire Alarms	2	5	7	4	3	0	0	0	0	0	0	0	21	58
Fuel Storage Tanks	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Hood & Duct	0	0	1	0	0	0	0	0	0	0	0	0	1	26
Automatic Sprinklers	12	6	6	11	11	0	0	0	0	0	0	0	46	112
Lock Boxes	1	0	2	0	0	0	0	0	0	0	0	0	3	30
Other	0	11	2	1	0	0	0	0	0	0	0	0	14	13
<b>2017 Total</b>	<b>100</b>	<b>163</b>	<b>177</b>	<b>259</b>	<b>330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1029</b>	
<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>267</b>	<b>259</b>	<b>282</b>	<b>132</b>		<b>3184</b>

**Permit Revenue**

Year	2017	2016
Jan	\$33,383	\$52,612
Feb	\$65,665	\$24,022
Mar	\$100,878	\$74,073
Apr	\$72,363	\$51,063
May	\$79,067	\$54,167
Jun	\$0	\$60,943
Jul	\$0	\$223,428
Aug	\$0	\$149,227
Sep	\$0	\$39,820
Oct	\$0	\$30,925
Nov	\$0	\$56,610
Dec	\$0	\$16,776
<b>Total</b>	<b>\$351,356</b>	<b>\$833,666</b>



2017 Budget: \$650,000

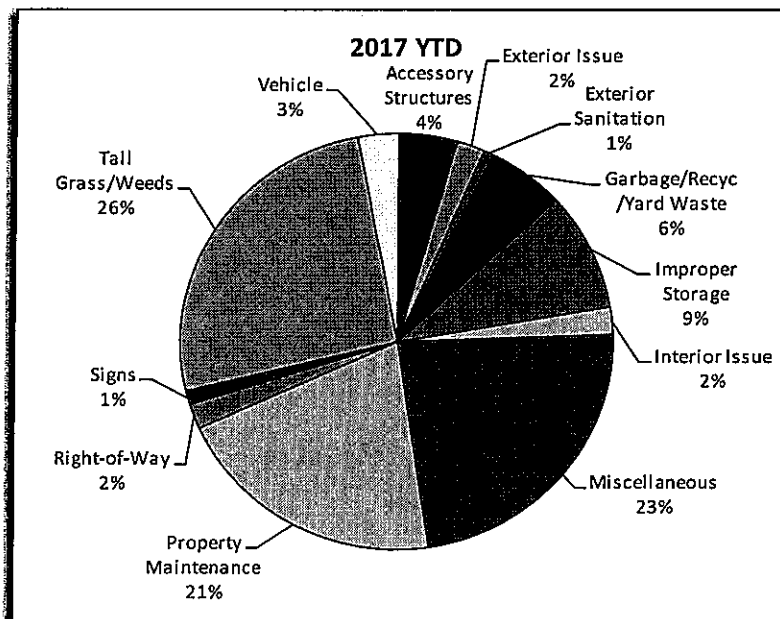
Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

<b>Building Permit Processing Performance</b>	<b>May</b>	<b>2nd Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Percentage of permits entered in computer within 24 hours of submittal	97%	97%	97%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	95%	96%	98%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	97%	97%	98%	90% within 48 hours



2017 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016 Total
Accessory Structures	2	1	8	10	4	0	0	0	0	0	0	0	25	55
Exterior Issue	1	4	4	1	2	0	0	0	0	0	0	0	12	48
Exterior Sanitation	1	0	2	0	1	0	0	0	0	0	0	0	4	23
Garbage/Recyc/Yard Waste	5	8	3	4	13	0	0	0	0	0	0	0	33	125
Improper Storage	7	25	2	5	13	0	0	0	0	0	0	0	52	172
Interior Issue	2	5	4	1	0	0	0	0	0	0	0	0	12	10
Miscellaneous	14	15	56	21	25	0	0	0	0	0	0	0	131	289
Property Maintenance	15	10	14	31	46	0	0	0	0	0	0	0	116	233
Right-of-Way	0	0	2	3	6	0	0	0	0	0	0	0	11	115
Signs	4	0	1	1	0	0	0	0	0	0	0	0	6	43
Tall Grass/Weeds	0	0	0	17	129	0	0	0	0	0	0	0	146	469
Vehicle	2	2	6	3	4	0	0	0	0	0	0	0	17	55
<b>2017 Total</b>	<b>53</b>	<b>70</b>	<b>102</b>	<b>97</b>	<b>243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>565</b>	
<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>190</b>	<b>91</b>	<b>107</b>	<b>91</b>		<b>1637</b>



