

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
July 3, 2017

Immediately Following the Transportation & Road Improvement Committee

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

I. Roll Call

- II. Approval of Minutes -** June 12, 2017
June 19, 2017 (*Special Meeting*)

NEW BUSINESS

1. Request acceptance of Department of Development Services monthly report for Planning Division.
2. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
3. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Village of Hoffman Estates

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

June 12, 2017

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Mike Hankey, Dir. Of Trans.
Kevin Kramer, Economic Dev. Director
Patti Cross, Asst. Corporation Counsel
Ted Bos, Police Chief
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator
Suzanne Ostrovsky, Asst. to Village Manager**

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

II. Approval of Minutes

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Planning, Building & Zoning Committee meeting minutes of May 8, 2017. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Special Planning, Building & Zoning Committee meeting minutes of June 5, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

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

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

Trustee Stanton inquired about details of the project. Mr. Gugliotta provided specifics.

Motion by Trustee Gaeta, seconded by Trustee Pilafas to release of a portion of open space easements at 1197 Monarch Lane (construction of a patio and expand the driveway). Voice vote taken. All ayes. Motion carried.

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

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

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

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

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

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

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

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

Trustee Pilafas inquired about a tour of the AT&T Campus. Trustee Gaeta inquired when the Board would see a recap of ICSC. Mr. Kramer provided an update on the ICSC developments and interest in the campus.

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

III. President's Report

Mayor McLeod stated he'd like to see the Board hold a retreat for the purpose of strategic planning sometime in the near future. On June 7 Mayor attended a business outreach visit with DMG Mori. On June 8, Trustee Stanton and Mayor attended a photo shoot for the CAC Butterfly Garden being built by the Schaumburg/Hoffman Estates Rotary Club. He also attend FF Jeff Reich's retirement party on June 8. On Friday, June 9 Mayor and members of the Board attended a Flag Day event at St. Peter's Lutheran Church. On June 10, Mayor's grandson Aiden celebrated his 7th birthday party and Christopher Romanoff was married – congrats to him and

his new wife. On June 12 the Village honored volunteers through HECPAAA with an awards ceremony. Mayor thanked the volunteers for their hard work.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:09 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

Village of Hoffman Estates

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

June 19, 2017

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplun, Asst. Village Mgr., Dev.
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Bruce Anderson, CATV Coordinator
Ted Bos, Police Chief
Jeffrey Jorian, Fire Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Alan Wenderski, Director of Engineering
Monica Saavedra, Director of HHS
Suzanne Ostrovsky, Asst. Village Manager
Ben Gibbs, GM Sears Centre Arena**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:12 p.m.

NEW BUSINESS

- 1. Request by Petro Auto LLC for approval of a site plan amendment for site improvements on the property located at 1300 West Higgins Road.**

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

Mr. Gugliotta provided an update on the project. Mr. Christopher Petrovich and Mr. Norris provided additional details.

Trustee Mills inquired if the petitioner feels they can meet new deadlines if approved as the petitioner has had issues meeting deadlines in the past. The petitioner felt they could meet the new deadlines and that deadlines in the past were restrictive. Trustee Mills expressed concern that Mr. Petrovich would also be acting as general contractor on the project and inquired if other contractors would be accessed to complete the project. Mr. Petrovich indicated he would be doing some of the work but that he would be hiring out other portions of the project.

Trustee Stanton and Trustee Pilafas asked how quickly the petitioner would be able to start work if the petition was approved. Mr. Petrovich indicated he could start immediately.

Staff indicated they are pleased with Mr. Petrovich meeting all guidelines as this time.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve a site plan amendment for site improvements on the property located at 1300 West Higgins Road. Voice vote taken. Nays: Mills. Motion carried.

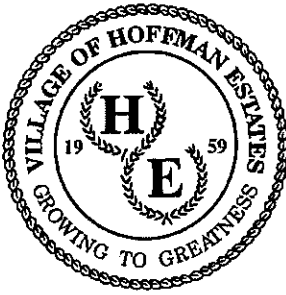
II. Adjournment

Motion by Trustee Pilafas, seconded by Mayor McLeod, to adjourn the meeting at 7:19 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date



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

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

July 3, 2017

PLANNING AND ZONING COMMISSION MEETINGS

June 21, 2017 Meeting

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

July 5, 2017 Upcoming Meeting

- Cancelled due to lack of agenda.

