

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**March 9, 2009**

**7:30 P.M. - Ed and Mary Hennessy Conference Room**

**Members: Gary Pilafas, Chairperson**  
**Karen Mills, Vice Chairperson**  
**Ray Kincaid**

**I. Roll Call**

**II. Approval of Minutes - February 16, 2009**

**NEW BUSINESS**

1. Request by Sears Centre Arena to extend and amend the conditions of approval for outdoor events held on the Sears Centre Arena site.
2. Request by the Hoffman Estates Park District for site plan amendment approval for a governmental land use for a parking lot expansion at Cottonwood Park.
3. Request by the Hoffman Estates Park District for site plan approval for a governmental land use for Canterbury Fields Park
4. Request by the Hoffman Estates Park District for approval to enter into a license agreement to allow encroachment into the Essex Drive right of way for the purposes of installing a pedestrian path.
5. Request approval of a resolution adopting the 2009 zoning map.
6. Discussion regarding Village Zoning Code requirements for driveways on residential lots.
7. Request acceptance of Department of Development Services monthly report for Planning Division.
8. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.

**III. President's Report**

**IV. Other**

**V. Items in Review**

1. Discussion regarding a summary update to the 2007 Comprehensive Plan.

**VI. Adjournment**

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

February 16, 2009

**I. Roll Call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Karen Mills, Vice Chairperson  
Ray Kincaid, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Cary Collins  
Trustee Jackie Green  
Trustee Anna Newell  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Molly Norton, Asst. to Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr., Dev. Services  
Rachel Musiala, Asst. Director of Finance  
Clint Herdegen, Police Chief  
Bob Gorvett, Fire Chief  
Algean Garner, Health & Human Services  
Don Plass, Director of Code Enforcement  
Mike Hankey, Director of Transportation  
Pete Gugliotta, Director of Planning  
Gordon Eaken, Director of IS  
Gary Skoog, Economic Development  
Rebecca Suhajda, Administrative Intern  
Bruce Anderson, CATV Coordinator**

**Others in Attendance**

**Reporters from Daily Herald, Chicago Tribune**

The Planning, Building and Zoning Committee meeting was called to order at 6:38 p.m.

**II. Approval of Minutes**

Trustee Mills indicated that she was absent from the January 12, 2008 Committee meeting and to change the minutes to reflect her absence.

Motion by Trustee Green, seconded by Trustee Collins, to approve the Planning, Building & Zoning Committee meeting minutes of January 12, 2009. Voice vote taken. All ayes (Abstain – Mills). Motion carried.

**NEW BUSINESS**

- 1. Request by resident for an extension to the compliance date to remove an illegal driveway at 1490 Elizabeth Court.**

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

James Norris addressed the Committee and stated that staff has worked with the resident and resident agrees to remove illegal driveway no later than September 30, 2009.

Bill Weaver, Chair, Zoning Board of Appeals, addressed the Committee and asked that a future Planning, Building & Zoning Committee review the Code regarding driveways. Trustee Collins requested that this item be put on the March Committee.

Motion by Trustee Collins, seconded by Trustee Mills, to approve request by resident for an extension to the compliance date to remove an illegal driveway at 1490 Elizabeth Court. Voice vote taken. All ayes. Motion carried.

**2. Request by Jam Productions for special use and zoning variation extensions for the Prairie Creek Amphitheater.**

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

Motion by Trustee Collins, seconded by Mayor McLeod, to approve request by Jam Productions for special use and zoning variation extensions for the Prairie Creek Amphitheater. Voice vote taken. All ayes (Nay: Kincaid). Motion carried.

**3. Request by SplasH2O Hotel Resort and Conference Facility for special use and zoning variation extensions for a hotel/waterpark facility.**

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

James Norris addressed the Committee and stated that this is a one-year extension.

Motion by Trustee Collins, seconded by Mayor McLeod, to approve request by SplasH2O Hotel Resort and Conference Facility for special use and zoning variation extensions for a hotel/waterpark facility. Voice vote taken. All ayes. Motion carried.

**4. Discussion regarding Village consultant's verification of Prairie Stone native landscape (2008 inspection report).**

An item summary sheet from Mark Koplín was presented to Committee.

Motion by Trustee Collins, seconded by Trustee Green, to accept Village consultant's 2008 inspection report. Voice vote taken. All ayes. Motion carried.

- 5. Request authorization for:**
- a) Scope of services for the 2009 native landscape evaluations at Prairie Stone;**
  - b) A one year contract with Pat Armstrong, Prairie Sun Consultants, Naperville, IL, in an amount not to exceed \$13,819.**

An item summary sheet from Mark Koplín was presented to Committee.

Motion by Trustee Collins, seconded by Trustee Newell, to approve scope of services for the 2009 native landscape evaluations at Prairie Stone and award a one year contract with Pat Armstrong, Prairie Sun Consultants, Naperville, IL, in an amount not to exceed \$13,819. Voice vote taken. All ayes. Motion carried.

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

The Department of Development Services monthly report for the Planning Division was submitted to the Committee.

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

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

The Department of Community Development monthly report for Code Enforcement Division was submitted to the Committee.

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

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Collins, seconded by Trustee Green, to adjourn the meeting at 6:46 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB1

**SUBJECT:** Request by Sears Centre Arena to extend and amend the conditions of approval for outdoor events held on the Sears Centre Arena site

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta 

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**REQUEST:** Request by Sears Centre Arena to extend and amend the conditions of approval for outdoor events held on the Sears Centre Arena site.

**BACKGROUND:** On December 3, 2007, the Village Board approved a request to hold outdoor events in the parking lot of the Sears Centre Arena at 5333 Prairie Stone Parkway as long as certain conditions were met. The approval was to expire 18 months after the Village Board approval. No outdoor events were held in 2008.

**DISCUSSION:** The Sears Centre Arena is requesting an amendment to conditions 4, 14, and 16 of the December 3, 2007, approval (Ordinance #3988-2007) pertaining to the approval process, the curfew hours, and the expiration of the ordinance.

***Condition #4***

*Condition #4 states: "No outdoor event shall be held without the property owner and operator having obtained a Special Event Permit from the Village in accordance with current procedures. Such permit shall be issued with approval by the Planning, Building, & Zoning Committee and the Village Board. The petitioner shall obtain all other applicable permits for each event. Village Board approval shall not be required for tailgating activities."*

The Sears Centre Arena requests approval for outdoor events without having to seek approval from the Planning, Building and Zoning Committee and the Village Board for every outdoor event request. According to Sears Center Arena management, there is a timing issue with such an approval process. Management finds that it cannot book outdoor events without first knowing if the event will be approved by the Village or not. The Village cannot review a request without specific details about an event and the Sears Centre Arena cannot give specific details without a signed event contract.

**DISCUSSION:** (Continued)

Sears Centre Arena management is proposing that condition #4 be amended to only require a special event permit and not approval by the Planning, Building and Zoning Committee and Village Board. As with all other special events in the Village, Sears Centre Arena would submit all the necessary information for the special event permit once a contract for an event has been executed. Village staff will review the outdoor event request and the issuance of a special event permit will occur once staff ensures that the event, as planned, will meet all codes and regulations. These discussions would include traffic control, security, EMS, sound, health inspections, licenses, food and beverages, lighting, and any other topic related to a specific event. This is similar to the process that Cabela's needs to follow for outdoor events that they are permitted to have. It is also the same as other special events throughout the Village, such as Party in the Park, Barrington Square Mall events (including carnivals), the Annual Fishing Derby, and Chamber events such as Business Under the Big Top. Staff already meets with the Sears Centre Arena to coordinate security and traffic management plans prior to large concerts and events. The proposed amendment to the condition is shown below.

**Condition #14**

Condition #14 states: *"Outdoor events shall have a curfew of 11:00 p.m. on Friday and Saturday and 9:00 p.m. Sunday through Thursday."*

Sears Centre Arena management requests that the curfew for Sunday through Thursday be extended until 10:00 p.m. According to Sears Centre Arena management, many outdoor events will want to take advantage of the full daylight hours in the summer and the 10:00 p.m. extension would allow greater flexibility to do this. The current 9:00 p.m. curfew would limit the types of events that the Sears Centre Arena could book on the site. The proposed amendment to the condition is shown below.

**Condition #16**

Condition #16 states: *"This ordinance shall be valid for eighteen (18) months from the date of Village Board approval at which time the petitioner shall have the right to apply for an extension."*

The Sears Centre Arena is requesting such extension and that Ordinance #3988-2007 be valid for 10 years from the date of the original Village Board approval (until December 3, 2017). The proposed amendment to the condition is shown below.

**RECOMMENDATION:**

Approval of the request for an amendment to conditions 4, 14, and 16 of Ordinance #3988-2007 (Sears Centre Arena special use approval), with the following conditions:

**RECOMMENDATION:** (Continued)

1. Condition #4 shall be amended as follows:

*No outdoor event shall be held without the property owner and operator having obtained a Special Event Permit from the Village in accordance with current procedures. The petitioner shall submit to the Village an executed contract with related supporting information, as requested. Village staff will review the request and issue the special event permit if the event as planned will meet all codes and regulations. The petitioner shall obtain all other applicable permits for each event. A Special Event Permit shall not be required for tailgating activities.*

2. Condition #14 shall be amended as follows:

*Outdoor events shall have a curfew of 11:00 p.m. on Friday and Saturday and 10:00 p.m. Sunday through Thursday.*

3. Condition #16 shall be amended as follows:

*This ordinance shall be valid for 10 years from the date of Village Board approval (until 12/3/2017) at which time the petitioner shall have the right to apply for an extension.*

4. All conditions of Ordinance #3988-2007, except conditions #4, 14, and 16, as amended in this approval, shall remain in effect.

## Attachments

cc: Plan Commission Members  
Zoning Board of Appeals Members  
Jeff Bowen (Sears Centre Arena)  
John Janicki (Sears Centre Arena)



March 3, 2009

Mark Koplin  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

RE: Sears Centre Outdoor Event Amendment Request to Ordinance No. 3988-2007

Dear Mark:

Sears Centre respectfully requests Special Use amendment approval to modify the following conditions to Ordinance No. 3988-2007:

- 1) Condition # 4 pertaining to the requirement that all outdoor events be approved by the Planning, Building & Zoning committee and the Village Board.

*SCA requests the approval process be amended whereby the SCA submits an executed contract with related support information on how the event will be managed. Village staff will review the written request and the issuance of a special event permit will occur once VOHE staff ensures that the event as planned will meet all codes and regulations. (This is similar to other special events throughout the Village, and the traffic management plan review prior to large concerts.)*

- 2) Condition #14 pertaining to the outdoor events curfew of 9:00pm Sunday through Thursday.

*Sears Centre requests the curfew be extended to 10pm Sunday through Thursday. Many outdoor events (spring/summer/fall) want to take advantage of full daylight hours. The 10pm curfew would allow SCA to remain competitive in the marketplace. Friday and Saturday 11pm curfew remains.*

- 3) Condition #16 pertains to the expiration date of Ordinance No. 3988-2007 within 18 months of Village Board approval (12/3/2007).

*Sears Centre requests the expiration date of 10 years following approval of original Village Board approval (12/3/2017).*





Sears Centre remains committed to all previous conditions of said ordinance as stated. The Village Board's consideration of an amendment including the above noted modifications is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey B. Bowen".

Jeffrey B. Bowen  
President

CC: John Kelly  
Jeff Smith  
Jim Terrell  
Jim Norris  
John Janicki

AN ORDINANCE AMENDING THE GRANT OF A SPECIAL USE TO  
MADKATSTEP ENTERTAINMENT LLC AND  
RYAN COMPANIES US, INC., TO PERMIT  
OUTDOOR EVENTS IN THE PARKING LOTS  
OF THE SEARS CENTRE PROPERTY,  
5333 PRAIRIE STONE PARKWAY, HOFFMAN ESTATES, ILLINOIS

WHEREAS, the Zoning Board of Appeals, at a public meeting duly called and held according to law, considered the request of amending the grant of a special use to MadKatStep Entertainment LLC (owner) and Ryan Companies US, Inc. previously granted by Ordinance No. 3736-2005 to permit outdoor events in the parking lots of the Sears Centre property, which is legally described and attached as Exhibit "A";

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1 That the conditions listed in Exhibit "B" of Ordinance No. 3736-2005 be amended to read as follows

1. All conditions of approval included in Ordinance No. 3736-2005 shall remain in effect except #12 and #17
2. The petitioner shall obtain an approval letter from the Prairie Stone Property Owners Association for the proposed outdoor events.
3. A minimum of 45 days prior to each event, the petitioner shall submit a site plan and written summary of the event to the Village. The plan shall detail the type of event, the portions of the site to be used, the types of structures planned, the parking management plan, security plan, location of restrooms, and any additional information as deemed appropriate by the Village.
4. No outdoor event shall be held without the property owner and operator having obtained a Special Event Permit from the Village in accordance with current procedures. Such permit shall be issued with approval by the Planning, Building and Zoning Committee and the Village Board. The petitioner shall obtain all other applicable permits for each event. Village Board approval shall not be required for tailgating activities.
5. The parking operations for each event shall be in conformance with the parking management plan that has been prepared for the Sears Centre site and shall be subject to Police hieback procedures as deemed necessary by the Village.
6. Any noise generated from an outdoor event shall not exceed State requirements. For any event that includes live music, the operation of motorized vehicles, or any other activity that, in the opinion of the Village, may exceed the State noise limits, the owner shall submit sufficient written documentation to demonstrate that the use will meet all noise limits and to indicate what measures will be taken in the event of complaints. The owner shall be subject to any applicable penalties if found to be in violation of current noise regulations.
7. No temporary lighting that will increase glare on adjacent properties shall be permitted for an outdoor event. No new permanent lighting shall be installed to accommodate outdoor events without proper site plan and building permit approval.
8. Fire lanes must remain open at all times. The location of fire lanes for each event shall be indicated on the site plan submitted to the Village in advance of the event and shall be in accordance with the requirements of the Village Fire Department.
9. All portable restrooms, trash receptacles, tents, tables, stages, and all other items shall be removed from the property or placed in an indoor storage area within 24 hours of an outdoor event.