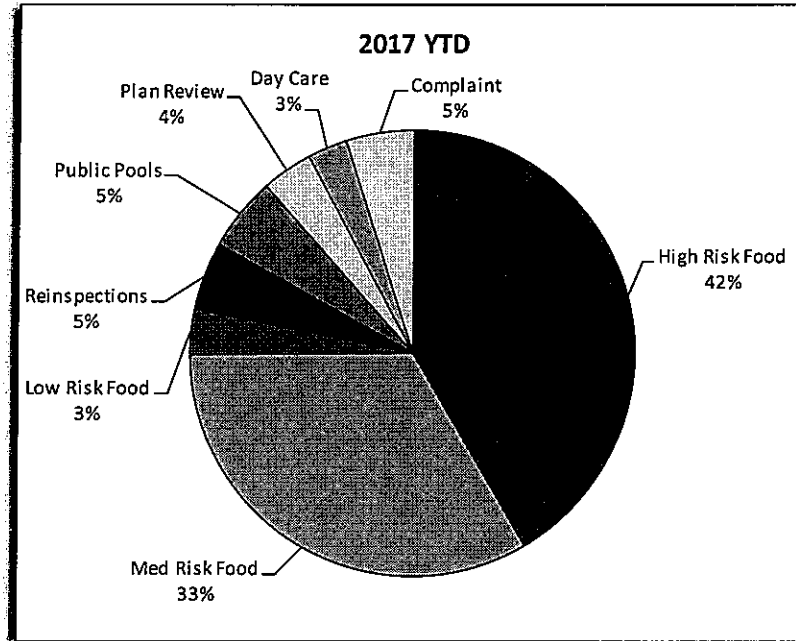
2017 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
73	79	106	67	106	0	0	0	0	0	0	0	431

Inspection Services Performance	May	2nd Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	98%	97%	97%	95% within 24 hr. notice

2017 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	44	34	1	1	21	0	0	0	0	0	0	0	101
Med Risk Food	3	1	42	34	1	0	0	0	0	0	0	0	81
Low Risk Food	3	1	0	2	2	0	0	0	0	0	0	0	8
Reinspections	1	0	2	2	7	0	0	0	0	0	0	0	12
Public Pools	0	0	0	0	13	0	0	0	0	0	0	0	13
Plan Review	0	2	1	4	2	0	0	0	0	0	0	0	9
Day Care	0	0	4	3	0	0	0	0	0	0	0	0	7
Complaint	1	2	1	2	6	0	0	0	0	0	0	0	12
<b>Total</b>	<b>52</b>	<b>40</b>	<b>51</b>	<b>48</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>243</b>



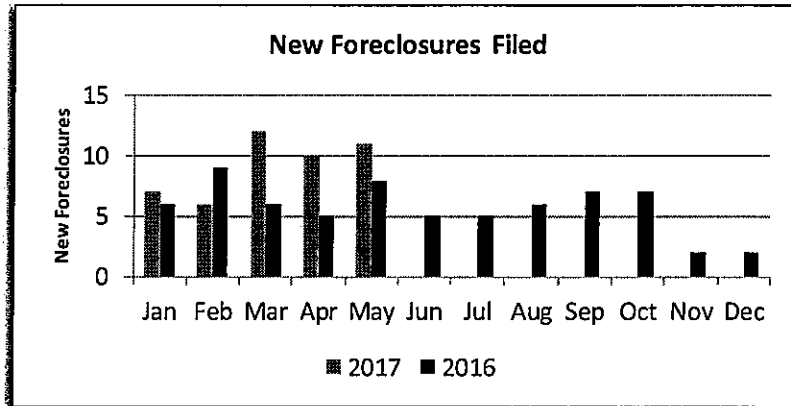
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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 480 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Inspection Services Performance	May	2nd Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	5.0%	12.7%	39.6%*	100% of total

\*Note: The total number of inspection properties fluctuates and therefore the year to date number may not equal 100%.