July 19, 2017 Upcoming Meeting

- No agenda items scheduled at this time.

August 2, 2017 Upcoming Meeting

- The Stonegate Conference Centre, 2401 W Higgins - patio/tent special use & site plan extension

CURRENT ACTIVE PROJECT REVIEWS

- 75/85 Golf Road (Village-owned property) – Plat of Resubdivision
- Barrington Square Animal Hospital – site plan amendment for new parking lot expansion
- Dunkin' Donuts/Baskin Robbins, Huntington Plaza – Final Plat of Subdivision & Site Plan for new outlot building
- Cabela's/Holiday Inn Express – Resubdivision Plat to create new outlot and site plan for a new hotel
- Bergman Pointe – site plan amendment for Phase 2 grading revisions
- Level 10, 2495 Pembroke – site plan amendment for parking lot expansion
- Ace Hardware, Golf/Higgins Rds. – Site plan amendment for outside storage
- Buona Beef, Barrington Square Town Center – Site Plan for new building located further west on the property
- Stonegate Tollway Billboards, Pembroke – Special use extension
- Devonshire Woods - site plan approval for new individual home and plat of consolidation on Lots 25 & 26
- 2555 W. Golf Road, Chase Bank – Site Plan changes to replace retaining wall, walkways and ADA changes

POTENTIAL UPCOMING PROJECTS

- 825 Basswood – variation for shed size
- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- 1745 N. Barrington (Former TGI Friday's) – site plan amendment for new restaurant
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- The Assembly, 2570 Hassell Rd – Master Sign Plan for new ground sign including LED message center
- 635 Lakeview – plat of consolidation for demolition of existing home and building 2 new homes
- 4680 Hoffman Boulevard – site plan and site changes for new hibachi restaurant

GENERAL ACTIVITIES

Site Plan Review Process	June		2nd Quarter		Year to Date	
Number of administrative site plan cases completed	1	50% completed	3	43% completed	6	46% completed
Number of PZC site plan cases completed	1	administratively	4	administratively	7	administratively
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	June		2nd Quarter		Year to Date	
Number of cases processed within 105 days	2	100% completed	7	100% completed	13	100% completed
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	June	2nd Quarter	Year to Date	Year Target
Number of staff coordination meetings held	4	13	25	48

Economic Development Information Items	June	2nd Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	2	7	11	100% updated within 5 days
Average number of Village signs in rotation on electronic Tollway sign	2	2	2	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	1	1	3	6

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

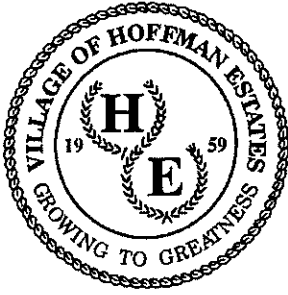
- HUD notified the Village that its annual CDBG allocation for the upcoming Program Year 2017-18 will be \$238,393. This is a \$9,300 decrease in funding from the current 2016-17 allocation of \$247,693.
- The Draft CDBG Annual Action Plan (AAP) for Program Year 2017-18 has been posted on the Village website. This Annual Plan will be the third year within the current 5-year CDBG Consolidated Plan.
- The HUD-required public hearing to discuss the draft will take place on June 12, 2017 at 3:00 p.m., in the Sylvia Lam Training Room at Village Hall. Public notification of the meeting was published in the Daily Herald on June 27th. The 30-day public comment period for the Draft AAP is from June 27 through July 27.
- The Village’s 2017-18 Annual Action Plan must be submitted to HUD by August 15, 2017.
- North West Housing Partnership (NWHP) estimates that between three and five Single Family Rehabilitation (SFR) projects may begin before the end of the Program Year, on September 30, 2017.

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

CDBG Expenditures and Reporting Ratio	June	3rd Quarter*	Year to Date	Current Reporting Ratio
	\$0	\$10,383.86	\$312,631.50	1.24
"Current Reporting Ratio" equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.				