- 10. The sales or serving of food and beverages shall only be done in accordance with all applicable code requirements. Any alcohol sold or consumed on the property shall be in accordance with all applicable codes and the liquor license that applies to the property.
- 11. This approval does not authorize any activities to occur within the Village-owned right-of-way. Any use of the public right-of-way shall be in accordance with current Village policies.
- 12. As part of any outdoor event there shall be no display, trading, sales, or any other activity involving any type of firearm or any weapon deemed illegal by Federal, State or Local Ordinance.
- 13. All alcohol sales shall be in conjunction with a wristband program.
- 14. Outdoor events shall have a curfew of 11:00 p.m. on Friday and Saturday, and 9:00 p.m. Sunday through Thursday.
- 15. For all events with amplified music the Petitioner shall monitor noise with remote sound monitors at the property line and/or in the neighborhood throughout those outdoor events with amplified music.
- 16. This ordinance shall be valid for eighteen (18) months from the date of Village Board approval at which time the Petitioner shall have the right to apply for an extension.
- 17. Tailgating shall cease once the indoor event starts.

Section 2 That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3 That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 3rd day of December, 2007

APPROVED THIS 3rd day of December, 2007

VOTE	A YE	N AY
Trustee Mills	<u>X</u>	___
Trustee Collins	<u>X</u>	___
Trustee Kincaid	<u>X</u>	___
Trustee Green	<u>X</u>	___
Trustee Newell	<u>X</u>	___
Trustee Pilafas	<u>X</u>	___

APPROVED

William D. McLeod  
Village President

ATTEST:

Bruce Romanoff  
Village Clerk

Published in pamphlet form this 5th day of December, 2007

EXHIBIT "A"

LEGAL DESCRIPTION

P I N s 01-32-302-019, 01-32-302-021, 06-04-200-003

LOT 4A5E (PARCEL 13) AND PART OF LOT 4A5G (PARCEL 14) IN THE FINAL PLAT OF RE-SUBDIVISION OF LOT 4A5 IN PRAIRIE STONE RE-SUBDIVISION

ALL OF LOT 4A5E TOGETHER WITH THAT PART OF LOT 4A5G IN THE FINAL PLAT OF RESUBDIVISION OF LOT 4A5 IN PRAIRIE STONE OF LOT 4A5 IN THE RESUBDIVISION OF LOTS 4A AND 4D IN THE RESUBDIVISION OF LOT 4 IN SEARS BUSINESS PARK, BEING A RESUBDIVISION OF PART OF SECTIONS 31 AND 32, TOWNSHIP 42 NORTH, AND SECTION 4, TOWNSHIP 41 NORTH, BOTH IN RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 11, 1996 AS DOCUMENT NUMBER 96779195, DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY SOUTHEAST CORNER OF SAID LOT 4A5G, THENCE WESTERLY ALONG THE SOUTH LINE OF SAID LOT 4A5G THE FOLLOWING FIVE (5) COURSES AND DISTANCES. 1) NORTH 89 DEGREES 43 MINUTES 22 SECONDS WEST, 221.20 FEET, 2) NORTH 00 DEGREES 16 MINUTES 38 SECONDS EAST, 60.01 FEET, 3) NORTH 89 DEGREES 41 MINUTES 27 SECONDS WEST, 325.43 FEET, 4) NORTH 85 DEGREES 21 MINUTES 24 SECONDS WEST, 300.88 FEET, 5) NORTH 85 DEGREES 27 MINUTES 21 SECONDS WEST, 81.80 FEET, THENCE NORTH 00 DEGREES 00 MINUTES 14 SECONDS WEST, 770.48 FEET TO THE NORTH LINE OF SAID LOT 4A5G, ALSO BEING THE SOUTH LINE OF HERETOFORE DEDICATED PRAIRIE STONE PARKWAY PER PLAT OF DEDICATION RECORDED SEPTEMBER 30, 1993 AS DOCUMENT NUMBER 93783210, THENCE EASTERLY ALONG SAID SOUTH LINE OF HERETOFORE DEDICATED PRAIRIE STONE PARKWAY, BEING AN ARC OF A CURVE CONCAVE TO THE NORTH AND NON-TANGENT TO THE LAST DESCRIBED LINE, HAVING A RADIUS OF 2460.00 FEET, HAVING A CHORD BEARING OF NORTH 78 DEGREES 45 MINUTES 28 SECONDS EAST, 529.33 FEET TO THE EASTERLY LINE OF SAID LOT 4A5G, SAID LINE ALSO BEING THE WESTERLY AND NORTHERLY LINE OF HERETOFORE DEDICATED COLUMBINE BOULEVARD PER PLAT OF DEDICATION RECORDED SEPTEMBER 26, 1996 AS DOCUMENT NUMBER 96736184, THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF LOT 4A5G THE FOLLOWING EIGHT (8) COURSES AND DISTANCES, 1) SOUTH 67 DEGREES 41 MINUTES 13 SECONDS EAST, 46.55 FEET, 2) SOUTH 27 DEGREES 33 MINUTES 22 SECONDS EAST, 176.74 FEET TO A POINT OF CURVATURE, 3) ALONG AN ARC OF A CURVE CONCAVE TO THE NORTHEAST, HAVING A RADIUS OF 949.62 FEET, HAVING A CHORD BEARING OF SOUTH 41 DEGREES 33 MINUTES 45 SECONDS EAST, 464.28 FEET TO A POINT OF TANGENCY, 4) SOUTH 55 DEGREES 34 MINUTES 07 SECONDS EAST, 5.45 FEET, 5) SOUTH 34 DEGREES 25 MINUTES 53 SECONDS WEST, 234.66 FEET, 6) SOUTH 00 DEGREES 16 MINUTES 38 SECONDS WEST, 191.73 FEET, 7) SOUTH 89 DEGREES 41 MINUTES 27 SECONDS EAST, 127.80 FEET, 8) SOUTH 17 DEGREES 28 MINUTES 43 SECONDS WEST, 62.69 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS



## NOVEMBER 2007 REQUEST

### Sears Centre Outdoor Event and Tailgating Request Summary

The Sears Centre management seeks to expand the functions of the arena to provide more flexibility in the types of events that can be scheduled, and to enhance the experience for customers visiting certain events by allowing gatherings to occur outside the arena prior to events.

There are two distinct parts to the on-going request. First, Sears Centre requests approval to allow "tailgating" to occur within a designated area (south east corner of the West Lot) prior to events. And second, Sears Centre requests approval to hold periodic events outside of the venue on the Sears Centre property.

We have discussed several original Village approvals included in various conditions, which do not allow outdoor activities, and Sears Centre requests Site Plan and Special Use amendment approval to modify the following conditions so as to allow the outdoor events further detailed in this memorandum:

#### Amend Site Plan Conditions –

Delete #12 – All events shall be operated entirely within the building.

#### Amend Special Use conditions (Ordinance 3736-2005)

Delete #12 – All events shall be operated entirely within the building.

Delete #17 – The petitioner shall not allow the preparation of food in the parking lots.

#### Amend Site Plan –

The attached revised site plan delineates the area(s) that could be used for outdoor events. The plan identifies specific drive aisles and fire lanes that will always be kept clear.

Sears Centre would hire private security to patrol and protect the general public as deemed necessary by the nature of the event, anticipated attendance for the event, and within the existing policy of the Sears Centre for crowd management and safety.

Sears Centre would request that it's contracted caterer, Levy Sports & Entertainment, be given license to prepare, cook, sell, and distribute food and beverages, including alcohol, at any and all events held outside of the venue proper. Sears Centre would also request that its management be



allowed to determine whether or not alcohol sales would be appropriate based on the nature of the actual event being held outside its venue.

Sears Centre readily agrees that proper litter and waste containers would be stationed throughout the area(s) being used for outside activities, and constant monitoring during the event, along with proper clean-up after the event would be the responsibility of Sears Centre staff at no cost to the Village.

Sears Centre staff would work in conjunction with Village Police and Fire command to determine avenues of access for safety and emergency access.

Sears Centre requests that all parking lots under its control be allowed to be closed and utilized according to needs of the event. Sears Centre would make provisional requests prior to each event needing street closure.

Sears Centre would also consider tandem and conjunctive use of the actual venue when necessary for larger events, and during all events have at the disposal of Police and Fire, its security and First Aid areas. Also, Sears Centre would consider the needs for public restrooms and either allows building access for such usage, or request placement of standard portable restrooms at specific locations in the outside area of usage.

### Outdoor Events

We have attached a modified site plan that incorporates various usage proposals such as Tailgating, Plaza Parties, Festival locations, etc. Naturally, each event proposed will have specific and individual space requirements and location needs including setup, parking, power, and public access. We would propose submitting a site plan prior to each proposed event that would be more specific to that actual event, and detailing all aspect of concern described herein.

Sears Centre will make every effort to control noise levels so as not to interfere with any POA businesses, public traffic, or residential usage and will comply with all applicable laws. It is not the intention of Sears Centre to present any event that would have any dramatic noise impact on the surrounding property whatsoever. Should consideration for larger events such as professional carnivals, festivals, or displays that would constitute additional concern over noise "pollution", Sears Centre would present a plan of action for noise control specific to the event along with the event request.

Sears Centre will continue to work with Jam USA in reviewing any program scheduling that might have significant impact. In such cases where there might be duplicate events scheduled,



Sears Centre would most likely shift its event to the East parking lot thereby allowing parking as needed for the Amphitheatre event.

The following list will offer a snapshot of the kinds of events Sears Centre is considering:

Tailgating at all home games for the Chicago Storm, Chicago Slaughter, and Chicago Shamrox at weather permits, with associated sponsorship presence, and venue participation through portable F&B stations provided by Levy, and associated team merchandise. This type of event is typically ready to go up to three hours prior to doors opening to the public, and offers an opportunity for the venue and the team to capture additional revenue on game days while encouraging patrons to arrive early to share in the pre-game excitement and alleviate some of the traffic and parking burden;

Community and civic organizational festivals akin to "The Taste Of Chicago" by promoting "A Taste of Hoffman Estates" or incorporating our eventual new marketing "name" for the Entertainment District, holiday celebrations such as Memorial Day, 4<sup>th</sup> of July, June Jams, Arts and Crafts / City Stage Festivals that might even extend over a weekend;

The Chamber of Commerce of Hoffman Estates annually hosts a "Business under the Big Top" in the shopping center parking lot east of Barrington Road, on Rt. 72. Their space is limited, and allowing this event to be hosted on Sears Centre property could offer opportunities for event growth, while Sears Centre could also partner the event and lend additional excitement by producing an associated carnival / festival that would tie-in with the theme of the Chamber's event;

Drive-in theatre nights which could be planned on a regular basis over the summer months and might incorporate film festivals featuring local film producers in association with local arts organizations;

Catering for events such as graduating parties, weddings, birthdays, etc. being held in the venue by usage of tents or other temporary enclosures;

Swap Meets, Car Shows, Auto Dealership Summer Promotions, Rib fests, Preseason "Meet The Teams", "Wolff's Flea Market" type events, are all popular summer time events where the community loves to gather outside and would offer Sears Centre the opportunity for new exposure to people who may never have been on the property;

Sears Centre would like to host a Safety Fair featuring the Village Police, Fire, and Rescue personnel and equipment. This event could easily grow into both outside and venue usage



providing the various organizations properly budget to allow for staff time and equipment demonstration;

Gus Macker Basketball and the annual touring "And One" events are always great draws for local communities and could be incorporated in both the outside lots and the venue for conclusion events;

Sears Centre management has extensive experience in producing small and large scale community festivals such as "City Stage" and "Fun Fourth in Old Greensborough" and World's Largest Block Party or River View / Scape events. An event such as this could incorporate the entire community of Hoffman Estates, bring local attention to the venue, offer public awareness of all members of the POA, and help launch the efforts of the Entertainment District marking efforts.

#### Possible Conditions

Prior to any outdoor event, the Village staff will be notified and a basic site plan will be provided to show what areas of the site will be used and how vehicular access and circulation will be managed. Sears Centre agrees that this should be standard operating procedure, and this report should also include anticipated parking demands and management.

#### Possible Outdoor Events

Following is a list of possible events: Vehicle shows (not including motor sports with operable vehicles), animal events such as circus, dog or horse agility contests, etc.; skateboarding, biking, skiing or other active sports events; flea markets; gun shows; possible events co-sponsored with other Prairie Stone partners such as Cabela's for certain restrictions to be lifted for animals, motorized vehicles and other outdoor sporting activities.

Naturally, any event planned and produced by Sears Centre or an outside promoter / producer will be subject to the appropriate permitting and shall adhere to all applicable regulations and Village code.



Sample Site Plan

Tailgate Area/Family Fun Zone

Food & Beverage Vendors

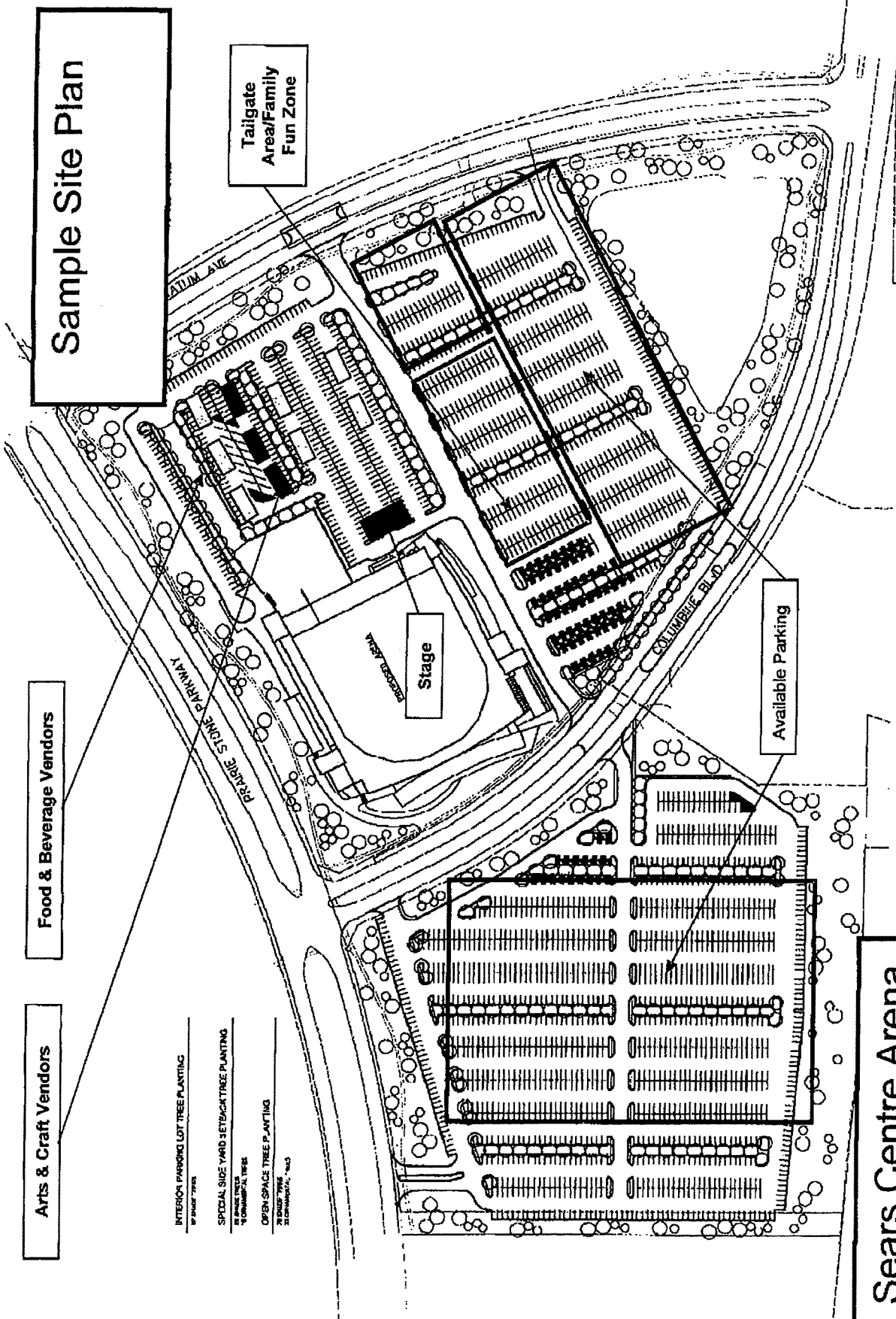
Arts & Craft Vendors

Stage

Available Parking

Sears Centre Arena

- INTERIOR PARKING LOT TREE PLANTING  
BY 2008/07/05
- SPECIAL SIZE YARD SETBACK/TREE PLANTING  
BY 2008/07/05
- OPEN SPACE TREE PLANTING  
BY 2008/07/05



SCALE  
0 10 20 30 40 50 60 70 80 90 100  
1" = 100'

PROJECT NUMBER: 08-001  
PROJECT NAME: SEARS CENTRE ARENA  
DATE: 08/05/08

DESIGNED BY  
HATCHWOODS  
DESIGN GROUP

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB2

**SUBJECT:** Request by the Hoffman Estates Park District for site plan amendment approval for a governmental land use for a parking lot expansion at Cottonwood Park

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *P6*

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**REQUEST:** Request by the Hoffman Estates Park District for site plan amendment approval for a governmental land use for a parking lot expansion at Cottonwood Park.

**BACKGROUND:** The Hoffman Estates Park District is requesting approval to add onto the existing parking lot at Cottonwood Park that is located off Parkview Circle.

As a part of the Park District's capital development plan, the parking lot at Cottonwood Park was slated to be resurfaced in 2009. On December 4, 2008, the Park District held a neighborhood meeting to make the surrounding residents aware of the proposed parking lot resurfacing and one of the main concerns voiced was the need for additional off-street parking to facilitate the programming of the two existing fields. Based on the parking concerns voiced at that meeting, the Park District is now proposing to add onto the existing parking lot to go along with the resurfacing of the lot.

Under Section 10-1-2-B-2 of the Subdivision Code, this project requires Planning, Building and Zoning Committee review because Subdivision Code waivers are requested.

**DISCUSSION:**

***Site Plan***

The existing parking lot has 36 parking spaces and the addition would add 17 spaces, for a total of 53 spaces with 3 handicap spaces. The additional parking area will be added to the end of the existing parking lot to the northeast.

The existing parking lot does not meet current Village code requirements for parking lot design. Specifically, there are no curb and gutters, no curbed landscape islands, and concrete wheel stops are used (which are prohibited). For this parking lot expansion, the Park District is proposing to match the existing design. Technically, with the parking lot expansion, the Municipal Code requires the entire existing lot to be retrofitted with curb and gutter, as well as the new area. This design change would also require additional drainage improvements, possibly including a storm sewer system. This change would substantially increase the project cost and would impact the Park District's ability to expand the parking lot to address residents concerns.

**DISCUSSION:** (Continued)

Since curb and gutter will not be added to this parking lot, wheel stops will be installed to deter vehicles from driving onto the grass in the park. The use of wheel stops along the driveway and landscape islands presents a potential maintenance problem in that the wheel stops may be hit during snow removal or grass cutting. Also, as time passes, the wheel stops may begin to deteriorate. The Park District will be responsible for maintaining the wheel stops.

***Parking Demand***

When the soccer fields in Cottonwood Park are being utilized, park users have parked on the adjacent Parkview Circle when the parking lot is full. To reduce the number of vehicles parking on the adjacent street and based on the concerns raised by neighbors at the December 4, 2008, meeting, the Park District decided to expand the parking lot. In addition to the parking lot expansion, the Park District has agreed to also limit programming to only one soccer field at a time to help reduce the impact of parking on the neighborhood streets.

***Engineering***

No new watermain or sewer mains will be installed or moved for this project. A new 4" underdrain pipe will be installed under the new parking lot to help drain the playground area to the creek on the south side of the park. The Director of Engineering has reviewed the grading plans and is satisfied the design will properly drain.

**RECOMMENDATION:**

Approval of a request by the Hoffman Estates Park District for a site plan amendment for a governmental land use for a parking lot expansion at Cottonwood Park, subject to the following conditions:

1. Due to existing non-conforming conditions at Cottonwood Park, a parking lot expansion is permitted with the following waivers to the Subdivision Code:
  - a. Section 10-5-2-A-3 to allow the use of wheel stops on the site and to not require curb and gutter around the parking lot and entrance drive.
  - b. Section 10-4-4-C-1-g that requires all landscape improvements adjacent to pavement to be protected by concrete curbs. Curb and gutter will not be installed around the landscape islands.
  - c. Section 10-4-4-C-2-b to permit landscape islands to be further away than 15 spaces apart.


**Attachments**

cc: Plan Commission Members  
Zoning Board of Appeals Members  
Dean Bostrom (Hoffman Estates Park District)  
Gary Buczkowski (Hoffman Estates Park District)

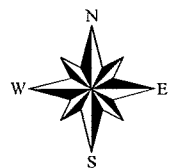
# Cottonwood Park



100 50 0 100 Feet

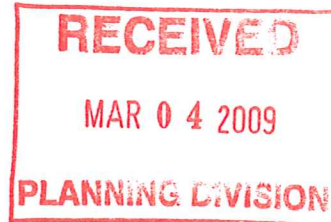


Department of Development Services  
Planning Division  
March 2009



# Cottonwood Park





TO: Hoffman Estates Village Planning Department  
FROM: Gary Buczkowski, Director of Planning & Development  
RE: Cottonwood Park Parking Lot Improvements 2009  
DATE: February 23, 2009

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**Background**

Cottonwood Park has been utilized as a soccer game site since the mid 1990's. Two regulation fields (210' x 360' ft +/-) are located at this site and utilized for in-house and travel league games. The park currently provides 36 off-street parking spaces and one handicapped space. This parking lot also supports any drive up use of the existing playground.

As part of the district's capital development plan, Cottonwood Park was slated to be resurfaced in 2009. In an effort to inform local Cottonwood residents of the district's plans for resurfacing, the Hoffman Estates Park District staff held a public meeting on December 4, 2008. A total of six families were represented at that meeting. One additional individual contacted the district by phone prior to the meeting to voice concerns. The overwhelming issue brought forward was the need for additional off-street parking to facilitate the programming of the two existing fields. Attached is summary prepared by the Recreation staff from the comments made by the public in attendance.

**Implications**

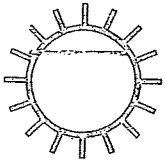
Based on public comment, the Hoffman Estates Park District is proposing to expand the existing parking lot to accommodate an additional 16 spaces plus one handicapped space. Based on comments from the Village Planning staff, the required number of handicapped spaces at this location is three.

The proposed parking count is as follows:

Existing parking surface	= 36 reduced to 34 + 2 HC
New parking surface	<u>16 + 1 HC</u>
TOTAL SPACE AVAILABLE AS A RESULT OF PROJECT	50 + 3 HC

The proposed parking lot expansion will be accomplished by the creation of a new surface to the northeast of the existing double loaded lot. Two landscape islands adjacent to a 24 foot-wide drive will help facilitate a slight jog in orientation of the proposed new parking surface. The existing concrete wheel stops will be replaced on the existing parking and drive surfaces. Concrete wheel stops will be installed on the proposed expanded parking surface. The new parking lot area will help to reduce the on street parking situation at this park site.

This plan calls for all work on this parking lot project to be completed by July 1, 2009.



HOFFMAN ESTATES  
PARK DISTRICT



1685 W. HIGGINS, HOFFMAN ESTATES, IL 60169-2998 • (847) 885-7500  
FAX (847) 885-7523

December 18, 2008

RE: Public Hearing Cottonwood Park

Dear:

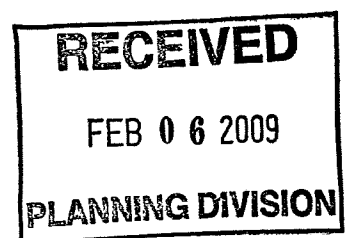
On behalf of the Hoffman Estates Park District, I want to thank you for your attendance at the Public Hearing held on December 4, 2008.

Your comments, along with those made by your neighbors, has helped to formulate the plans for programming and expansion of the existing parking lot. In particular, recreation programming staff has agreed at this time to limit rentals to only one field at any given time. This will help reduce the impact of participant parking on neighborhood streets. In addition, the park district is going to move forward with the construction of additional parking spaces. With this addition, the district will provide for 59 off-street parking spaces of which 2 are designated for handicap parking. Plans call for this work to begin in late spring and be completed by the end of summer 2009. Should you have any questions or further comments about this project or programming, please do not hesitate to call me at 847-561-2172.

Sincerely,

Gary Buczkowski  
Director Planning and Development

Cc Tony LaFrener, Deputy Director  
Dean Bostrom, Executive Director



COTTONWOOD PARK TRAFFIC MTO

12/4/08

Call @ JOAN GERBA 12/4/08

2067 Parkview Cir.

447.56.9693

20 NOT ENOUGH  
TRESPASSING  
BLOCKING FIRE +  
DENY WAY  
HAS CALLED POLICE  
PARTIAL. CAME UP TO DR GARLAND  
NO TRESPASSING SIGN ASST

• Shaza Adis

2058 PARK VIEW  
CIRCLE EAST

JIM RAMBERT 2027 PARKVIEW C.E @ Judy  
KEVIN FARMER 2003 PARKVIEW CIRCLE EAST

Denise Armour + Lee Capra -  
2061 E Parkview Cir.

David + Eileen Farr  
2047 Parkview Circle East

08-260



Cottonwood Meeting Notes  
December 4, 2008

The following bullet points outline the comments mentioned by residents in our meeting regarding expanding the parking lot at Cottonwood.

- The group felt that the volume of customers utilizing the fields in 2008 created the following issues:
  - Parking congestion
  - Trespassing issues
  - Garbage receptacles being too small to accommodate waste.
  - Safety issues
  - Unauthorized food vendors selling product.
  - Overall traffic flow issues on streets involved.
  
- The group felt that potential solutions to the above mentioned issues could include:
  - Allowing for programming of one official game at a time on the weekend.
  - Utilize park district programming staff to stop by and check in more often on weekends.
  - Charge more for field to allow for additional revenue but fewer renters.
  - Have park independent security company check on fields more often.
  - Notify renters of both the expectations of proper conduct as well as the result if this level of conduct is not adhered to.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB3

**SUBJECT:** Request by the Hoffman Estates Park District for site plan approval for a governmental land use for Canterbury Fields Park

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta 

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**REQUEST:** Request by the Hoffman Estates Park District for site plan approval for a governmental land use for a new park with a parking lot, open air shelter, restroom building, cricket, and soccer fields at Canterbury Fields Park.

**BACKGROUND:** The Hoffman Estates Park District is requesting approval to construct a parking lot and landscaping in Canterbury Fields Park. Canterbury Fields Park is a 10 acre undeveloped park that was originally dedicated with the University Place development in 2000. The park was originally proposed to be developed as an adult softball complex with three softball fields with exterior lighting, off-street parking, a restroom/concession stand, playground, and basketball court. This plan utilized additional land from the development to the west and leased land from Commonwealth Edison to the north. The land to the west became unavailable because the land was annexed by the City of Elgin, so one of the softball fields had to be eliminated. Due to the reduction in the number of softball fields and competition from nearby softball complexes, the project became unfeasible.

Due to an increased need for soccer fields and a new need expressed for cricket, the Park District is now proposing two soccer fields and a cricket pitch with the associated parking lot, open air shelter, restroom building, and landscaping on this site. Exterior lighting may be added in the future.

In July 2006, the Park District obtained approval from the Village Board to complete mass grading and install storm sewers on the site. The storm sewers were installed and the property was graded and seeded for the eventual soccer fields and cricket pitch.

On February 18, 2009, the Park District held a neighborhood meeting to make the surrounding residents aware of the proposed park project. According to the minutes of that meeting (attached), the neighbors expressed concern about the restroom location and its proximity to the south property line, the location of the proposed playground, and a possible fence along the south property line.

**BACKGROUND:** (Continued)

Canterbury Fields Park is designated as a community park, according to the Park District and the regulations of the Subdivision Code. Because the plans for this park will not meet the Subdivision Code requirements for parking lots, the request must be considered by the Planning, Building & Zoning Committee and ultimately the Village Board.

**DISCUSSION:*****Site Plan***

Canterbury Fields Park will consist of two soccer fields and a cricket pitch. There will also be a 184 space parking lot, a restroom building, and playground area. Initially, the Park District plans to construct the parking lot and a portion of the landscaping on the site. It is hoped that the seeding of the fields that was completed in 2006 will be ready for the 2009 season. The restrooms and playground will be installed at a later date.

The parking lot is proposed on the west side of the site and will be accessed by the existing Maureen Drive. The Park District is proposing to install curb and gutter around the entire parking lot. This request includes a proposed waiver to not install parking row end islands or islands in the center of the parking lot rows. By not including interior curbed islands, the Park District will reserve the flexibility to use the paved area for community events or activities without having islands or trees as obstacles to the event. The Park District is not proposing activities or events at this time. There will be sidewalk connections from the proposed handicap spaces to the existing Maureen Drive sidewalks.

The Park District is not proposing a gate at the parking lot entrance at this time. In the event that a gate is deemed necessary in the future by the Park District itself or due to resident complaints of vehicles in the park after hours, the Park District will then install a gate.

***Landscaping***

The Park District is requesting a waiver from the Subdivision Code to not install landscape islands in the parking lot. Based on the number of parking islands that are required in the parking lot, 25 shade trees would be required in the landscape islands and in the corners of the parking lot. The Park District proposes to plant three trees in the corners of the parking lot and one tree at the Maureen Drive entrance. The remaining 21 parking lot trees that are required are proposed to be planted elsewhere on the park site, rather than in the lot. These trees are particularly located in areas that will enhance the parking lot and the buffer to existing residential properties.

Along the south property line, a landscape buffer will be created with shade trees, ornamental trees, evergreen trees, and shrubs adjacent to the existing Canterbury Fields townhomes. This landscape buffer will be adjacent to the already established landscape buffer and berms for the Canterbury Fields subdivision. According to the Park District, the amount of landscaping that will be planted during this phase will depend on how much money is available after constructing the parking lot. If the landscaping is not completed during the first phase, the Park District has stated that they will make every effort to include the necessary funding to complete the landscaping as a part of its 2010 funding. A condition of approval has been added regarding any incomplete landscaping.

**DISCUSSION: (Continued)*****Restroom Building***

The site plan shows a restroom building on the south side of the property adjacent to the parking lot. The Park District is not proposing to construct the restroom building at this time. The specific location and design of the building has not yet been determined. The final location and design of the building will be subject to field conditions and input from the neighborhood and administrative review by the Village.

The park property is zoned R-1 (One Family Residential). According the R-1 District requirements, for uses other than dwelling units, the minimum rear yard setback shall be prescribed by the Village Board, however, the Subdivision Code dictates that for governmental land use buildings adjacent to residential property, the minimum landscape buffer shall be 30 feet. The minimum rear yard setback for the dwelling units in the Canterbury Fields subdivision is 25 feet. The 30 foot setback requirement along the south property line would be consistent with the location of the dwellings in the Canterbury Fields subdivision. A condition of approval regarding the setback of the restroom building has been applied.

***Playground***

The site plan shows a playground separated by an 8 foot wide asphalt path. The path divides the playground into two separate playgrounds - one for children ages 3-5 and the other for children ages 5-12. The exact location of the playground still has not been determined. In addition, the Park District is currently exploring a path connection with the Beacon Pointe subdivision to the east across the Commonwealth Edison property. If this occurs, the Park District may construct a playground at Beacon Point Wetlands Park instead of in Canterbury Fields Park.

***Fence***

The Park District may or may not construct a fence on the south side of the property. The required buffering on this property will be addressed with landscaping. At the February 18, neighborhood meeting, residents expressed concern about a fence between the homes and the park. There was discussion about the type of fence and the location of the fence. The Park District informed the neighbors that they would hold another public meeting and provide more specifics on a fence if one will be installed. Any proposed fence will be reviewed for code compliance as part of the building permit process.

***Parking Demand***

The programming of fields on this site will be the main determiner of parking demand. As proposed, the two soccer fields can each accommodate 11 players per team. The cricket pitch (if not in use) could be divided up into two additional soccer fields that could accommodate 9 players per team. The maximum configuration for soccer would be two games of 11 vs. 11 and two games of 9 vs. 9. Based on experience, the Park District estimates 45 parking spaces for each 11 vs. 11 game, therefore, it concludes that for four soccer games being held at once, the proposed parking would be adequate.

Cricket is played with 11 players per team and the games last 4 or 6 hours long. Due to the length of the games, the number of spectators for a cricket game is less than that for a soccer game, which lasts about an hour and a half. If cricket were programmed at the same time as soccer, the park would consist of two 11 vs. 11 soccer games and one cricket game at any one time. The Park District concludes that the parking requirement for these three activities would be 135 vehicles or less, well within the capacity of the proposed parking lot.

**BACKGROUND:** (Continued)***Maureen Drive Design***

When the Canterbury Field subdivision was initially designed, it was anticipated that the site in question would become a regional park, therefore, Maureen Drive (the entrance to the park site) was designed to handle a higher level of traffic than a typical minor residential street. To achieve this, the road was designed with curves to provide speed control measures to attain a consistent operating speed. The curves have a 20-25 mile per hour design speed (based on accepted engineering standards) and are long enough to have an impact on driver speeds. To support the road alignment, the road design includes a meandering public sidewalk and berms and landscape masses at key points so it appears that the road naturally curves around these features. Also, no individual unit driveways connect to Maureen Drive. The common driveways only connect to Maureen Drive, reducing the amount of vehicular conflicts. When compared to a straight design, the alignment provides better speed control and reduces impacts on adjacent residents.

***Lighting***

The project narrative describes the programming of this park to be from 7:00 a.m. to sunset during the spring, summer, and fall. Parking lot lighting is not proposed because the park is intended to be closed at sunset. The Park District has no specific plans at this time for lighting in this park, but if a need is identified in the future, the Park District would be required to submit lighting information to the Village for review and approval.

***Engineering***

As mentioned above, the mass grading and storm sewer installation has already occurred on this site. The storm sewer connects into the storm sewer main in the Canterbury Fields subdivision. The grading of the parking lot will be designed to drain to the existing storm sewer inlets. Detention has already been provided in the existing large detention basin at the northwest corner of Shoe Factory Road and Maureen Drive.

**RECOMMENDATION:**

Approval of a request by the Hoffman Estates Park District for site plan approval for a governmental land use for a new park with a parking lot, open air shelter, restroom building, cricket, and soccer fields at Canterbury Fields Park, subject to the following conditions:

1. A waiver is hereby granted to Section 10-4-4-C-2-b, which requires landscape islands with shade trees at the end of all parking rows and requires that they be located such that the largest length of parking shall not exceed 15 spaces without the inclusion of a landscape parking island. The Park District is proposing to not install landscape islands or shade trees in the parking lot. In lieu of parking lot trees, the Park District shall install an equal number of trees (21) adjacent to the parking lot and along the south landscape buffer.
2. A waiver is hereby granted to Section 10-5-2-A-3, which requires that all parking aisle end islands be provided with a concrete barrier curb. The Park District is proposing no parking row end islands in the parking lot.

**RECOMMENDATION:** (Continued)

3. The landscaping proposed on the south side of the parking lot shall be planted first on the site. All landscaping proposed for the site shall be planted by the end of 2010, in accordance with the landscape plan.
4. The final restroom building location shall be subject to the Village administrative approval process. The building shall be located a minimum of 30 feet from the south property line.
5. Any exterior lighting proposed for the fields or parking lot shall be subject to review and approval by the Village.

Attachments

cc: Plan Commission Members  
Zoning Board of Appeals Members  
Dean Bostrom (Hoffman Estates Park District)  
Gary Buczkowski (Hoffman Estates Park District)

# Canterbury Fields Park



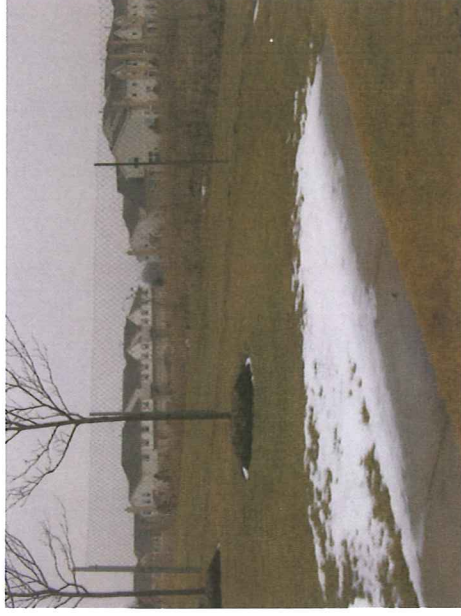
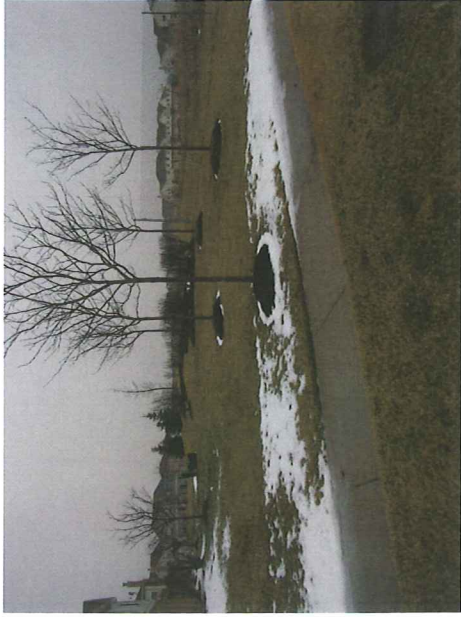
--- Village Boundary

▭ Parcel Lines

1 inch = 275 feet

# Canterbury Fields Park

(Adjacent Berm viewed from Maureen Drive looking east and west)





**TO: The Village Planning Department**  
**FROM: Gary Buczkowski, Director of Planning and Development**  
**RE: Canterbury Fields Park Narrative**  
**DATE: February 23, 2009**

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### **Background**

This park project was originally presented and accepted by the Village as part of the University Place parcel 10 projects back in September of 2000. At that time the park was identified as "West Hoffman Athletic Fields" and was presented at the time when Ryland Homes was making their presentation for the development to the south of the park site. The original land use plan for the park site was to develop it into an adult softball complex consisting of three large ball fields. In addition, off street parking, restroom/concession stand, playground and basketball court were planned for the project. The land use plan as presented took into account the availability of additional land from the development to the west and leased land from Commonwealth Edison to the north.

Unfortunately the land to the west was never annexed to the Village and the developer was forced to provide parkland to the Elgin Recreation Department instead of the Hoffman Estates Park District. This resulted in the elimination of one of the three fields. Based on the need to program 10- 12 teams per league at one location, the loss of the one field no longer made the concept of the development of an adult complex feasible. In addition, the completion of the Olympic Park complex in Schaumburg made the adult complex proposal even less viable. Plans for the site were put on the back burner.

In 2003 the park district began work on a new indoor ice arena project to be located on Higgins Road. At the same time the park district wanted to make improvements to Eisenhower Park which was constructed in a low area on unsuitable soils. Eisenhower Park at that time was being utilized by the school and by a group of individuals interested in playing the game of Cricket. The school requested that the park be considered for providing more consistent playing conditions and that a running track be constructed for use by the students and public at large. Approximately 16,000 cubic yards of clay was exported to the Eisenhower site from the ice arena site. This exported material was used to improve the site and drainage. One of the programming casualties of the Eisenhower improvement plan was the loss of available space for Cricket play at Eisenhower. In an effort to accommodate the interests of the cricket players, the park district made a commitment to develop a Cricket Pitch on the parcel 10 property now called Canterbury Fields Park. At the same time the district was dealing with the loss of the soccer game space available in the forest preserve north of Central Avenue. This loss of space put an additional burden on existing park field resources.



In the fall of 2005, the park district decided to revamp the land use plan for the Canterbury Fields site to include two regulation soccer fields and one Cricket Pitch. The Cricket Pitch would be designed to allow for two mid sized soccer fields to be used when the game of cricket was not being programmed. At same time the Ryland residential development to the south was nearing completion and the need to complete the park site was becoming an issue. Plans for the Cricket Pitch and soccer field development were presented to Village staff as part of Ryland's final closeout plan.

During the summer of 2005 the park district finally executed a lease with Commonwealth Edison for the needed additional five acres to the north of the ten acre site. With lease for the Commonwealth Edison property in the park district's hands, Ryland's contractors completed earthwork on the park site prior to the snows of winter 2006-2007.

In the spring of 2007 the park district contracted with an outside contractor to have the fifteen acre site fine graded and seeded. That seed was allowed to germinate and mature to the point where public use should be possible as early as the summer of 2009.

### **Implications**

With the potential for use of this site sometime in 2009 the district is now making plans for development of the off street parking lot. Plans call for a 184 space parking lot with six of those spaces committed as handicapped spaces. This proposed parking lot will be located just north of Maureen Drive and will be constructed of asphalt. Concrete curb will boarder the entire parking lot surface. In an effort to conserve on space, no interior concrete landscape islands are planned for this project but rather the end caps will be painted with a cross line pattern at the ends of each parking row. This configuration has proven to be appropriate at other parking facilities within Hoffman Estates and surrounding communities. The twenty one deciduous trees which would have been typically planted in the interior islands have been located around the perimeter of the parking lot. The professional opinion is that these 25 trees located in areas of greater green space will mature faster and with less effort than if planted in the typical parking lot islands. The deciduous trees placed around the perimeter of the parking lot will provide the adjacent residents with substantially more buffer from the parking lot than if the trees were planted within the islands. Another advantage of not constructing the islands is the ability to program the lot for community events without the obstruction the islands typically impose on such events.

Six handicapped spaces will be constructed on the south east corner of the lot according to Village specification. A five foot wide concrete sidewalk will connect these spaces to the village sidewalks on Maureen Drive. Funding for the parking lot pavement improvements has been made part of the district's 2009 capital

improvement plan. In addition to the parking lot and the 25 trees to be planted around the parking lot the district will install the planned plantings along the south property line. All of this material will be planted on park district property and will help to create a vegetative buffer for the benefit of the residents to the south.

### **Site programming**

In so far as the Hoffman Estates Park District is a separate governmental body, specific use of this site may be altered in the future by direction of the Park Board of Commissioners in the best interest of the constituents they serve. With that being said, the current plans for the use of this site are to facilitate games around the sport of soccer and cricket. Activities related to these sports could be facilitated at this site from 7am to sunset each day during spring summer and fall. At this time it is proposed that this site be closed to the public after sunset each day. While sports lighting of fields and the parking lot was previously approved, it is not part of this phase for consideration. If and when such a need is identified, final plans for lighting the facility will be presented at the appropriate time for review and approval by the village.

#### *Specific programming uses: Soccer*

Programming of soccer at this site will involve both practice and game situations. Both in-house and travel play will be part of the program. Soccer game team size may be programmed as 5v5, 7v7, 9v9, or 11v11. Field sizing shall be appropriately laid out according to team size. Given the available area for soccer and the largest team configurations, the maximum configuration for soccer would be two games of 11v11 and two games 9v9 at any one given time. Assuming the parking requirement of 45 spaces for each 11v11 game, the total parking requirement would be met in the proposed lot of 184 spaces. The 45 space standard assumes availability of space for back to back games. Game durations vary from 40 minutes for 5v5 to one and one half hour for regulation 11v11 games.

#### *Specific programming uses: Cricket*

Programming of cricket at this site will be primarily facilitated by an outside district league primarily involving adults. Efforts to establish youth participation in the sport is one of the goals of the park district and the league organizers. Played with 11 players on a team, cricket is played in this area in either four or six hour games. Unlike soccer the need for substitutes is not a factor in calculating the amount of potential participants and the amount of spectators is also less than soccer due to the length of the game. Based on experience with programming at Eisenhower and discussions with Sohail Bari, President of the American Cricket Conference, the typical game should not generate any more than twenty vehicles per game. Given the length of each game, one to two games per day would be typically programmed either on Saturday or Sunday afternoons.

If Cricket were to be programmed at the same time as soccer the park utilization would consist of two 11v11 soccer games and one cricket game at any one time. The parking requirement for these three activities would be 135 vehicles or less. Well with the capacity of the parking facilities.

### **Future Park Plans**

Once the district begins to program the Canterbury Fields site it may be necessary to construct some kind of permanent fence along the south property line. The district may be in a position to pursue this as soon as the 2010 budget cycle.

In addition to the possible future lighting of fields (as mentioned above), future plans call for the construction of a permanent restroom facility on the site. Based on recent community comment the proposed restroom facility has been move to the east approximately 25 feet. In this new location the building is no longer directly behind the backside of any residence (patio side). The original proposed large structure has been reduced in foot print size by creating a separate open air structure. This open air structure will be located west of the new proposed restroom facility. Both planned structures are no less than 49 feet from the south property line. Additional evergreens will be planted south of the buildings on the south property line. These plantings have been made possible by some of the savings realized by not installing the inner islands in the parking lot.

Until such time as permanent restroom facility is built, portable toilet units will be located just north of the handi cap parking area off the five foot concrete walk. . These units will be located just north of the furthest north handicapped space off the concrete walk.

Future plans call for the construction of a playground at this site. This playground would be located between the Shelter and the parking lot and will be designed for children ages 2-5yrs and 5-12yrs. The district is currently exploring the possibility of linking the Canterbury Fields site to the Beacon Point subdivision via an asphalt path under CE transmission lines to the east. If this were to occur, the district may consider constructing the playground at the Beacon Point Wetlands Park to the east. If constructed in this location the playground would serve both the Canterbury Fields and Beacon Point subdivisions.

In closing, The Hoffman Estates Park District remains committed in identifying and addressing the concerns of our many neighbors. As is the case when the district plans to make any major alteration, the district seeks local residents comment as part of the planning process. Each of the items listed above in the Future section would require the public input.

January 28, 2009

Dear Canterbury Fields Park Resident:

This letter is to inform you and your family that the Hoffman Estates Park District plans to make parking lot improvements at Canterbury Fields Park north of Maureen Drive as part of the district's 2009 capital plan. Later this summer we plan to begin programming the athletic fields within that park contingent on the turf condition.

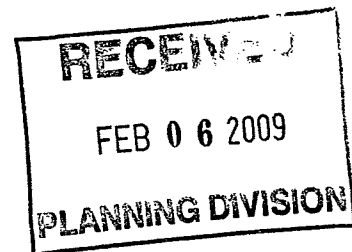
In an effort to obtain public input regarding this proposed park improvement and the future programming of the park, the district will hold a meeting February 18, 2009 at 7:00 p.m. in the board room of the Community Center and Ice Arena located at 1685 W. Higgins Road. We welcome your comments on this project. If you are unable to attend that meeting, you may contact me at 847-561-2172 to arrange a time to meet or to provide your comments directly to me.

I look forward to your comments regarding this project or any other comments regarding the parks in Hoffman Estates.

Sincerely,

*Gary Buczkowski*

Gary Buczkowski  
Director of Planning and Development



1875 Maureen Drive  
6115 Halloran Dr  
6117 Halloran Dr  
6119 Halloran Dr  
6121 Halloran Dr  
6123 Halloran Dr  
6107 Halloran Dr  
6109 Halloran Dr  
6111 Halloran Dr  
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## MEMORANDUM NO. M09-32

**TO:** Dean R. Bostrom, Executive Director  
**FROM:** Gary Buczkowski, Director of Planning and Development  
**RE:** Canterbury Fields Public Input Meeting  
**DATE:** February 20, 2009

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### Background

As part of the Park District's planning process, the district solicits input from local residents any time a major improvement is planned at one of its facilities. In keeping with this policy, staff advertised a public meeting for February 18, 2009 at 7 p.m. at the Community Center and Ice Arena. Letters were sent to residents in the Canterbury Fields townhome area inviting them to attend the meeting. In addition, a sign was posted at the end of Maureen Drive advertising the meeting time and location.

### Implications

On February 18<sup>th</sup>, a total of 9 people attended the meeting representing the community known as Canterbury Fields. Planning staff explained the history of the Canterbury Fields project that dated back prior to the development of the Canterbury Fields subdivision. It was noted that this community park was originally designed and presented as a baseball complex. However, due to the inability of the park district to acquire land to the west of Canterbury Fields and the competition from Schaumburg, the viability of baseball at this site was diminished. Later, the plan was changed to soccer-type activities. Recently, within the last two years, interest in the game of Cricket has been placed as a priority within the district. Planning staff explained the intent of the district to provide space for this program at Canterbury Fields Park. In general, those in attendance did not have a problem with either soccer or Cricket-type activities in the park. Planning staff further explained the history of Maureen Drive and its serpentine configuration as a means to reduce traffic speeds from participants utilizing the park site north of their development. A number of residents commented on the fact that the street's configuration does force drivers to slow down. In addition to explaining the plans for Canterbury Fields, staff also gave a broad overview of other park development in the area, more specifically the development east of Canterbury Fields subdivision known as Beacon Point. Staff explained the district's desire to link Canterbury Fields to the Beacon Point subdivision across Commonwealth Edison property through a walkway easement. This point was important in that final decision as to whether or not a playground would be located on the Canterbury Fields site is yet to be determined and may possibly be located within the Beacon Point subdivision. A number of residents commented on the increase of young children in their community and an immediate need for an accessible playground. Staff explained that playground improvements were a high priority to be dealt with in



the next 2-3 years as part of the district's Comprehensive Master Plan. At this point, questions from the residents ensued.

Concern for the location of the restroom and its proximity to the south property line and the closeness of the townhomes to that proposed facility was raised. Planning staff explained that the restroom facility was located in close proximity to existing sanitary and water services. This location was included in the letter of awareness issued to perspective homeowners in the development. Staff further explained the plans to landscape the berm south of the building and to orientate the entrance on the north side so as to minimize off-site impacts. A number of residents suggested that the structure be moved to the north of the planned parking lot. Staff explained that the land north of the parking lot was leased from Commonwealth Edison and the Park District would be reluctant to make such improvements on land that it did not solely control. The suggestion was made to move the building east and a little further away from the south property line. Staff was concerned if it would impact the programmability of the field space and impact the game of Cricket.

In addition to concerns regarding the restroom, a number of residents questioned the playground and its similar proximity to the south property line. The suggestion was made to locate the playground on the north side of the proposed east/west path. Staff explained the design intent of separation of the age groups but agreed to look at concepts where the separation could occur on the north side of the path. Staff further voiced concern as to whether the location of the playground was appropriate in its planned location and proposed utilization of the area just north for the game of Cricket. Staff expressed the need for further consideration once more is known about how the game of Cricket is played at this site and whether or not those activities would place playground users at risk. Staff stated that if the location was not suitable for the playground that it could be located east in the Beacon point subdivision. In an effort to conclude the discussion, staff explained that both the restroom facility and playground constituted major improvements to the site and would require public input in the future prior to any final decision.

Changing the subject, a number of residents were concerned about the number of park users utilizing the subdivision streets for parking and accessing the fields from the east side of the park. Such a use might be closer than the proposed parking lot in relationship to the east fields. Staff explained that the original proposal was to install a board on board fence along the south side which would limit movement from the park site onto residential properties to the south. This fence would also limit access from the south onto the park site. One of the residents felt that if the fence was to be installed and parking was to continue on residential streets as a means to access the park site, those partaking in this activity would walk around the east side of the Canterbury property gaining access to the site along the Commonwealth Edison power line right of way. One resident suggested that the Association extend the fence south to limit such

access. Staff explained that the Park District would attempt to curtail access from the streets, in particular, with the organized activities planned for the park. However, the Park District could not control general public access for non-organized activities and a fence might be the only means of deterring access. A number of the residents voiced concern over the board on board fence and its proximity to their patios. Specifically, they felt that it would change the openness feeling to a closed-in and boxy type of atmosphere. One resident asked if the Park District would consider putting up a wrought iron fence if the Association would pick up the cost differential between the board on board and wrought iron. Staff responded that such consideration would be possible. Furthermore, the suggestion of utilizing a black vinyl coated fence in place of wrought iron might accomplish the same result with no cost to the Association. Such a change from the original plan might require further discussion with homeowners who may have different opinions and concerns as a result from previously accepted letters of understanding. Staff explained that at this point, the fence was not part of this phase and if money became available, this could be addressed as part of another public comment process.

Staff stated that any monies not utilized for construction of the parking lot would be utilized for establishment of the landscape plantings along the south berm. Future budgetary considerations would be made as part of the district's annual process and would be available to the public some time late November 2009.

Staff stated that current plans called for the construction of the proposed parking lot to facilitate Cricket and soccer programming later this summer conditional on the turf quality in the park. Furthermore, staff felt that soccer might not be programmed as part of the 2009 calendar year.

With no further comment, staff explained that a copy of the minutes of this meeting would be made available to each in attendance and that staff would also make themselves available for comments and suggestions regarding this park project and/or any park initiative. The meeting concluded at 8:17 p.m.

CANTERBURY FIELDS PARK PUBLIC MTG

FEB 18<sup>th</sup> 2009

NAME	PHONE #	EMAIL
Jeremy Quattrochi	847-363-5328	jeremy@stellar-properties-inc.com
LEN NOREK	847 931 0893	LNOREK2@YAHOO.COM
KEVIN VELENS	847-778-9571	KEVUampire@comcast.net
ANDY WALLACE	847-888-6649	ANDY.ARTENEWALLACE@comcast.net
BIANKA KAMINSKA	847 488-1850	BIANKAKAMINSKA@YAHOO.COM
LINDA GIBBS		
Arlene Wallace	847-888-6649	1711 MALDEN RD and y. artene wallace@comcast.net
Roman Salazar	847 741-1254	roman-salazar@hotmail.net
Ronald Salazar	847-741-1254	rasalaza@gmail.com

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB4

**SUBJECT:** Request by the Hoffman Estates Park District for approval to enter into a license agreement to allow encroachment into the Essex Drive right of way for the purposes of installing a pedestrian path

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta 

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**REQUEST:** Request by the Hoffman Estates Park District for approval to enter into a license agreement to allow encroachment into the Essex Drive right of way for the purposes of installing a pedestrian path.

**BACKGROUND:** The Hoffman Estates Park District is proposing to begin development of Black Bear Park at 1484 Essex Drive in 2009. This park will span across portions of both White Oak Unit 4 and Devonshire Woods Estates, as shown on the previously approved subdivision plans. The park plans identify a Frisbee golf component and walking path in the Devonshire Woods Estates portion of the park and playground equipment, a basketball court, as well as a fitness trail pathway system on the White Oak portion of the park. The proposed fitness trail path would encircle the existing detention basin. A portion of this pathway would encroach into the Essex Drive right of way, as shown on the attached sketch. The White Oak subdivision currently does not have any sidewalks.

The Park District has said that Black Bear Park is classified as a neighborhood park and will not be programmed for organized activities. As such, the park plans will be reviewed administratively in accordance with Section 10-1-2 of the Subdivision Code. Any people who choose to drive to the park by car would park by on Essex Drive.

**DISCUSSION:** The Park District's proposal calls for a portion of the aforementioned path/sidewalk to encroach into the Essex Drive right of way. To formally allow the encroachment, a License Agreement is necessary.

Similar to past License Agreements between the two entities, the proposal would be in affect for 99 years, provided the adjoining facilities are publicly owned and operated. The proposed agreement includes language that the Park District's insurance shall be primarily responsible to defend and pay all claims arising out of the installation and/or use of the sidewalks and shall list the Village of Hoffman Estates as an additional insured against all claims.

**RECOMMENDATION:**

Approval of a license agreement to allow the Hoffman Estates Park District to install a path in the Essex Drive right of way, subject to the following condition:

1. The Park District shall provide to the Village a copy of a Certificate of Liability Insurance naming the Village of Hoffman Estates as an additional insured for general liability within 60 days of Village Board approval of the License Agreement.

Attachments

cc: Dean Bostrom (Hoffman Estates Park District)  
Gary Buczkowski (Hoffman Estates Park District)



# Black Bear Park

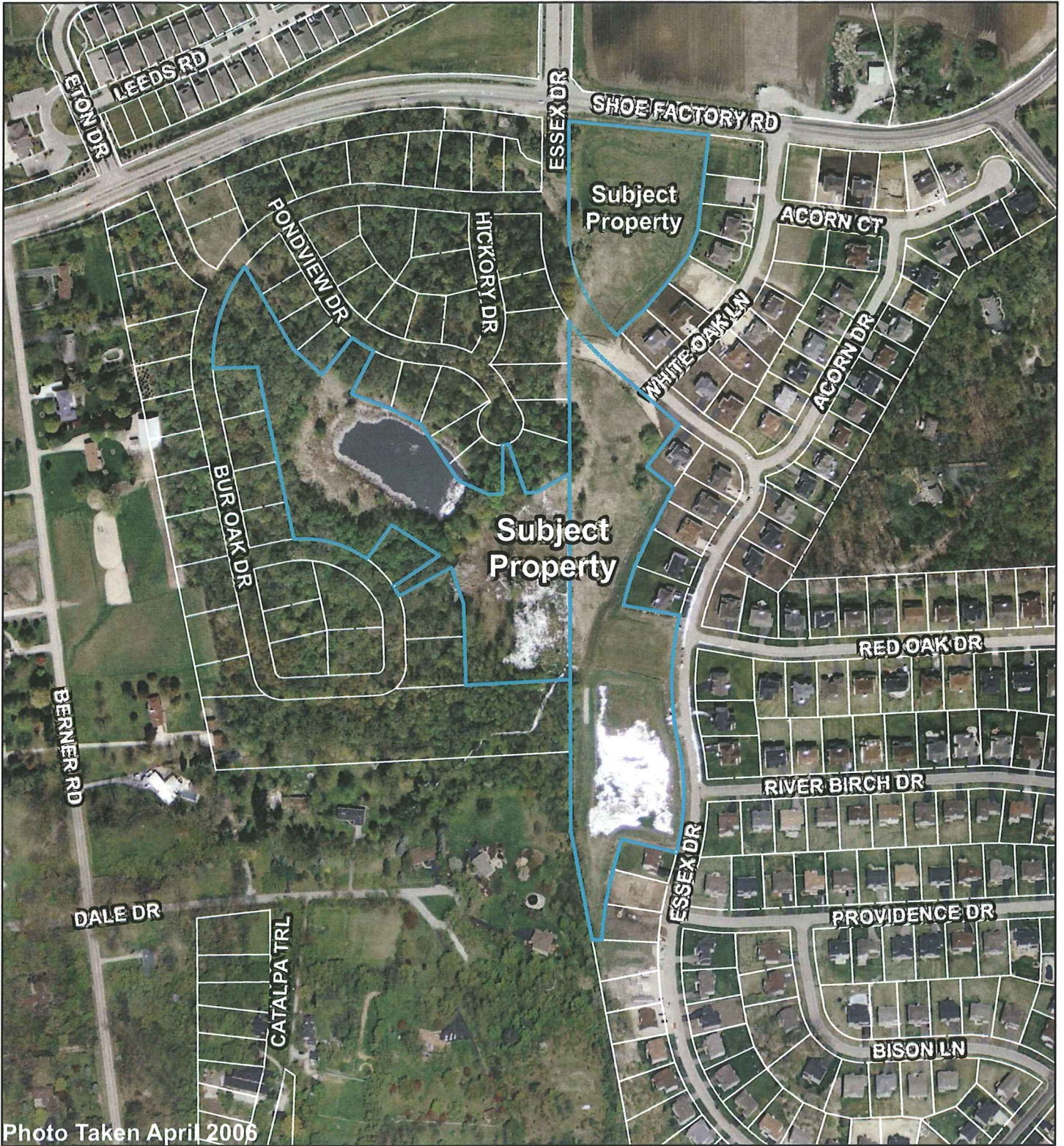


Photo Taken April 2006

1 inch = 400 feet

**LICENSE AGREEMENT  
BETWEEN THE VILLAGE OF HOFFMAN ESTATES AND  
THE HOFFMAN ESTATES PARK DISTRICT  
FOR ENCROACHMENT INTO THE ESSEX DRIVE  
RIGHT OF WAY FOR INSTALLATION OF A PEDESTRIAN PATH**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Village of Hoffman Estates (hereinafter "Village"), Cook and Kane Counties, Illinois and the Hoffman Estates Park District (hereinafter "Park District"), Cook County, Illinois.

**WITNESSETH:**

WHEREAS, the Village and Park District provide services to essentially the same residents within their corporate boundaries; and

WHEREAS, the Village and Park District are interested in cooperating with each other to improve services and make services more economically available to their residents; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Constitution of the State of Illinois, the parties desire to contract with each other in the spirit of intergovernmental cooperation in order to share their respective resources, properties and funds for the mutual benefit of their residents; and

WHEREAS, the Park District owns a park site adjacent to Essex Drive known as Black Bear Park and intends to develop said park site for public use, and

WHEREAS, the Park District wants to extend walkways and paths into the Essex Drive Right-of-Way adjacent to the park site.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and undertakings contained herein, the parties agree as follows:

The Village hereby grants to the Park District access to and the right to use the west 20 feet of the Essex Drive ROW between 1444 and 1564 Essex Drive for the purposes of constructing and maintaining concrete and asphalt walks in general conformance with the attached Exhibit A (Easement Agreement Exhibit). The Park District has the right to improve that area of the Essex Drive ROW described above with pavement as shown on Exhibit A and the Village shall issue necessary permits applied for by the Park District for said improvements.

The Park District shall be responsible for all construction costs including any restoration work and all maintenance and repair of improvements. For the purpose of this agreement Park District maintenance does not include snow and ice removal.

The Park District's insurance shall be primarily responsible to defend and pay all claims arising out of the installation and/or use of the sidewalks and shall list the Village of Hoffman Estates as an additional insured against all claims.

The Park District's use of that portion of the Essex Drive ROW described above shall continue so long as the adjacent facilities are publicly owned and publicly operated for 99 years. However, on and after the expiration of 99 years from the date of the Agreement, the Park District's use of that portion of the Essex Drive ROW described above is subject to termination without compensation for any improvements that may have been installed by the Park District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ATTEST:

Village of Hoffman Estates

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

By: \_\_\_\_\_  
Village President

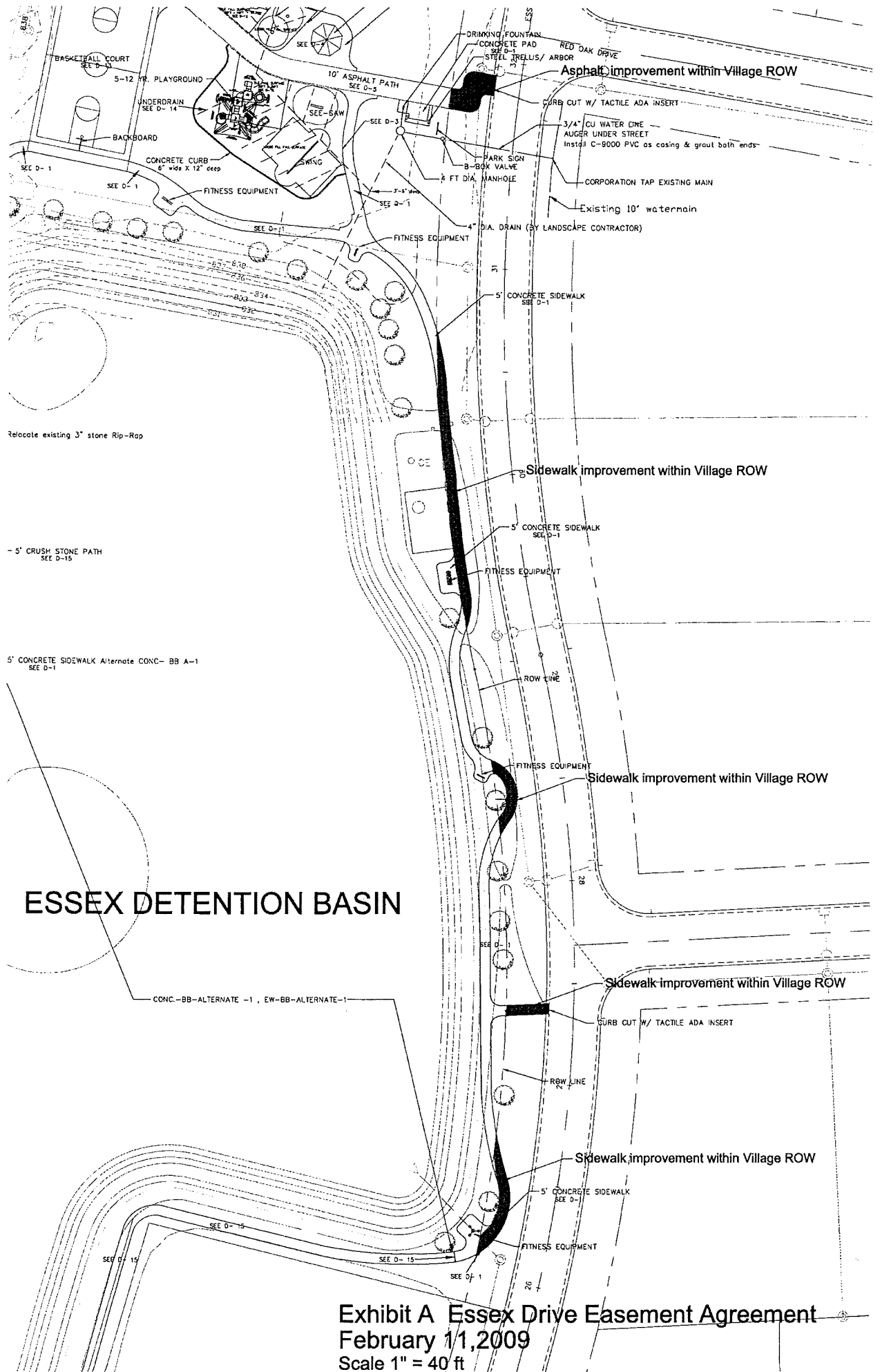
ATTEST:

Hoffman Estates Park District

\_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
Board President





**ESSEX DETENTION BASIN**

**Exhibit A Essex Drive Easement Agreement**  
**February 11, 2009**  
 Scale 1" = 40' ft

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB5

**SUBJECT:** Request approval of a resolution adopting the 2009 zoning map

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

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**PURPOSE:** Request approval of a resolution adopting the 2009 zoning map.

**BACKGROUND:** The latest update to the Village zoning map is being presented for consideration. The map was reviewed by the Zoning Board of Appeals and will be reviewed by the Plan Commission at their next meeting.

**DISCUSSION:** The zoning changes on the 2009 map include:

- ◆ Rezoning from O-4 (Office and Research Campus District) to O-3 (Office and Research Tollway District) on approximately 70 acres on the north side of Central Road, west of Huntington Boulevard, and north of the Jane Addams Tollway (I-90). (Huntington Woods Corporate Center)
- ◆ Rezoning from B-1 (Neighborhood Business District) to B-2 (Community Business District) on a 0.82 acre property at 790 West Higgins Road. (Woodfield Nissan)
- ◆ Rezoning from R-3 (Single-Family Residential) to CMU (Commercial Mixed Use) on approximately 16 acres at the northwest corner of Old Sutton Road and Higgins Road. (Avenues of Plum Farms)

Attached is a list of new special uses added to the 2009 map.

The zoning map (when printed in a large version) includes a listing of special uses. The map can be provided as a single small sheet or single/multiple large sheets. The zoning map is generated via the Village GIS.

**RECOMMENDATION:** Approval of the 2009 zoning map.

Attachments

cc: G. Stanton  
W. Weaver

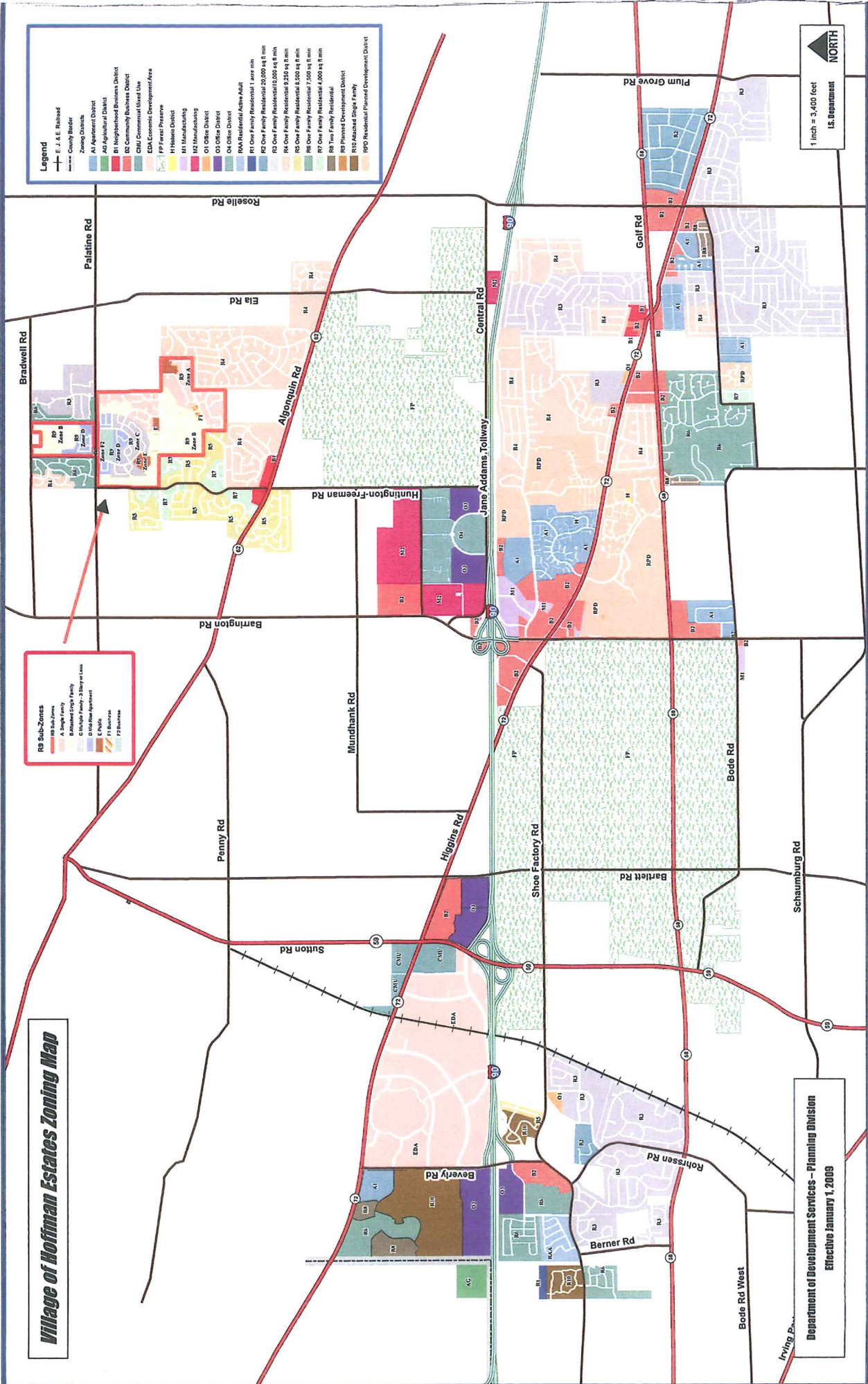
# Village of Hoffman Estates Zoning Map

**R3 Sub-Zones**

- R3 Sub-Zones
- A Single Family
- B Attached Single Family
- C Single Family - 2 Story or Less
- D Medium-Density Residential
- F1 Detached
- F2 Detached

**Legend**

- E, J, E, E Railroad
- County Border
- Zoning District
- A1 Agricultural District
- B1 Neighborhood Business District
- B2 Community Business District
- CNU Commercial Mixed Use
- EDA Economic Development Area
- FP Forest Preserve
- H Historic District
- M1 Manufacturing
- M2 Manufacturing
- O1 Office District
- O2 Office District
- RAA Residential Active Adult
- R1 One Family Residential 1 acre min
- R2 One Family Residential 20,000 sq ft min
- R3 One Family Residential 10,000 sq ft min
- R4 One Family Residential 8,250 sq ft min
- R5 One Family Residential 6,250 sq ft min
- R6 One Family Residential 4,500 sq ft min
- R7 One Family Residential 2,500 sq ft min
- R8 Two Family Residential
- R9 Planned Development District
- R10 Attached Single Family
- R10P Residential Planned Development District



1 inch = 3,400 feet  
U.S. Department

Department of Development Services - Planning Division  
Effective January 1, 2009

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Peter Gugliotta  
Zoning Board of Appeals Members

**FROM:** Paula Moore

**RE:** 2008 ZONING BOARD MAP CHANGE ITEMS

**DATE:** December 30, 2008

Map changes for 2008 are as follows:

2008 ZONING BOARD OF APPEALS SPECIAL USE ZONING MAP CHANGES				
ZBA DATE	ADDRESS	ACTION	ORD #	P.I.N. #
01-22-08	5435 Prairie Stone Pkwy Prairie Creek Amphitheatre	Special Use-Amphitheatre	4006-2008	01-32-302-036
03-18-08	2000 W. AT&T Center Drive AT&T	Special Use-Emergency Antennas	4015-2008	01-36-301-007 01-36-301-009 01-36-301-010 01-36-301-011 01-36-301-012 01-36-401-003 01-36-401-004 01-36-402-003 01-36-402-005 01-36-402-006
06-17-08	1515 N. Barrington Road Brookdale Living Community/Cricket Communications	Special Use-Cell Antennas	4032-2008	07-07-300-030
06-17-08	Cannon Crossings Park HE Park Dist/Cricket Communications	Special Use-Cell Antennas	4038-2008	06-09-200-020
08-05-08	700 Cougar Trail/Conant SD #211/Cricket Communications	Special Use-Cell Antennas	4051-2008	07-14-303-002
08-05-08	1100 W. Higgins Road/HE High School SD #211/Cricket Communications	Special Use-Cell Antennas	4050-2008	07-09-300-008
09-09-08	411 W. Higgins Road VOHE	Special Use-Governmental Community Message Sign	4056-2008	07-16-200-051 07-16-200-052
09-09-08	Charlemagne Park VOHE/HE Park Dist.	Special Use-Governmental Community Message Sign	4058-2008	02-30-101-010
09-09-08	NW Corner Beverly & Shoe Factory VOHE	Special Use-Governmental Community Message Sign	4057-2008	In the Beverly Road right-of-way (No PIN available)
10-21-08	4690 Olmstead Drive VOHE/Cricket Communications	Special Use-Cell Antennas	4067-2008	02-19-119-051 02-19-119-052 02-19-119-053 02-19-119-054 02-19-119-055

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB6

**SUBJECT:** Discussion regarding Village Zoning Code requirements for driveways on residential lots

**MEETING DATE:** March 9, 2009

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta PG

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**REQUEST:** Discussion regarding Village Zoning Code requirements for driveways on residential lots.

**BACKGROUND:** The existing Zoning Code prohibits driveways that do not lead to an approved parking structure (garage or carport). The driveways often lead to a wall of the house that used to be a garage but was converted to living space years ago.

- ◆ In 1997, the Village Board adopted the current driveway regulations.
- ◆ In 2002, the Planning, Building and Zoning Committee formally reviewed the driveway regulations and chose to make no change.
- ◆ In 2006, as part of Zoning Code revisions that provided flexibility for residents with non-conforming houses, the Village Board added text that specifically stated that non-conforming driveways still must be brought into compliance with any house addition.

**DISCUSSION:** Residents are not required to change non-conforming driveways if they are not proposing to construct major improvements on their property, unless their old driveway falls into disrepair and needs to be replaced. Following is a brief summary of how the Zoning Code has been enforced since the driveway regulations were adopted by the Village Board:

- ◆ Non-conforming driveways are not required to be changed, as long as the driveway remains in good repair and no home additions are proposed on the property.
- ◆ If a resident submits a permit to expand the house, add a garage, construct a new driveway, or any other major construction on the property, a non-conforming driveway must be modified or removed to meet the current Zoning Code requirements.

**DISCUSSION:** (Continued)

- ◆ If a non-conforming driveway falls into disrepair and requires reconstruction, the replacement driveway must be modified to meet the current Zoning Code requirements.

When a non-conforming driveway is required to be modified, the following takes place:

- ◆ A staff member contacts the resident to discuss the code requirement and review the various options for meeting the current code. In most cases, the change to the driveway only involves the removal of a small amount of pavement and typically does not reduce available parking area. Often there are different areas where the new driveway can be expanded and still meet the current code.
- ◆ Typically, staff visits the home to assist the resident in understanding options that are available. Staff will regularly suggest ideas that help the resident design a driveway that meets their needs and meets the code. Examples of other reconfigured driveways are often pointed out to the resident to help them visualize the different options available.
- ◆ Residents frequently point out other non-conforming driveways in the area and question why others do not have to be changed. Staff explains that changes are only required when new construction is proposed on a property or when a driveway needs to be replaced. Staff also assures the resident that when the neighbors' driveways eventually deteriorate or when home additions are proposed, their non-conforming driveways will be required to be changed. It is important that residents understand that the code will be applied equally to others in the future.

The assurance that neighbors will also eventually be required to correct their non-conforming driveways typically satisfies each resident. In addition, staff invests significant time in helping the resident understand the code and find acceptable solutions. The result is that very few variations are requested and the vast majority of residents accept the code requirement as it is currently written.

Although the total number of existing non-conforming driveways appears significant since the Village Board amended the Zoning Code in 1997, there has been progress toward eliminating these situations. An exact count is not available, however, it is estimated that at least 10-15 non-conforming driveways are corrected each year. The number of driveways that are corrected is expected to increase more rapidly in the next 5-8 years because many of the existing non-conforming driveways are aging and will require replacement.

When the Village adopted the current regulations, it was clear that the elimination of non-conforming situations would be a gradual process over a number of years. The Village chose this approach to avoid forcing construction work (and costs) on residents who were not actively proposing to expand or change their home, garage, or driveway.

**DISCUSSION:** (Continued)***Variation History***

In the six year period from 2003-2008, the Village issued 1,616 driveway permits, 130 garage permits, and additional permits for home additions (a specific count is not available). During the same six year period, there were a total of only six driveway variation requests, (three were approved). While most of these permits did not involve non-conforming situations, there are a number of permits each year where residents do revise their driveways to meet the current codes. Typically, if there are a significant number of variation requests for a certain item, it is an indication that a code section should be reevaluated. In the case of driveways, the number of variations relative to the number of permits issued is very small (less than 0.3% over six years) and indicates that the code provides regulations that generally conform to resident needs and desires. There will always be occasional situations where a resident feels they have a unique situation and a variation request is made.

***Summary***

For more than the past decade, the Village has been successfully eliminating non-conforming driveways. Many practical and affordable solutions have been implemented by residents and a significant number have already invested money to modify their driveways to meet the current code with the expectation that their neighbors will also have to change their driveways in the future. Photos of some recent reconstructed driveways are attached for reference. Also attached are examples of several non-conforming situations.

One purpose of the Zoning Code is to preserve property values. Establishing regulations that promote positive improvements to existing residential properties is consistent with this purpose. The driveway regulations adopted by the Village Board in 1997 are causing a gradual change in the overall appearance of some of the neighborhoods developed early in the Village's history. Over time, as more driveways are changed to meet the current code requirements, older neighborhoods will become more consistent with the standard of development present in many newer neighborhoods, which should help to preserve property values.

**RECOMMENDATION:**

Material is presented for discussion. It is not recommended that the current driveway regulations be changed.

Attachments

cc: W. Weaver (Zoning Board of Appeals)

# Driveways Modified to Conform to Code





# Driveways Modified to Conform to Code



# Nonconforming Driveways





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

NB7

SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE  
MARCH 2009

(NOTE: Items in *italicized text* indicate projects with a high level of activity during the most recent monthly period.)

**PLAN COMMISSION**

**Upcoming Meeting: March 18, 2009**

Subway, 1411 Palatine Road, Site plan amendment for rear customer entrance  
Prairie Stone Parcel 18 - JCL Bioassay, Site plan for new office building  
2009 Zoning Map Review

**Upcoming Meeting: April 1, 2009**

National City Bank - 1600 W. Algonquin Road, Site plan amendment for inline bank and detached drive-thru structure  
625-675 Golf Road (TigerDirect.com) - Site plan amendment for site improvements

**Upcoming Petitioners and Related Activities**

*Southeast corner of Hassell & Barrington - Site plan for retail buildings*  
*Prairie Stone Parcel 12 (SE corner Prairie Stone & Pratum) - Site plan for restaurant with Off Track Betting*  
*Barrington Square Mall - Site plan for site*  
*Beacon Point Phase II - Annexation Agreement Amendment and site plan for residential/commercial development.*  
*Park District Park Improvements - Site plan for Canterbury Fields Park and Cottonwood Park.*  
*Prairie Stone Parcel 24 - Plat of subdivision*  
*Police Department - Rezoning, plat of consolidation, and final approval of landscape plan and generator*  
*Comfort Inn (Baymont Suites) - Plat of resubdivision*  
*Shree Jalaram Mandir Expansion, 425 Illinois Blvd - Site plan for parking and building expansion.*  
*Alliance Church - 665 Grand Canyon Pkwy - Site plan for parking lot expansion*  
High School District 211, Berner Road - Subdivision plats for single-family homes  
Poplar Creek Crossing Shopping Center - Plat of subdivision  
Dartmoor Homes, Yorkshire Woods II, McDonough Road - Final subdivision for new homes  
Prairie Pointe (Prairie Stone Parcel 23) - Site plan for retail building  
Church, southwest corner of Berner and Shoe Factory Roads - Annexation and site plan for new church  
Church, west side of Rohrssen Road, south of Shoe Factory Road - Annexation  
Prairie Stone, Sears parcel (next to helipad) - Site plan for small office on outparcel  
Bright Hope, Northwest Corner Hassell & Stonington - Site plan amendment for site improvements  
Prairie Stone, Parcel 8 - Site plan for a new office/warehouse building(s)

**ZONING BOARD OF APPEALS**

**FEBRUARY 17, 2009 - MEETING SUMMARY**

<b>APPLICANT ADDRESS</b>	<b>REQUEST</b>	<b>RESULT</b>
Meeting canceled		

**MARCH 3, 2009 - MEETING SUMMARY**

<b>APPLICANT ADDRESS</b>	<b>REQUEST</b>	<b>RESULT</b>
Resident, 131 Bradley Lane	Garage size variation	Approved
Berkshires at Hoffman Estates, 875 Pacific Ave.	Sign variations	Approved
Village of Hoffman Estates	2009 Zoning Map Review	Approved

**Upcoming Meeting: March 17, 2009**

Resident, 1545 Glen Lake Rd., Deck variation  
Huntington Woods Corporate Center, Central Road, Master Sign Plan

**Upcoming Meeting: April 7, 2009**

National City Bank, 1600 W. Algonquin Rd., Setback & Sign variations  
Restaurant w/OTB, Pratum & Prairie Stone Pkway, Special Use & Variations

**Upcoming Petitioners:**

Prairie Stone Corporate Center - Master Sign Plan  
T-Mobile/Village of Hoffman Estates, 2550 Beverly Road - Special use for cell antennas  
T-Mobile/Village of Hoffman Estates, 4690 Olmstead Drive - Special use for cell antennas  
EDA Text Amendments-Signs (ZBA tabled on 2/19/08)  
Water Park H<sub>2</sub>Otel's Prairie Stone LLC, 5555 Prairie Stone Parkway - Master sign plan  
Prairie Pointe (Prairie Stone Parcel 23) - Master Sign Plan  
America's Bar, Barrington Square Mall – Sign Variation  
Princeton HOA – variation for residential subdivision identification sign

**GENERAL ACTIVITIES**

*Commercial Property Maintenance Inspections.* Staff performed sign code compliance inspections and identified a total of 34 businesses with violations, including more than 20 with excessive or flashing illuminated window signs. Staff is continuing to work with business owners to explain the code requirements and clarify what steps must be taken to correct the violations.

Staff is coordinating with the two owners of the Crossroads Commons shopping center, including the TigerDirect.com building, to have pavement issues addressed.

*General Planning Efforts.* Staff has held several meetings to discuss various sites that may be the subject of future development or redevelopment, including several in Prairie Stone and the Roselle Business Improvement District. Staff has also continued to stay in contact with recently approved projects that have not yet started construction to determine if any assistance can be provided to facilitate the projects moving forward. Generally, given the winter conditions, most projects will now wait for spring to start construction.

*Prairie Stone Entertainment District.* Staff is coordinating the Prairie Stone Entertainment District streetscape and signage project. Staff is working with the consultant to have plans developed for the first phase of improvements with a goal of installation in 2009. Coordination is also being done with businesses, including Cabela's, regarding their signage needs and how they will fit with the Village efforts.

*Training.* Two staff members attended a seminar on Form Based Zoning Codes sponsored by the Chicago Metro Section of APA in Chicago. One staff member participated in a seminar on accessing U.S. Census data online and another regarding efforts to address homelessness in the area, which is a key goal of the CDBG program.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

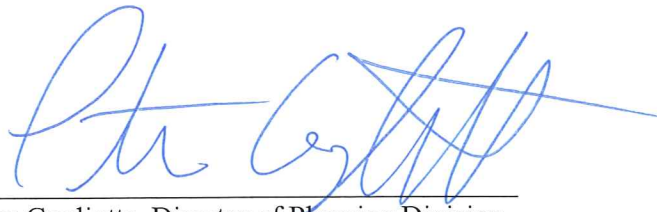
*Neighborhood Infrastructure Improvements.* The contractor continues work on Phase 1 of the Barrington Square neighborhood street light installation, although work has been slow due to weather conditions. The project is expected to be completed in approximately two months.

*Single-Family Housing Rehabilitation.* North West Housing Partnership (NWHP) is working on the current 2008 program year. Remodeling work has been performed on 4 homes, and 8 additional homes are either in the process of having work scheduled or under review for program eligibility.

*General.* Staff is working on regular report items that are periodically due to HUD. With recent staffing changes in the Division, meetings have also begun with an experienced CDBG consultant who is assisting with program management and with training of additional staff members.

Work is beginning on the formulation of the 2009 Annual Action Plan, which will ultimately need to be submitted to HUD in August.

The Village has been notified by HUD that a routine audit will take place in April. Staff will be preparing documents to send to HUD in advance of the audit and reviewing internal procedures and files to ensure all requirements are up-to-date.



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Peter Gugliotta, Director of Planning Division



# **CODE ENFORCEMENT**

**MONTHLY REPORT  
SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE**

**MARCH, 2009**

Attached is the monthly report for Code Enforcement for the period ending February 28, 2009.

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line.

---

Don Plass, Director of Code Enforcement

**ACTIVITIES**

On February 3rd and 4<sup>th</sup>, 2009, David Banaszynski attended the Illinois Environmental Health Associations annual wastewater event in Crystal Lake.

On February 5, 2009, Jeff Mattes and Tim Meyer attended the Northwest Building Officials Meeting. The topic was "Insulation."

On February 18, 2009, David Banaszynski attended a mosquito larvicide application seminar sponsored by the Illinois Department of Public Health.

On February 19, 2009, John Cumpek attended the Suburban Building Officials monthly meeting. The topic was "Fraudulent Contractors."

**EMERGENCY CALL OUTS**

On February 9, 2009, Don Plass was called out to a fire at IHOP, 2250 N. Barrington Rd. The restaurant was closed temporarily.

**DEMOLITION PERMITS**

No demolition permits issued.

**CONSTRUCTION INSPECTIONS**

Inspections performed:

- |              |     |              |    |
|--------------|-----|--------------|----|
| • Structural | 132 | • Mechanical | 38 |
| • Electrical | 35  | • Other      | 90 |
| • Plumbing   | 39  |              |    |

**CITATIONS**

Joel Joseph  
1985 Brookside Lane  
Working without a permit

Tom Alex  
475 Westview  
Inoperable vehicle storage (8)

CODE ENFORCEMENT MONTHLY REPORT

MARCH, 2009

PAGE 3

Area Wide Realty, Cicero, Il

525 Kingman

Garage door in disrepair, wiring not installed in a workman like manner and window in disrepair

Kim Barwick

1290 Newcastle

Debris accumulation (2)

B. Bello-Osagie

1392 W. Oakmont

Debris accumulation (2), roof in disrepair (2) and inoperable vehicle (2)

David Biba

246 Bode

Improper storage – snowplow

Care Property Management

1275 Rosedale

Exterior sanitation

Electronic Exchange

1280 W. Higgins

Failure to remove snow from sidewalk

Eric Kittner

1925 Williamsburg

Vehicle parked on front grass (2)

Anthony Klonder

4701 Huntington

Improper storage of garbage toters and debris in front

Marathon

1300 W. Higgins

Failure to remove snow from sidewalk

Luis Munoz

190 Maricopa

Roof in disrepair (2)



CODE ENFORCEMENT MONTHLY REPORT

MARCH, 2009

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Betty Olsen  
790 Grand Canyon  
Inoperable vehicle storage (9)

Divyesh Patel  
1245 Fairmont  
Inoperable vehicle storage (4)

Martin Pixius  
1392 Westbury  
Vehicle parked on front grass

Narendra Ramineni  
4105 O'Hare  
Unsanitary exterior property – construction site

Hope Shiba  
75 Kingman  
Failure to maintain accessory structures and failure to maintain exterior surfaces

Michael Walker  
2163 Hassell  
Inoperable vehicle storage (4)

Nancy Walker  
2163 Hassell  
Inoperable vehicle storage (4)

Medical Specialists  
1260 W. Higgins  
Failure to remove snow from sidewalk

Jack Miller  
2221 Harwinton  
Open Junction Box (4)

Jack Miller  
2221 Harwinton  
Improper maintenance of smoke detector (4)

CODE ENFORCEMENT MONTHLY REPORT

MARCH, 2009

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Jack Miller  
2221 Harwinton  
Failure to maintain sound condition of windows (4)

Jack Miller  
2221 Harwinton  
Failure to obtain permit for plumbing (4)

Jack Miller  
2221 Harwinton  
Failure to obtain permit for insulation/drywall (4)

Jack Miller  
2221 Harwinton  
Failure to obtain permit for electric (4)

Jack Miller  
2221 Harwinton  
Failure to obtain permit for hot water tank (4)

Jack Miller  
2221 Harwinton  
Failure to obtain permit for furnace (4)

Mary Hoover – La Quinta Inn  
2280 N. Barrington Rd.  
Failure to obtain cafeteria license

Jeff Russell – Alden Poplar Creek  
1545 Barrington Rd.  
Failure to obtain cafeteria license

Anthony Lang – Jet Photo  
1057 N. Roselle Rd.  
Failure to obtain business license

Cynthia Maheras  
750 Maywood  
Improper storage & trailer parked on grass

Edward Kallhoff  
735 Maple  
Failure to maintain exterior surfaces

Residential Funding Co. LLC  
205 Batavia  
Vacant property in disrepair

Hope Shiba  
75 Kingman  
Accessory structures in disrepair and failure to maintain exterior surfaces

### **RESIDENTIAL INSPECTION REPORT**

The Residential Inspection Program will be focusing on all single family homes located north of Golf Rd. and south of I 90. Informational postcards will be sent to all households in the inspection area. Inspections will begin in May.

### **MULTI-FAMILY LICENSING REPORT**

Multi Family inspections are on going.

**ENVIRONMENTAL HEALTH INSPECTION REPORT**

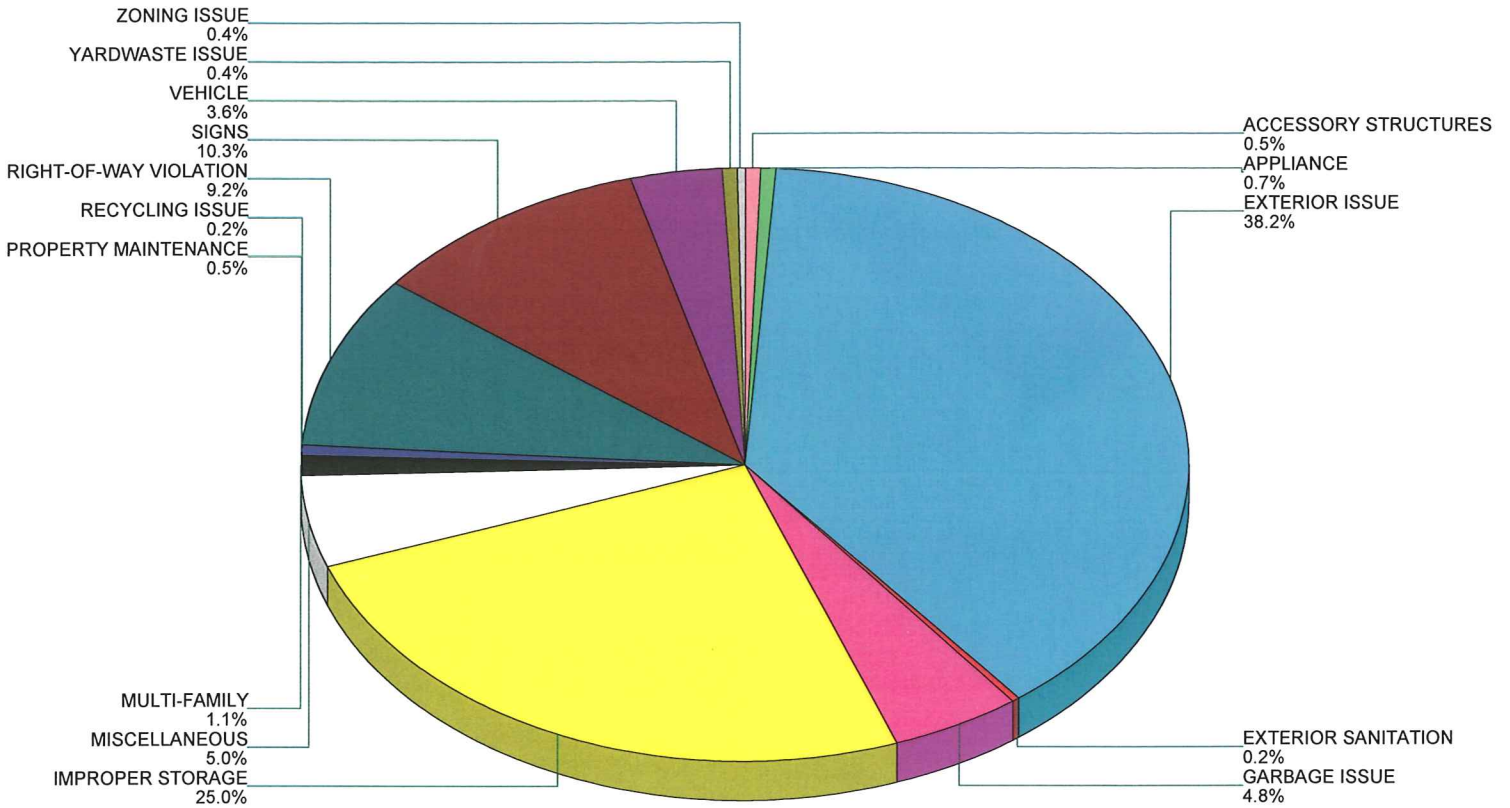
The following table presents a breakdown of the different types of inspections the Health Officer performs. These inspections can be routine, license or complaint driven. Food establishments are divided into the risk categories of high, moderate or low/minimal risk. A high risk establishment presents 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. Banquet facilities, nursing homes, and large operations such as Sears Holdings cafeteria are defined as high risk and are inspected more frequently than other risk categories. Fast food, grocery stores and day care facilities present a moderate risk to the public while the low risk category is reserved for convenience stores, coffee houses and similar facilities. There are over 180 food establishments that require inspections each year.

ACTIVITY	THIS MONTH	YEAR TO DATE
High Risk	32	68
Moderate Risk	0	1
Low Risk	7	9
Swimming Pools	1	2
Other Inspections	9	14
<b>Totals:</b>	<b>49</b>	<b>94</b>

PERMIT REPORT

DESCRIPTION	2008 YEAR-TO-DATE # OF PERMITS (not including current month)	2008 FEBRUARY # OF PERMITS	2008 TOTAL YEAR-TO-DATE # OF PERMITS	2009 YEAR-TO-DATE # OF PERMITS (not including current month)	2009 FEBRUARY # OF PERMITS	2009 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	5	3	8	2	7	9
Demolition	0	2	2	0	0	0
Driveways	1	2	3	0	1	1
Electrical	10	7	17	6	11	17
Fences	0	0	0	2	1	3
Mechanical	3	6	9	6	10	16
Miscellaneous Permits	2	3	5	3	1	4
Multi-Family Remodeling	0	0	0	1	0	1
New Business	1	0	1	0	0	0
Plumbing	24	15	39	13	10	23
Pools - Above Ground	0	0	0	0	0	0
Pools - In-Ground	0	0	0	0	0	0
Residential Decks	1	0	1	0	1	1
Residential Patios	0	0	0	0	0	0
Residential Garages	0	0	0	0	1	1
Residential Remodeling	6	4	10	3	5	8
Residential Sheds	0	1	1	0	0	0
Roofs/Siding	9	16	25	5	12	17
Signs	3	20	23	20	8	28
Single Family Residences	3	4	7	0	1	1
Town Homes/Duplexes	0	0	0	0	0	0
<b>TOTALS</b>	<b>68</b>	<b>83</b>	<b>151</b>	<b>61</b>	<b>69</b>	<b>130</b>

## Monthly Code Violation Summary Report 2/1/2009 - 2/28/2009

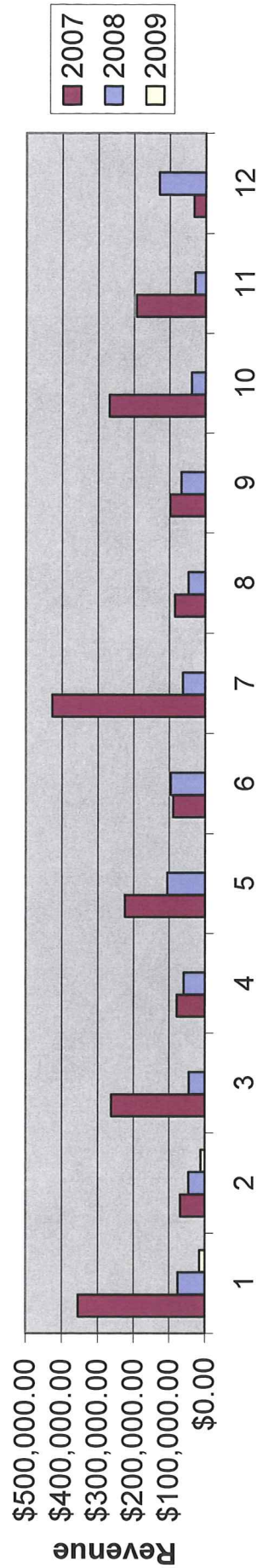


Violation Type	Total
ACCESSORY STRUCTURES	3
APPLIANCE	4
EXTERIOR ISSUE	215
EXTERIOR SANITATION	1
GARBAGE ISSUE	27
IMPROPER STORAGE	141
MISCELLANEOUS	28
MULTI-FAMILY	6
PROPERTY MAINTENANCE	3
RECYCLING ISSUE	1
RIGHT-OF-WAY VIOLATION	52
SIGNS	58
VEHICLE	20
YARDWASTE ISSUE	2
ZONING ISSUE	2
<b>TOTAL</b>	<b>563</b>

## Permit Revenue Comparison

Year	2007	2008	2009	2009 Budget
Jan.	\$354,681.74	\$75,235.48	\$14,988.31	<b>\$680,940.00</b>
Feb	\$68,301.48	\$45,474.16	\$11,279.07	
Mar	\$261,861.42	\$44,994.58		
Apr	\$78,271.92	\$58,869.25		
May	\$223,896.39	\$105,165.22		
Jun	\$88,629.82	\$95,125.07		
Jul	\$427,576.72	\$62,087.77		
Aug	\$84,385.76	\$46,856.30		
Sep	\$97,806.54	\$66,306.76		
Oct	\$268,766.39	\$38,290.37		
Nov	\$193,315.04	\$29,903.48		
Dec	\$32,444.64	\$129,259.48		
<b>Total Revenue</b>	<b>\$2,179,937.86</b>	<b>\$797,567.92</b>	<b>\$26,267.38</b>	

## Permit Revenue by Month



Permit revenue includes building permits, fire permits and Temporary Certificates of Occupancy.