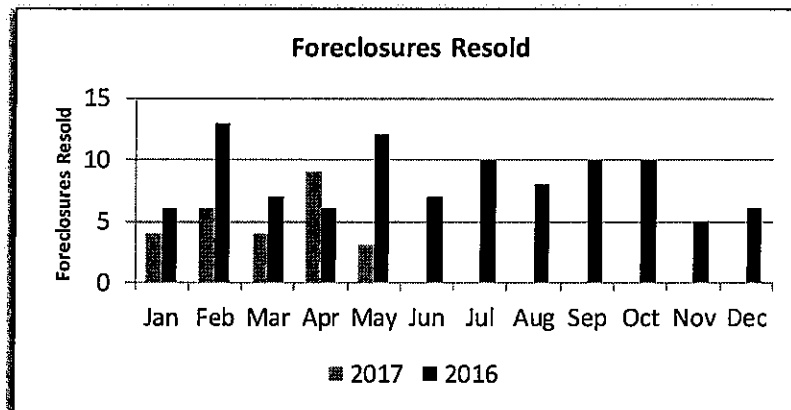
**New Foreclosures Filed**

Year	2017	2016
Jan	7	6
Feb	6	9
Mar	12	6
Apr	10	5
May	11	8
Jun	0	5
Jul	0	5
Aug	0	6
Sep	0	7
Oct	0	7
Nov	0	2
Dec	0	2
<b>Total</b>	<b>46</b>	<b>68</b>



**Foreclosures Resold**

Year	2017	2016
Jan	4	6
Feb	6	13
Mar	4	7
Apr	9	6
May	3	12
Jun	0	7
Jul	0	10
Aug	0	8
Sep	0	10
Oct	0	10
Nov	0	5
Dec	0	6
<b>Total</b>	<b>26</b>	<b>100</b>



# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



## General

- Ongoing calls, emails and meetings with land owners, brokers and property owners.
- Updated the Village's available properties online database on a bi-weekly basis.
- Met with business owners and developers looking for sites in Hoffman Estates.
- Completed liaison duties to the Arts Commission by updating the website, sending e-blast reminders to their database, and attending separate meetings for events like Beer, Brats and Beethoven. Summer concerts begin on June 15<sup>th</sup> with Wayne Messmer and continue on June 22<sup>nd</sup> with Petra's Recession Seven. Levy Restaurants will utilize a food truck during the concerts this year to sell a similar menu.
- Staff continued to attend meetings regarding the formation of Next Level Northwest. The organization officially became incorporated with the State of Illinois in June and continues to move forward by signing a lease for an office on the second floor of Hoffman Estates Community Bank.
- Participated on the planning committee for the Illinois Economic Development Association Annual Conference in the Rock Island at the end of June while taking the lead to plan the Young Professionals breakfast event. Also began preparing a presentation on the Golden Corridor Advanced Manufacturing Partnership as part of a workforce development panel at the conference.
- Met with representatives conducting a study for CMAP on the linkage between road improvement costs and retail development. Worked with the Transportation Division to provide the consultant with information relative to the western portion of Hoffman Estates.
- Following up the ICSC show, Staff toured the Lakewood Campus (former AT&T Campus) with a prospective buyer for the whole site.
- Attended the:
  - Monthly Membership Committee meeting of the Chamber of Commerce
  - Design Team meetings of Next Level Northwest
  - Various Ribbon Cuttings for Hoffman Estates Businesses
  - Monthly Golden Corridor Makerspace Steering Committee meeting
  - Illinois CORE Quarterly Conference Call
  - Quarterly Hoffman Estates Chamber New Members Breakfast

## Office/Industrial

- LOCAL NEWS: CMIC, Inc. finished their 5,000 square foot addition and held a ribbon cutting to commemorate the new space, the 15 new employees, the company's growth which included buying out another company and consolidating in Hoffman Estates.
- Continued the Business Retention and Expansion visits this month to check in with local businesses. Toured two facilities while receiving positive feedback from both companies.

## Retail

- Finalized preparations for the ICSC RECon show. It was a productive conference with 25 scheduled appointments and more than a dozen walk-up discussions. The new booth space in the South Hall near many retailers helped increase the walk-by traffic. A full report covering the show will follow.
- Mr. Kramer was appointed to the Illinois ICSC Board, accepting the position of P3 Public Sector Co-Chair in May and participated in several conference calls as well as extra meetings at the ICSC RECon show in Las Vegas.
- Held discussions with the Sterling Organization regarding a redevelopment agreement on Hoffman Plaza and a purchase and sale agreement for 75/85 Golf Road.

## Tourism

### **SALVATION ARMY - JUNE 9-11, 2017, SCA, VILLAGE GREEN, SALVATION ARMY CENTRAL DIVISIONAL HEADQUARTERS, AND RENAISSANCE HOTEL SCHAUMBURG**

- Coordinated lodging requests from incoming guests (4,000 expected) to ensure all Village hotels sold out before group rooms migrated to participating hotels in Elgin and Schaumburg. Assisted Chicago Marriott NW and SA event coordinators in providing 30 VIP gift amenities for dignitaries staying at the Chicago Marriott NW by coordinated solicitation and collection of greeter gift items from MEET Chicago NW, Fox Valley Elgin CVB, HE Chamber of Commerce, and area restaurants. Distributed electronic version of current Village Dining Guide to all hotels (also posted on SA event website). Printed copies of the map/Dining Guide were distributed to the Chicago Marriott NW front desk and SA for event registration tables. Met personally with all restaurants and F&B outlet managers on the west side to alert each to the possibility of heavy foot traffic during peak times that events are beginning at SCA, Village Green, and SA headquarters. Provided each with "Service Alert" bulletin that defines session starting times.

After field outreach to restaurants and F&B outlets proved to be so well received, provided qualified list of restaurant managers and their emails to SCA to aid in their effort to create a new arena "sponsorship" opportunity that would provide year round "Service Alerts" for ticketed and non-ticketed events.

## **Tourism (Cont.)**

### **AMITA FITNESS FOR AMERICA - JULY 22-23 - AT&T CAMPUS**

- Staff had difficulty obtaining permission from NAI Hiffman to utilize the campus for the 9th Annual Fitness for America Sports Festival but finally received needed approvals. AMITA has provided a late start in organizing but the Village has hit the ground running (literally). Based on feedback from last year's participants, the running events will return to the early morning hours when weather is much cooler. Early morning starts allow our hotels to offer expanded weekend packages to draw more guests. Registration for the running events is already ahead of last year. All race routes are redesigned to eliminate Central Road and construction zones. This year's event embraces a patriotic theme with runners receiving an American flag as they cross the finish line and frozen rocket pops. T-shirts and medals reflect our patriotic theme. Providing cash prizes at each age division has brought out more recreational runners, growing our reach into AMITA desired audiences - children, women, and families. Initial meetings with AMITA Community Outreach and Marketing Department determined their interest in returning as signature sponsors for FFA 2017. AMITA is posting the events on their internal employee newsletters (now including 9 hospitals from Elk Grove to Bolingbrook) and providing outreach for patient involvement from their weight management and cancer care practices. A future meeting with the Mayor and AMITA CEO will determine their sponsorship level (last year \$25,000 to offset event costs and provide prize purses and food and hydration for the weekend from AMITA vendors valued at another \$5,000). All costs pertaining to this event are covered by service/product donations and sponsorship's.

GLO-RUN returns with an 8:55pm start on July 22. The entire campus will glow with giant neon Luau themed inflatables. From the giant glowing stage, the DJ keeps the energy high providing a dance party atmosphere as participants complete the course (entirely on AT&T campus this year). This year's GLO-RUN participants can choose between a fun recreational non-timed event or timed event.

The Chicago Inline Skating Marathon begins Sunday morning, July 23, with teams from around the globe traveling in to compete. We are the second largest Inline skating event in the country. The challenging course and well run event has continue to draw teams that fill the Village hotels along Barrington and Higgins Roads.

### **NORTHWEST 4TH FEST - JUNE 30-JULY 2. CARNIVAL JULY 3 AND CARNIVAL AND PARADE JULY 4.**

- Finalized food vendors for June 30-July 2. There are 15 booths, collected booth deposits, and business license fees. Created electric needs and set up recaps, confirmed vendor menus, created floor plan for booth layout and organized vendor meeting.

### MEETINGS/ACTIVITIES

- Met with Quality Inn for pre-event walk through and strategy for planned ribbon cutting.
- Attended Quality Inn ribbon cutting.
- Provided information for Hoffman Estates Chamber - Schaumburg hotels seeking to access Village businesses travelers.
- Met with Country Inn and Suites owner to gage opening date for lead inclusion.
- Conference call with Cabela's (school supply drive - contacts for radio stations from 4th of July parade).
- NWMC Gala basket donation - strategized theme and began solicitation.
- Attended NW 4th Fest Commission meeting.
- Met with Culver's owners to provide contacts for outreach.
- Provided contacts to BP gas station tenant to create build out plans to move opening ahead.
- Met with Verizon to discuss summer fest opportunities - new field team customized car.
- Provided west side restaurant managers name/email list to ED Director for future Economic Development Commission meetings.
- Joined Employee Wellness Committee to provide contacts for their events and promotions.
- Distributed Summer Concert posters to Village senior living communities and hotels.
- Met with first time NW 4th Fest food vendors at Village Green to walk through booth areas.



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Kevin Kramer, Director of Economic Development



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Linda Scheck, Director of Tourism & Business Retention