Housing Program Goals	June	3rd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	2	5
Housing & related issues education pieces released	0	1	5	5

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



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

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

PG

July 2017

GENERAL ACTIVITIES

- On June 13, 2017, several Code employees attended a World Class Customer Service Skills seminar held by the Carroll Keller Group, Ltd. at the Village Hall.
- On June 27, 2017, John Shogren attended the monthly IPIA plumbing inspectors meeting in Aurora.
- On June 30, 2017, Alex Zaborowski completed the online course on Flood Provisions of the International Residential Code held by FEMA Building Science in partnership with ICC.
- The process is underway to fill the vacancy in the Rental Program manager position, which is critical to the ongoing success of this program and will also help with non-rental property maintenance code enforcement efforts.

END-OF-MONTH SUMMARIES

Due to the timing of the Committee meeting this month, the end-of-month summaries are not available at this time. A follow up report with totals through the end of June will be distributed once available.

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



General

- Ongoing calls, emails and meetings with land owners, brokers and property owners.
- Updated the Village's available properties online database on a bi-weekly basis.
- Met with business owners and developers looking for sites in Hoffman Estates.
- Completed liaison duties to the Arts Commission by updating the website, sending e-blast reminders to their database, and attending separate meetings for events like Beer, Brats and Beethoven. Summer concerts continue on July 6th with The Blooze brothers, July 13th with Nick Lynch, July 20th with Dick Diamond and the Dusters and July 27th with Keith Semple.
- Staff continued to attend meetings regarding the formation of Next Level Northwest. The organization now has an office space at Hoffman Estates Community Bank and is looking at a soft launch of the organization at the end of July in Hanover Park by inviting small business organizations like the HE Chamber.
- Participated on the planning committee for the Illinois Economic Development Association Annual Conference in the Rock Island. Attended the two day conference. Co-lead the Young Professionals breakfast event and now on the Young Professional IEDA committee. Also prepared and presented on the Golden Corridor Advanced Manufacturing Partnership as part of a workforce development panel at the conference.
- Issued RFP and collected responses for the Village Green Ad Hoc Committee stage design and construction. Staff is filtering and organizing responses before bringing forward to the committee for a decision in July.
- Restarted the 59-90 Entertainment District signage project by evaluating the wayfinding signage with Transportation and Engineering Staff to provide businesses within the district greater value through proper directional signage.
- Attended the:
 - Monthly Membership Committee meeting of the Chamber of Commerce
 - Design Team meetings of Next Level Northwest
 - Monthly Golden Corridor Makerspace Steering Committee meeting
 - Bi-Monthly CMAP Economic Development Committee meeting
 - Bi-Monthly Chicagoland Restaurant Brokers Association meeting
 - Annual TIF JRB meetings
 - Monthly Arts Commission meeting
 - Quarterly ICSC Illinois State Committee meeting

Office/Industrial

- Followed up with a couple of developers who showed serious interest in the former AT&T campus for purchase, repurpose and redevelopment of the whole site. The property has been purchased by C-III (a former partial stakeholder) who is not conducting a study to understand the value of the asset before taking it to the market for sale.
- Continued the Business Retention and Expansion visits this month to check in with local businesses. Toured one facility and reached out to several others to schedule visits.

Retail

- Participated in several ICSC committee conference calls. Reserved the Village booth space for RECon 2018 and started the preparations for the Chicago and New York Deal Making shows.
- Held discussions with the Sterling Organization finalizing a redevelopment agreement on Hoffman Plaza for the replacement of the 54" stormsewer pipes on the south side of the site.
- The retail shopping center occupancy rate for Hoffman Estates after the first two quarters is 84.41%. That is up from 86.06% last year at this time. The number should continue to rise this year as Burlington and Ace Hardware are expected to open before the end of the year and fill large retail vacancies.

Tourism

TRADE SHOW RESEARCH

- Hoffman Estates hotels expressed an interest in having the Tourism Office explore trade shows that might draw desired business and create additional occupancy. Reviewed hundreds of potential shows from listings provided by Marriott National Sales Offices, met with area Convention Bureaus to determine their past ROI on attending several that drew sporting events, youth sports tournaments, bus tours and religious events. Sought input from Hoffman Estates Park District on trade shows they might currently be attending or shows they would have an interest in. Forwarded recap of analysis to SCA for their input on which shows might be most beneficial to their goal of drawing new events. Met with Economic Development Director to review costs and ROI on 4 shows: TEAMS - world's leading conference and expo for the sports event industry, NASC - National Association of Sports Commissions, ABA - American Bus Association (draws over 3,500 tour operators), RCMA - Religious Conference Management Association (draws organizations that plan meetings, tutorials, conferences, conventions and assemblies for various religious organizations). Once the most lucrative investment is determined, Tourism Office will seek cost sharing with Chicago Marriott NW and Hoffman Estates Park District to reduce spending if the decision is made to attend.

Tourism (Cont.)

NORTHWESTW 4TH FEST - JUNE 30-JULY 2, 2017, SCA GROUNDS

- Confirmed final count of 16 booths for food vendors at this year's fest. Village businesses participating are: Garibaldi's, Moretti's, Sweet Caroline's, and UNI-MART. Next year, India House and Bombay Chopsticks have expressed interest in becoming a food vendor. Created final menus for all vendors with exclusive items awarded and approved pricing, provided space layout and electrical needs recap to Public Works, hosted food vendor meeting with Police Department and Finance to give direction. Arranged site tours with all first time vendors to familiarize them with their booth location and parking options.

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

- Met with event organizer to create new course routes that do not hinder or include construction zones. Created photomontage and event swag bags from 2016 event for presentation at meeting with AMITA decision makers to secure their sponsorship for 2017. Created marketing materials to invite Village businesses to participate and not-for-profits to provide volunteers while earning money for their charity. Worked with event organizer to create new patriotic website with links and press materials for international publications to advance outreach and increase tourism drawn by the events. Registration numbers for all events are higher by this date than the total number of participants from last year's event.

WINDY CITY BULLS - RESEARCHING ROI ON OUR SPONSORSHIP FROM 2016

- In the inaugural year of the Windy City Bulls, the Tourism Office paid a sponsorship fee of \$7,500 to ensure all incoming lodging demand (opposing teams, officials, fans/family) occurred at Village hotels only. Chicago Marriott NW (official host hotel) provided deeply discounted rates and received 638 team room nights at \$65, and 77 additional room nights at \$109. Best available rates during this time at the Chicago Marriot NW would have ranged from \$119-\$199. Hilton Garden Inn offered deeply discounted rates and hosted league officials receiving 78 room nights at \$79. Best available rates during this time would have ranged from \$109-\$149.

In 2016, the Tourism Office provided added value to the WCBs by locating and pre-negotiating discounted apartments for WCBs team members at a time when all Village apartment complexes were at 95-99% occupied (saving teams \$10,000 in rental fees during their season), dedicating the booth space at the Business Ledger Hospitality Expo Meeting in November to the WCBs, yielding not only broad awareness to the audience of over 800 event planners but the email database from attendees also (\$800 value) paid for print ads featuring the team (\$1,995), provided contacts for area Chambers of Commerce, Park Districts, corporations/businesses, not-for-profit organizations as well as consulting to identify decision makers. Based on a quick assessment of our ROI, we are seeking an additional year as exclusive host to the WCBs without paying additional sponsorship fees. A meeting is planned with WCBs management team in July.

MEETINGS/ACTIVITIES

- Attended CMIC ribbon cutting - Provided detailed Village hotel listing, dining guide, transportation, attraction and recreation recaps for CMIC travel coordinators to promote Village hotels for their preferred lodging program.
- Solicited information from Advanced Tournaments, who host youth hockey tournaments during holidays when our hotels need occupancy to facilitate more of our hotels receiving team occupancy from the tournaments held at the Leaf Centre (currently only using Chicago Marriott NW).
- Attended Northwest 4th Fest Commission Meeting.
- Attended Northwest NW 4th Fest event review meeting.
- Facilitated meeting with Country Inn and Suites and Planning and Development to expedite reopening.
- Met with exhibit designer to review "Anatomical Pars" uniquely themed body part mini golf holes.
- Solicited involvement of Village golf courses (Highland, Hilldale and Bridges) to participate in "Celebration of Golf" promotion being planned for Celtic Fest 2017 that features partnership with St. Andrews Course in Scotland.
- Provided employment contacts for Main Event, Hilton Garden Inn, Country Inn and Suites, and Quality Inn.
- Provided month-to-month re-launch plan to management team of Quality Inn to assist in driving their occupancy following ribbon cutting.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention