

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
September 11, 2017

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

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 - August 7, 2017

NEW BUSINESS

1. Request by SVAP Hoffman Plaza, L.P. for a site plan amendment for Hoffman Plaza Shopping Center.
2. Request acceptance of Department of Development Services monthly report for Planning Division.
3. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

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

August 7, 2017

I. Roll Call

Members in Attendance:

**Gary Stanton, Chairperson
Karen Arnet, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee (left at 7:41 pm)
Michael Gaeta, Trustee
William D. McLeod, Village President**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr – Dev. Services
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Ryan Johnson, Mgmt. Analyst
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Jeff Jorian, Fire Chief
Rachel Musiala, Director of Finance
Suzanne Ostrovsky, Asst. Village Mgr.**

The Planning, Building & Zoning Committee meeting was called to order at 7:40 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Planning, Building & Zoning Committee meeting minutes of July 3, 2017. Voice vote taken. All ayes. Motion carried.

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

NEW BUSINESS

- 1. Request approval of the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 12, 2017-2018.**

An item summary sheet from Ryan Johnson was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet to approve the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 12, 2017-2018. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of a Redevelopment Agreement between the Village of Hoffman Estates, SVAP Hoffman Plaza, L.P.; SVAP Hoffman Plaza II, L.P.; and SVAP Hoffman Plaza III, L.P. to redevelop the Hoffman Plaza Shopping Center.**

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

Motion by Trustee Gaeta, seconded by Trustee Newell, to approve Redevelopment Agreement between the Village of Hoffman Estates, SVAP Hoffman Plaza, L.P.; SVAP Hoffman Plaza II, L.P.; and SVAP Hoffman Plaza III, L.P. to redevelop the Hoffman Plaza Shopping Center. Voice vote taken. All ayes. Motion carried.

- 3. 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 Arnet, to approve the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

- 4. 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 Newell, to approve the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

- 5. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.**

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

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

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 7:48 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by SVAP Hoffman Plaza, L.P. for a site plan amendment for Hoffman Plaza Shopping Center

MEETING DATE: September 11, 2017

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Request by SVAP Hoffman Plaza, L.P. for a site plan amendment for Hoffman Plaza Shopping Center.

BACKGROUND: The subject property was approved by the Village Board for site redevelopment on March 6, 2017. Work is ongoing and occupancy for the main anchor (Burlington) is anticipated in October.

One of the Conditions of Approval was that "The entire site plan improvements and building changes, as shown on the approved plans, shall be completed prior to issuance of any occupancy permit for the Burlington Store."

PROPOSAL:

Roselle Road Entrance

The petitioner is working with Cook County Highway Department regarding the plan approved access on Roselle Road, just north of Higgins Road. The county is taking a longer time than expected to review and approve the access.

In order to keep the project moving forward and adhere to the timeline for Burlington to open in October, the petitioner is proposing to modify the approved plans with an alternate design and utilize the existing access location. The new drive aisle would swing slightly into the site to accommodate the approved overall site plan. The Village's Transportation and Engineering Division has reviewed the new plans and believe it will be a safe and acceptable solution. The petitioner may choose to build the originally approved design once Cook County approval is granted.

Occupancy Provision

Because the original approval included a condition that all work on the approved plans must be complete before any occupancy for Burlington would be allowed, the petitioner is requesting that condition be modified to allow the Burlington store to open with a temporary occupancy with several minor site items incomplete.

PROPOSAL: (Cont'd)

Section 11-6-3.F.5 stipulates that temporary occupancies shall only be issued when seasonal conditions do not allow completion of minor site items only between November 1 and April 30. Since there are projects facing these seasonal issues every year, staff already has procedures in place to ensure all life safety and critical items are completed before occupancy and to ensure performance guarantees are in place while the miscellaneous final items are completed. It is too early to determine exactly which items may not be done, however, based on the current site condition and daily monitoring of work progress, staff is confident the punchlist will be short. Usually the unfinished items include finishing the landscaping, roof top unit screening, making adjustments to lighting, etc. All critical customer parking and circulation items must be complete.

Summary

Staff is confident that the revised Roselle entrance will work properly, and that the temporary occupancy permit process can effectively be used to allow the store to make its target open date while final site items are completed.

RECOMMENDATION:

Approval of a site plan amendment to allow a modified Roselle Road driveway access as an alternative design, and to allow staff to issue a temporary occupancy certificate (using standard procedures) for the Burlington store outside of the normal seasonal timeframe listed in the Municipal Code.

Attachments

cc: Planning and Zoning Commission Members
Dustin Hicks (Sterling Organization)
Andy Heinen (Kimley-Horne and Associates)



VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING GENERAL APPLICATION*

Special Use for _____ Rezoning from _____ to _____

Variation: Commercial Residential Sign

Plat (Subdivision & Others): Preliminary Final

Site Plan: Amendment Concept Preliminary Final

Master Sign Plan: Amendment

Other: _____

* ADDENDUM MATERIALS ARE REQUIRED FOR SPECIFIC REQUESTS

Posting of Notification Sign(s) may be required.
Specific requirements will be provided when your request is scheduled.

FOR VILLAGE USE ONLY			
Hearing Fee	#350	Check No.	#1094
		Date Paid	9/5/17
Project Number:	2016019P		
Staff Assigned:	J. DONAHUE		
Meeting Date:	9/11/17	Public Hearing:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sign Posting Required:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date Sign Posted	N/A

PLEASE PRINT OR TYPE

Date: August 28, 2017

Project Name: Hoffman Plaza Redevelopment

Project Description: Relocation of Access Drive

Project Address/Location: 1067 N Roselle Road

Property Index No. 07-15-200-044, 07-15-200-034, 07-15-200-035, 07-15-200-027

Acres: 16.27 Zoning District: B2

I. Owner of Record

SVAP Hoffman Plaza, L.P.

Name		Company
340 Royal Poinciana Way, Suite 316		Palm Beach
Street Address		City
FL	33480	(561) 623-5949
State	Zip Code	Telephone Number
		dhicks@sterlingorganization.com
Fax Number		E-Mail Address

II. Applicant (Contact Person/Project Manager)

Andy Heinen

Kimley-Horn and Associates

Name		Company
1001 Warrenville Rd., Suite 350		Lisle
Street Address		City
IL	60532	(630) 487-5553
State	Zip Code	Telephone Number
		andy.heinen@kimley-horn.com
Fax Number		E-Mail Address

Applicant's relationship to property: Civil Engineer

III. Owner Consent for Authorized Representative

It is required that the property owner or his designated representative be at all requests before the Planning and Zoning Commission (PZC). During the course of the meeting, questions may arise regarding the overall site, site improvements, special conditions to be included in a PZC recommendation, etc. The representative present must have knowledge of the property and have the authority to make commitments to comply with any and all conditions included in the PZC recommendations. Failure to have the owner or designated representative present at the meeting can lead to substantial delays in the hearing process. **If the owner cannot be present at the meeting, the following statement must be signed by the owner:**

I understand the requirement for the owner or an authorized representative to be present at the meeting with full authority to commit to requests, conditions and make decisions on behalf of the owner. I hereby authorize ANDREW HEINEN to act on my behalf and advise that he/she has full authority to act as my/our representative.


Owner Signature

Michael McCarthy
Print Name

IV. Acknowledgement(s)

- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.
- Planning and Zoning Commission members and Village Staff often conduct inspections of subject site(s) as part of the pre-hearing review of requests. These individuals will be carrying official Village identification cards that can be shown upon request.

The Owner and Applicant, by signing this Application, certify to the correctness of the application and all submittals.

Owner's Signature: *M. McCarthy*

Owner's Name (Please Print): Michael McCarthy

Applicant's Signature: *A. Heinen*
(If other than Owner)

Applicant's Name (Please Print): Andy Heinen

Date: August 28, 2017

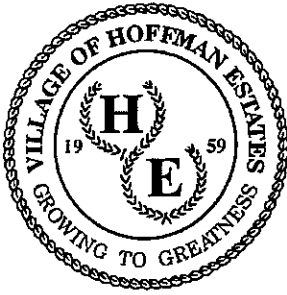
All requests must be accompanied by the items required and all fees must be paid before the Planning and Zoning Commission can hear any case.

Please contact the Planning Division (located in the Municipal Building) with any questions:

Email: planning@hoffmanestates.org
Address: 1900 Hassell Road
Hoffman Estates, IL 60169
Phone: (847) 781-2660
Fax: (847) 781-2679

Addendums Attached:

- Special Use Master Sign Plan
 Rezoning Other _____
 Variation
 Plat
 Site Plan



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

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

PG

September 11, 2017

PLANNING AND ZONING COMMISSION MEETINGS

August 16, 2017 Meeting

- Cancelled due to lack of agenda items.

September 6, 2017 Meeting

- The Stonegate Conference Centre, 2401 W Higgins - patio/tent special use & site plan extension (*Continued from 8/2/2017, Approved*)
- 825 Basswood Street – Residential shed size variation (*Denied*)
- 800 Freeman Road – Residential Driveway variation (*Denied*)

September 20, 2017 Meeting

- Cabela's/Holiday Inn Express – Resubdivision Plat to create new outlot and site plan for a new hotel.

October 4, 2017 Meeting

- No agenda items at this time.

CURRENT ACTIVE PROJECT REVIEWS

- 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
- 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
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes

POTENTIAL UPCOMING PROJECTS

- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- 2061 N. Barrington Road (former bank) – Site plan amendment for Jimmy John's with drive thru
- 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
- 1680 Heron Way - Site plan approval for new individual home in Yorkshire Woods Subdivision
- McDonalds, 2580 W Golf Road – Site plan amendment for façade and exterior site changes
- Huntington 90 – Plat of dedication and site plan for Eagle Way extension

GENERAL ACTIVITIES

- The Planning Division processed a total of 9 FOIAs during August.

Site Plan Review Process	August		3rd Quarter		Year to Date	
Number of administrative site plan cases completed	1	100% completed administratively	2	100% completed administratively	8	53% completed administratively
Number of PZC site plan cases completed	0		0		7	
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	August		3rd Quarter		Year to Date	
Number of cases processed within 105 days	1	100% completed within 105 days	2	100% completed within 105 days	15	100% completed within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	August	3rd Quarter	Year to Date	Year Target
Number of staff coordination meetings held	5	9	34	48

Economic Development Information Items	August	3rd Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	2	5	16	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	4	6

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

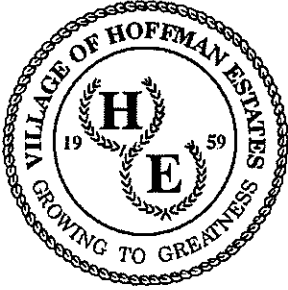
- The Village’s Draft CDBG Annual Action Plan (AAP) for Program Year 2017-18 was submitted to HUD in time for the August 15th deadline.
- Staff is working with Cook County and other CDBG communities to prepare for the process of complying with HUD’s new rules regarding Fair Housing.
- The plan for a regionally-funded CAC building repair project continued to move forward. The respective boards at four CDBG Entitlement municipalities (Arlington Heights, Mount Prospect, Palatine, and Schaumburg) and Cook County agreed to include the project in their Draft CDBG Annual Plans that were submitted to HUD in August.
- CDBG-funded street reconstruction projects are complete at Crescent Court and Cardigan Lane. CDBG funds will be drawn to reimburse these smaller street projects in their entirety.

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

CDBG Expenditures and Reporting Ratio	August	4th Quarter*	Year to Date	Current Reporting Ratio
	\$2,509.37	\$2,509.37	\$310,122.13	1.23
*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	August	4th Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	2	5
Housing & related issues education pieces released	0	0	5	5

*The 4th quarter of the CDBG Program Year runs from July 1 through September 31, 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*

September 2017

GENERAL ACTIVITIES

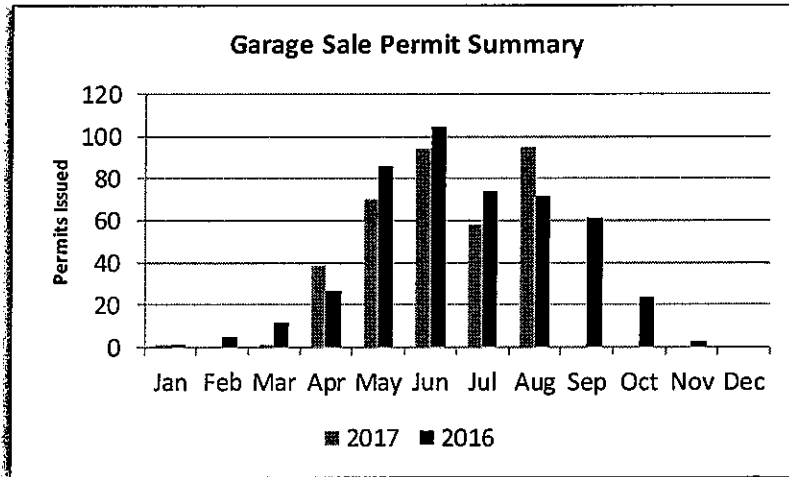
- On August 25, 2017, David Banaszynski attend a hoarding seminar in Crystal Lake.
- On August 29, 2017, John Shogren attended the monthly Illinois Plumbing Inspectors Association meeting in Aurora.
- On August 30, 2017, Ray Norton, Tony Knuth & Alex Zaborowski attended a Hoarding seminar hosted by AMITA Health at the Village of Schaumburg.
- Building permits issued during August were higher than any single month during the past six years, primarily due to a large number of roof/siding permits issued resulting from a summer hail storm that hit the southeastern portion of the Village.
- Code Enforcement processed a total of 49 Freedom of Information Act requests related to building and code issues during the month of August.

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- There are currently 2,216 rental properties registered (including a few who have not yet renewed and are in the court process).
- The process is underway to fill the vacancy in the Rental Program manager position, which is critical to the ongoing success of this program and will also help with non-rental property maintenance code enforcement efforts.
- Staff continues to pursue registration of new rental properties recently through property maintenance complaints, water billing account changes, and other means as time permits.

Garage Sales

Year	2017	2016
Jan	1	1
Feb	0	5
Mar	1	12
Apr	39	27
May	70	86
Jun	94	105
Jul	58	74
Aug	95	72
Sep	0	61
Oct	0	24
Nov	0	3
Dec	0	0
Total	358	470

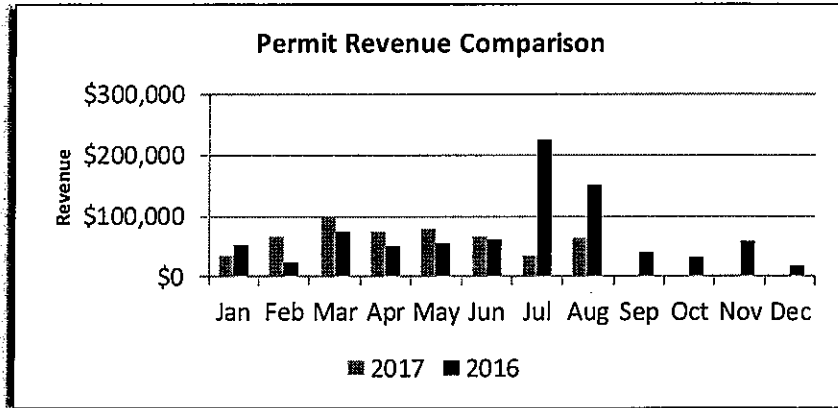


2017 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016 Total
Building Permits														
Commercial Remodeling	5	3	11	6	10	5	6	5	0	0	0	0	51	92
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	1	1	2	1	2	1	2	0	0	0	0	10	12
Driveways	0	3	11	18	46	38	30	52	0	0	0	0	198	264
Electrical	0	3	1	2	3	2	3	3	0	0	0	0	17	35
Fences	0	5	15	24	33	40	20	22	0	0	0	0	159	210
Mechanical	15	19	10	12	15	32	18	20	0	0	0	0	141	220
Miscellaneous Permits	23	27	41	34	50	71	42	49	0	0	0	0	337	539
Multi-Family Remodeling	0	2	0	3	1	0	0	0	0	0	0	0	6	57
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	22
Plumbing	18	25	16	28	25	25	18	20	0	0	0	0	175	229
Pools	0	0	0	0	3	5	0	3	0	0	0	0	11	10
Residential Decks & Patios	0	5	8	21	30	38	23	36	0	0	0	0	161	192
Residential Garages	0	0	0	0	0	0	1	1	0	0	0	0	2	3
Residential Remodeling	13	18	13	26	18	20	14	19	0	0	0	0	141	168
Residential Sheds	1	1	1	6	4	7	9	5	0	0	0	0	34	45
Roofs/Siding	7	15	20	50	65	86	66	141	0	0	0	0	450	713
Signs	2	9	7	5	6	10	9	6	0	0	0	0	54	104
New Single Family Residences	1	5	4	6	5	3	0	6	0	0	0	0	30	30
Fire Permits														
Automatic Fire Alarms	2	5	7	4	3	4	4	6	0	0	0	0	35	58
Fuel Storage Tanks	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Hood & Duct	0	0	1	0	0	0	0	1	0	0	0	0	2	26
Automatic Sprinklers	12	6	6	11	11	2	7	5	0	0	0	0	60	112
Lock Boxes	1	0	2	0	0	0	2	5	0	0	0	0	10	30
Other	0	11	2	1	0	0	0	0	0	0	0	0	14	13
2017 Total	100	163	177	259	330	390	273	407	0	0	0	0	2099	
2016 Total	115	129	243	354	344	406	312	341	267	259	282	132		3184

Permit Revenue

Year	2017	2016
Jan	\$33,383	\$52,612
Feb	\$65,665	\$24,022
Mar	\$100,878	\$74,073
Apr	\$72,363	\$51,063
May	\$79,067	\$54,167
Jun	\$64,310	\$60,943
Jul	\$33,652	\$223,428
Aug	\$63,827	\$149,227
Sep	\$0	\$39,820
Oct	\$0	\$30,925
Nov	\$0	\$56,610
Dec	\$0	\$16,776
Total	\$513,145	\$833,666



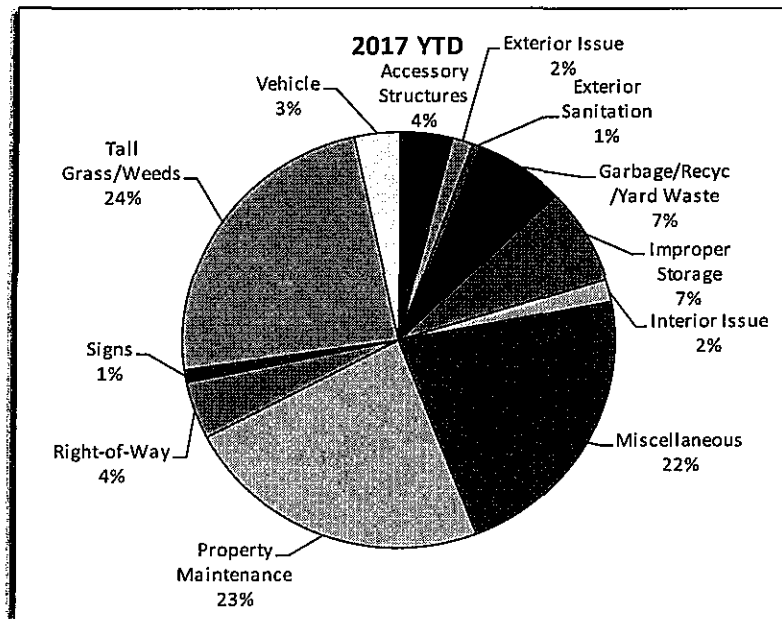
2017 Budget: \$650,000

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

Building Permit Processing Performance	August	3rd Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	94%	95%	96%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	94%	95%	96%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	94%	95%	96%	90% within 48 hours

2017 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016 Total
Accessory Structures	2	1	8	10	4	5	6	4	0	0	0	0	40	55
Exterior Issue	1	4	4	1	2	2	1	1	0	0	0	0	16	48
Exterior Sanitation	1	0	2	0	1	0	1	1	0	0	0	0	6	23
Garbage/Recyc/Yard Waste	5	8	3	4	13	18	11	7	0	0	0	0	69	125
Improper Storage	7	25	2	5	13	10	7	8	0	0	0	0	77	172
Interior Issue	2	5	4	1	0	3	1	2	0	0	0	0	18	10
Miscellaneous	14	15	56	21	25	30	31	35	0	0	0	0	227	289
Property Maintenance	15	10	14	31	46	58	27	37	0	0	0	0	238	233
Right-of-Way	0	0	2	3	6	10	14	11	0	0	0	0	46	115
Signs	4	0	1	1	0	1	2	1	0	0	0	0	10	43
Tall Grass/Weeds	0	0	0	17	129	43	38	18	0	0	0	0	245	469
Vehicle	2	2	6	3	4	7	6	5	0	0	0	0	35	55
2017 Total	53	70	102	97	243	187	145	130	0	0	0	0	1027	
2016 Total	67	63	60	92	258	250	153	215	190	91	107	91		1637



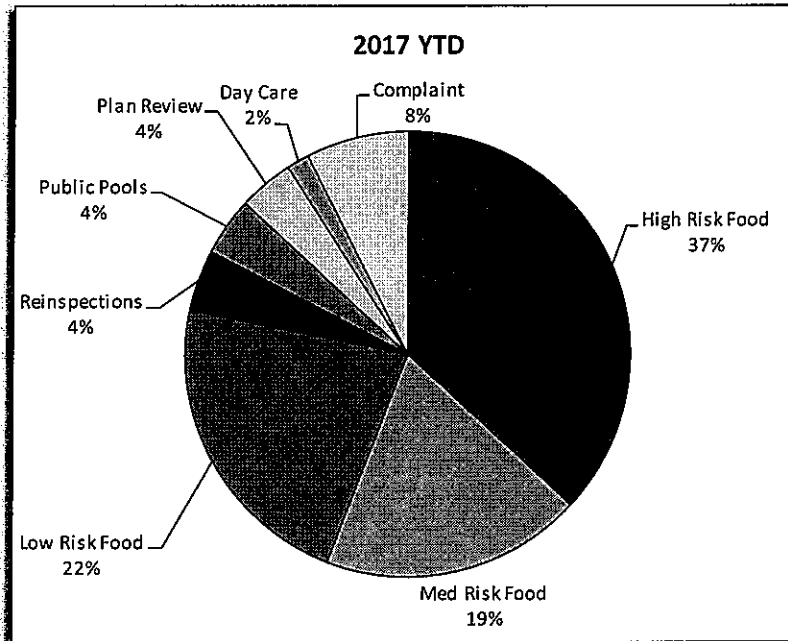
2017 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
73	79	106	67	107	157	93	94	0	0	0	0	776

Inspection Services Performance	August	3rd Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	94%	96%	96%	95% within 24 hr. notice

2017 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	44	34	1	1	21	50	5	1	0	0	0	0	157
Med Risk Food	3	1	42	34	1	0	0	0	0	0	0	0	81
Low Risk Food	3	1	0	2	2	3	30	54	0	0	0	0	95
Reinspections	1	0	2	2	7	2	3	2	0	0	0	0	19
Public Pools	0	0	0	0	13	1	1	3	0	0	0	0	18
Plan Review	0	2	1	4	2	1	2	5	0	0	0	0	17
Day Care	0	0	4	3	0	0	0	0	0	0	0	0	7
Complaint	1	2	1	2	6	8	6	6	0	0	0	0	32
Total	52	40	51	48	52	65	47	71	0	0	0	0	426



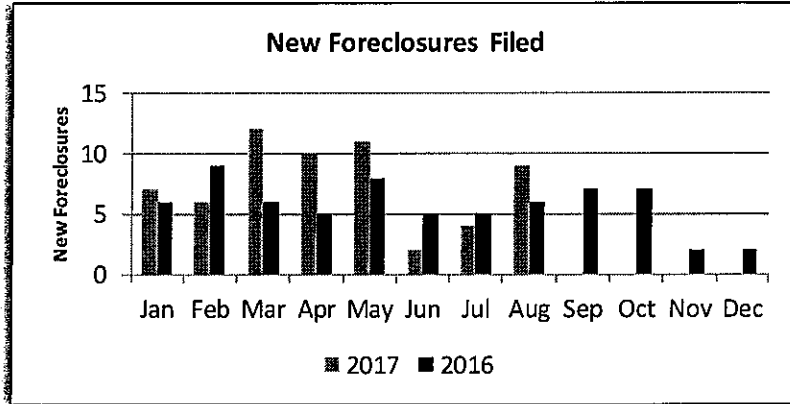
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 265 facilities that require a total of approximately 480 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Inspection Services Performance	August	3rd Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	11.5%	18.8%	69.4%*	100% of total

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

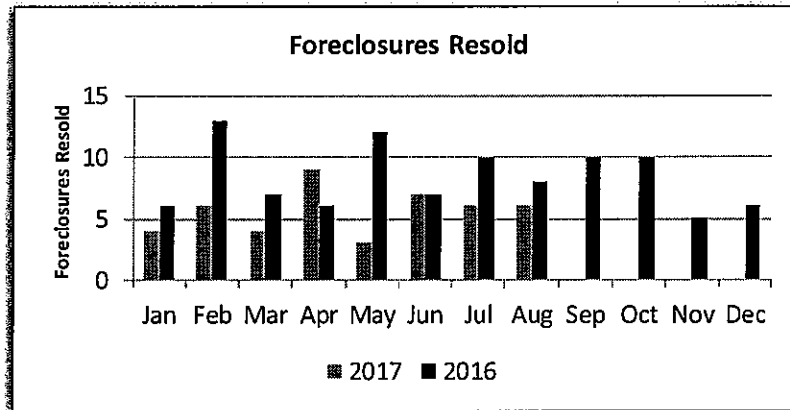
New Foreclosures Filed

Year	2017	2016
Jan	7	6
Feb	6	9
Mar	12	6
Apr	10	5
May	11	8
Jun	2	5
Jul	4	5
Aug	9	6
Sep	0	7
Oct	0	7
Nov	0	2
Dec	0	2
Total	61	68



Foreclosures Resold

Year	2017	2016
Jan	4	6
Feb	6	13
Mar	4	7
Apr	9	6
May	3	12
Jun	7	7
Jul	6	10
Aug	6	8
Sep	0	10
Oct	0	10
Nov	0	5
Dec	0	6
Total	45	100



ECONOMIC DEVELOPMENT & TOURISM

MONTHLY REPORT



SEPTEMBER 2017

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.
- Completed liaison duties to the Arts Commission by updating the website, sending e-blast reminders to their database, and attending separate meetings for events. Upcoming events include the photography seminar on October 28th and Beer, Brats and Beethoven on November 9th.
- Staff continued to attend meetings regarding the formation of Next Level Northwest. The organization held a soft launch at the end of July and has started to schedule the first pitch nights. The office at the Hoffman Estates Community Bank site on Higgins Road is finally open with partial furniture. The final changes are being made to various agreements with clients, coaches, and mentors before officially taking applications.
- Continued to explore the 59-90 Entertainment District signage project by having the final companies resubmit a proposal based on one sign design. After receiving all proposals Staff will bring a recommendation forward to Planning, Building, & Zoning in October for consideration.
- Began developing new marketing pieces for advertisements, trade shows or general promotion. The pieces are industry specific and focus on the 59/90 entertainment district, attracting retail, attracting industrial and corporate office, and promoting the Village in general. Staff hopes to have the pieces ready to distribute at the ICSC Chicago Deal Making show at the end of September.
- Staff met internally to discuss the state of the VisitHoffman.com website. It was decided that the outdated website, which does not display well on mobile devices, needs to be updated as soon as possible. Staff is researching possible opportunities for getting a new, cost-effective, mobile-friendly website up within the next several weeks during this peak season of RFPs and increased web traffic from the Sears Centre and the Windy City Bulls.
- Attended the:
 - Monthly Membership Committee meeting of the Chamber of Commerce
 - Monthly Chamber Board meeting
 - Design Team meetings of Next Level Northwest
 - Monthly Arts Commission meeting
 - Monthly Golden Corridor Maker Space meeting
 - Annual State of the Suburban Chicago Office Market conference
 - Quarterly update from IL DCEO with the Illinois Economic Development Association
 - Quarterly CORE Illinois phone call

Office/Industrial

- Continued the Business Retention and Expansion visits this month. Held two visits and reached out again to several others for meetings.
- GCAMP is having a great year. Below are some highlights:
 - Sponsored STEM projects at area elementary and middle schools.
 - Held a high school job fair with 100 students and more than 25 employers.
 - Coordinated more than 100 summer internships

Retail

- Continued preparations for ICSC Deal Making shows in Chicago and New York in September and December, respectively. Staff will attend both shows to meet with prospective retailers and developers while attending other ICSC Volunteer related meetings.
- Discussed a potential sales tax rebate agreement with the owner of the Ace Hardware as he and the shopping center owner mentioned during their request for support of the 7c application. Staff is drafting an agreement to bring forward to Planning, Building and Zoning Committee for discussion and consideration. The grand opening is this Friday, September 15th.
- Staff met with the Sterling Organization development team to ensure all requirements would be met before Burlington needs to receive occupancy. Staff also worked on the Purchase and Sale Agreement for 75-85 Golf Road for Sterlington to development.

Tourism

WINDY CITY BULLS - SEARS CENTRE ARENA - "G" LEAGUE

- Windy City Bulls have extended the Village exclusive lodging partnership for another year (September 2017 - August 2018) at no additional cost to the Village, resulting in marketing opportunities and incoming teams staying at the Chicago Marriott NW. Last year, the hotel captured 638 room nights from visiting teams and 77 room nights from fans and families. We anticipate more occupancy as the "G" League has added 4 teams. Through this relationship, the Sears Centre Arena and Tourism website will be featured in a banner ad on the schedule page bringing exposure to all hotels in Hoffman Estates.

WILLOW CREEK LEADERSHIP SUMMIT - AUGUST 10-11, 2017

- Drawing almost 10,000 to the South Barrington campus, attendees come in from around the world. Village hotels at Barrington and Higgins Roads sold out. Many large groups have previously stayed at the Holiday Inn Rolling Meadows (closing this year to recreate into 2 freestanding hotels (Holiday Inn Express and Aloft and a Senior Assisted Living Facility). Staff provided information to all Village hotels to reach out and capture groups for the August 9-10, 2018, Summit, as reduced summer registration began as soon as Summit ended this year. Also provided concierge materials for registration desks during Summit. Following up with large organizations that were in attendance at this year's Summit in an effort to capture events for the Sears Centre Arena and Stonegate.

Tourism (Cont.)

LUTHERAN CHURCH CHARITIES K-9/KARE 9 NATIONAL CONFERENCE - JULY 27-28, 2017 - HILTON NORTHBROOK

- Handlers and K-9s from across 23 states gathered for two days of inspirational worship, keynote speakers, breakout sessions, and networking, with 450+ participants and almost 100 LCC K-9 Comfort Dogs and Kare 9 Military Ministry Dogs. Attended the public "Meet and Greet" after hearing they had outgrown the Northbrook Hilton and might be considering a move for 2018. Suggested the Sears Centre Arena and looking forward to touring decision makers.

ILLINOIS ECONOMIC DEVELOPMENT ASSOCIATION - JUNE 21-22, 2018

- Circulated the RFP for next year's IEDA Conference to Chicago Marriott NW and Stonegate in an effort to attract this event to Hoffman Estates.

RADISSON START PLAZA - MERRILLVILLE, INDIANA

- Managed by White Lodging, this facility announced earlier this year they are closing for renovation. Working with our Hilton Garden Inn (also managed by White Lodging) to attempt to lure displaced large scale events to the Sears Centre Arena and Stonegate.

MIDLANDS WRESTLING TOURNAMENT - SEARS CENTRE ARENA - DECEMBER 28-31, 2017

- Assisting university wrestling teams to find lodging in Village hotels during this prestigious event. We anticipate almost 600 room nights from teams and 200 for fans/families.

MEETINGS/ACTIVITIES

- Creating full page ad for Business Ledger Corporate Event Planning and Meeting Guide featuring interview with Sears Centre Arena.
- Attended Employee Wellness Committee meeting.
- Attended Northwest 4th Fest Commission meeting.
- Reviewing websites to aid in updating/recreating Tourism website.
- Midwest drone event postponed - circulated information.
- Provided constant contact information to Quality Inn.
- Met with Quality Inn management team - RFP season.
- Toured new sales leaders from Hilton Garden Inn.
- Speaking with Due North Sports Partners to increase sporting events to increase Tourism.
- Met with Canlan Sportsplex to investigate lodging opportunities from their sporting events.
- Met with Country Inn and Suites and provided candidates for management positions.
- Provided contacts to Lakeview School social workers.
- Culvers/Gas Station complex - opening activities/partnerships.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention