

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

March 19, 2018

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
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Ted Bos, Police Chief
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Fred Besenhoffer, Director of IS
Bev Romanoff, Village Clerk
Patrick Fortunato, Acting Fire Chief
Patrick Seger, Director of HRM
Doug LaSota, Assoc. Corporation Counsel
Ryan Johnson, Mgmt. Analyst
Kelly Kerr, Asst. Director of Public Works
Bruce Anderson, CATV Coordinator**

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 Pilafas, to approve the Planning, Building & Zoning Committee meeting minutes of February 12, 2018. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request by Bystronic Inc. for:
 - a) a courtesy review of a proposed Bystronic office/showroom/warehouse in the Huntington 90 business park; and****

b) a resolution supporting a Cook County Class 6B classification for property tax assessment purposes for the proposed facility to be located in the Huntington 90 business park.

An item summary from Kevin Kramer and Peter Gugliotta was presented to Committee.

Representatives with Bystronic Inc. addressed the Committee and provided an overview of their plans. They are proposing to purchase an 8.6 acre site at the northwest corner of Central Road and AT&T Center Drive to develop an 163,000 square foot office, manufacturing, warehouse and showroom for their industrial products. They are a world-class manufacturer of high quality machines and systems for the processing of sheet metal. The company will employ approximately 115 full time employees with available land to grow the facility. Bystronic is looking to move from Elgin in Kane County to Hoffman Estates in Cook County and they are requesting property tax relief with a Cook County Class 6B classification.

Motion by Trustee Mills, seconded by Mayor McLeod, to approve a Resolution supporting a Cook County Class 6B classification for property tax assessment purposes for the proposed facility to be located in the Huntington 90 business park. Voice vote taken. All ayes. Motion carried.

2. Request by Stonegate Properties, Inc. for approval of a comprehensive wayfinding plan at 2061-2071 Barrington Road.

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

Peter Gugliotta addressed the Committee and reported that the petitioner hired WT Group to design a comprehensive wayfinding plan that was required by the Village Board. The proposed plan outlines striping, striping and other work that would help direct customers of the tree tenant spaces around the site. The wayfinding plan will become part of the site plan amendment approval.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve a comprehensive wayfinding plan for Stonegate Properties, Inc. at 2061-2071 Barrington Road. Voice vote taken. All ayes. Motion carried.

3. Request approval of a Subrecipient Agreement with the Children's Advocacy Center (CAC) of North and Northwest Cook County to administer the Community Development Block Grant (CDBG) Project for renovations to CAC's main facility in Hoffman Estates.

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

Jim Norris addressed the Committee and explained the CDBG process. He reported that total CDBG funding for the CAC rehabilitation from five (5) funding entities and the Village totals \$215,000, with \$27,700 contributed by the Village.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Subrecipient Agreement with the Children's Advocacy Center of North and Northwest Cook County to administer the Community Development Block Grant Project for renovations to CAC's main facility in Hoffman Estates. Voice vote taken. All ayes. Motion carried.

4. Request by NAI Hiffman as agent for CIII and Morgan Stanley, owner of the AT&T property, to rename AT&T Center Drive to Center Drive.

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

Motion by Mayor McLeod, seconded by Trustee Gaeta, to approve request by NAI Hiffman as agent for CIII and Morgan Stanley, owner of the AT&T property, to rename AT&T Center Drive to Center Drive. Voice vote taken. All ayes. Motion carried.

5. Request approval of a Resolution adopting the 2018 zoning map.

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve a Resolution adopting the 2018 zoning map. 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 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.

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

8. 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

1. Request by New Cingular Wireless PCS, LLC (commonly referred to as "AT&T") for approval of an extension to an existing cellular antenna license at 1355 Westbury Drive.

VI. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:28 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

Village of Hoffman Estates

DRAFT

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

April 2, 2018

I. Roll Call

Members in Attendance:

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

Via Phone:

Karen Arnet, Vice Chairperson

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Kevin Kramer, Econ. Dev. Coordinator
Ted Bos, Police Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Audra Marks, Asst. Director of HHS
Fred Besenhoffer, Director of IS
Bev Romanoff, Village Clerk
Patrick Fortunato, Acting Fire Chief
Patrick Seger, Director of HRM
Doug LaSota, Assoc. Corporation Counsel
Bruce Anderson, CATV Coordinator**

Guests: Daily Herald / Eric Peterson

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

NEW BUSINESS

- 1. Request approval of a two year agreement between the Village of Hoffman Estates and Dasbier Garden, LLC.**

An item summary sheet from Mark Koplin, Kevin Kramer, Doug LaSota and Patti Cross was presented to Committee.

Mr. Kramer provided background on the request.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a two year agreement between the Village of Hoffman Estates and Dasbier Garden, LLC. Roll call vote taken. All ayes. Motion carried.

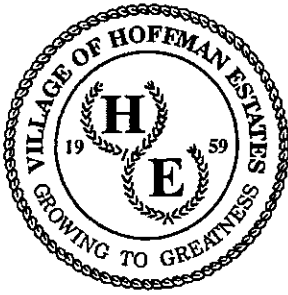
II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:04 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations
& 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

April 9, 2018

PLANNING AND ZONING COMMISSION MEETINGS

March 21, 2018 Meeting

- Canceled due to lack of agenda items

April 4, 2018 Meeting

- Canceled due to lack of agenda items

April 18, 2018 Upcoming Meeting

- Silesia Flavors, 5250 Prairie Stone Pkwy – Site Plan Amendment for building addition and parking lot expansion

May 2, 2018 Upcoming Meeting

- No agenda items currently scheduled

CURRENT ACTIVE PROJECT REVIEWS

- Hoffman Plaza, NE Corner Roselle & Higgins - Site plan amendment for new outbuildings
- 75/85 Golf Road – Site plan for new retail building (associated with Hoffman Plaza)
- Huntington 90 – Plat of dedication and site plan for Eagle Way extension
- Huntington 90 – Site plan for new office/industrial building
- 1885 Jennifer Lane, Moon Lake Village Condos – Site Plan review for parking lot and lighting changes
- 2570 Hassell Road, The Assembly – Site plan amendment for parking lot changes and vehicle charging stations
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- Mariano's, 2575 W Golf Rd – Site plan amendment for parking lot changes and vehicle charging stations

POTENTIAL UPCOMING PROJECTS

- Buona Beef, Barrington Square Town Center – Site Plan for new building located further west on the property
- Grand Sports, 2350 Hassell Rd. – Special Use & Site Plan Amendment for remodeling, increased occupancy, etc.
- 155 W Higgins Rd, Hertz – Special Use and Variation for used vehicle sales
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- Ace Hardware, Golf/Higgins Rds. – Site plan amendment for seasonal outside storage
- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- 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 upgrade site changes
- 1000 W Golf Road, Mercedes-Benz – Signage, and site plan changes
- SEC Rohrssen Road & Golf Road – Annexation, Site Plan for Hindu Wellness Center & Temple and homes
- Schaumburg Township Building – Site Plan amendment for parking lot expansion
- 1200 W Higgins Road – Site Plan Amendment and site upgrades for reuse as an automotive repair shop
- Moretti's - Master Sign Plan

GENERAL ACTIVITIES

- The Planning Division processed 6 FOIAs and 3 Zoning Letters in March.
- Peter Gugliotta attended an RTA Planning workshop on Transit Oriented Design in the Chicago Region at DePaul in Chicago on March 7th.
- Peter Gugliotta and Parth Joshi attended a joint APA/MDRN Seminar on the Legal Scope of Design Review at DePaul in Chicago on March 15th.
- Parth Joshi attended a conference on sign regulations on March 21 & 22.
- Planning staff is scheduling a training session for the Planning and Zoning Commission in the upcoming months.

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

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

Coordinating Planning & Code Efforts	March	1st Quarter	Year to Date	Year Target
Number of staff coordination meetings held	4	13	13	48

Economic Development Information Items	March	1st Quarter	Year to Date	Year Target
Average number of Village signs in rotation on electronic Tollway sign	3	3	3	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	0	3	3	6

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

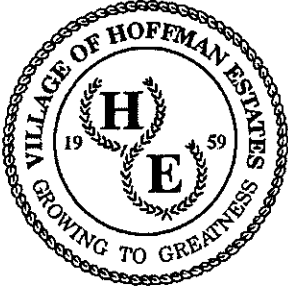
- Staff continued to coordinate the “Joint CAC Project” with representatives of Cook County, Arlington Heights, Palatine, Mount Prospect and Schaumburg. The collaborative, CDBG-funded project was featured in an online edition of the Daily Herald on March 29th.
- Village staff submitted proposed CAC construction specifications (“specs”) to Cook County for review.
- The Village Board approved the Village’s Subrecipient Agreement with Children’s Advocacy Center (CAC) on March 19th. Subrecipient Agreements between each of the CDBG funding entities and the CAC are now finalized. The funding entities will work toward completion of draft bid documents in the coming weeks.
- Staff attended the CAC’s Board of Trustees Meeting on March 23rd in order to highlight the details of the Joint CAC Project and answer questions.
- Renovation of one home remains underway as part of the Village’s single family rehab (SFR) program.
- The Village received HUD’s review of the Consolidated Annual Performance and Evaluation Report (CAPER), and will submit revisions to HUD in the coming weeks.

The information below is for the 2017 CDBG Program Year (October 1, 2017 through September 30, 2018):

CDBG Expenditures and Reporting Ratio	March	2nd Quarter*	Year to Date	Current Reporting Ratio
	\$0	\$49,963.94	\$242,107.04	1.33
*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	March	2nd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	2	4	3
Housing & related issues education pieces released	0	1	1	5

*The 2nd quarter of a CDBG Program Year runs from January 1 through March 31, 2018.



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*

April 2018

GENERAL ACTIVITIES

- On March 2, 2018, Tim Meyer & John Cumpek attended the SBOC annual training institute for the 2018 International Building Code & Significant Changes in Woodridge.
- On March 8, 2018, David Banaszynski attended the State Board of Health meeting.
- On March 9, 2018, Jeff Mattes & Kathleen Kuffer attended the SBOC annual training institute for the State Legislative Process & Its Impact on Code Officials and Building System & Structural Implications of Hoarding, Exposure & Prolonged Stress in Woodridge.
- On March 16, 2018, Tim Meyer & Alex Zaborowski attended the SBOC annual training institute for the 2018 Significant Changes to the IRC, IMC, and IFG in Woodridge.
- On March 22-23, 2018, David Banaszynski attended the IEHA Central Chapter meeting in Springfield.
- On March 23, 2018, Tony Knuth, Tim Meyer & Alex Zaborowski attended the SBOC annual institute training for the Residential Electrical Inspections Per the NEC Part II in Woodridge.
- On March 27, 2018, John Shogren attended the Fox Valley IPIA meeting in Aurora.
- Code Enforcement processed a total of 57 Freedom of Information Act requests related to building and code issues during the month of March.
- A total of 63 new single family homes are in various stages of construction.

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- There are currently 2,153 rental properties registered.
- Almost all owners have renewed for 2018, with just 36 remaining. Late payment penalties continue to accrue each month. Staff will begin issuing citations this month for those who remain in violation.
- Staff continues to pursue registration of new rental properties recently through property maintenance complaints, water billing account changes, and other means as time permits.
- After much planning and effort, starting in March, rental citations are being generated electronically rather than being written by hand. This process change eliminates a time consuming step when citations are issued and it will also streamline some of the court follow up efforts.

2018 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Structural	85	210	130	0	0	0	0	0	0	0	0	0	425
Electrical	32	50	34	0	0	0	0	0	0	0	0	0	116
Plumbing	74	106	84	0	0	0	0	0	0	0	0	0	264
Mechanical	16	53	15	0	0	0	0	0	0	0	0	0	84
Other	69	126	70	0	0	0	0	0	0	0	0	0	265
Fence	8	5	23	0	0	0	0	0	0	0	0	0	36
Roof/Siding	60	100	92	0	0	0	0	0	0	0	0	0	252
Patio/Driveway	11	54	78	0	0	0	0	0	0	0	0	0	143
Deck	0	0	3	0	0	0	0	0	0	0	0	0	3
Shed	3	11	6	0	0	0	0	0	0	0	0	0	20
Sewer	8	2	4	0	0	0	0	0	0	0	0	0	14
Total	366	717	539	0	0	0	0	0	0	0	0	0	1622

2018 Fire Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	74	35	186	0	0	0	0	0	0	0	0	0	295
Reinspections	2	18	10	0	0	0	0	0	0	0	0	0	30
Business Licenses	6	7	11	0	0	0	0	0	0	0	0	0	24
Total	82	60	207	0	0	0	0	0	0	0	0	0	349

There are approximately 2,010 total addresses subject to annual Fire inspections (this number fluctuates based on businesses opening/closing).

2018 Rental Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	90	247	321	0	0	0	0	0	0	0	0	0	658
Reinspections	114	75	110	0	0	0	0	0	0	0	0	0	299
Total	204	322	431	0	0	0	0	0	0	0	0	0	957

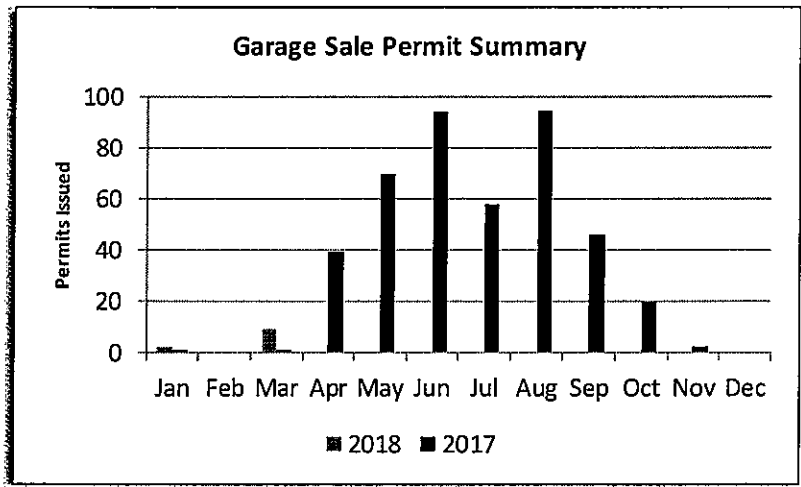
There are approximately 2,153 total rental properties subject to annual inspections (this number fluctuates based on new registrants and owners who choose to no longer rent their properties).

Inspection Services Performance	March	1st Quarter	Year to Date	Year Target
Percentage of building inspections within 24 hr. notice	96%	97%	97%	95% within 24 hr. notice
Percentage of annual fire inspections completed	9.3%	14.7%	14.7%	95% of total
Percentage of annual rental inspections completed	14.9%	30.1%	30.1%	100% of total*

* Note: The total number of licensed properties fluctuates and therefore this percentage may not equal 100% at year-end.

Garage Sales

Year	2018	2017
Jan	2	1
Feb	0	0
Mar	9	1
Apr	0	39
May	0	70
Jun	0	94
Jul	0	58
Aug	0	95
Sep	0	46
Oct	0	20
Nov	0	2
Dec	0	0
Total	11	426

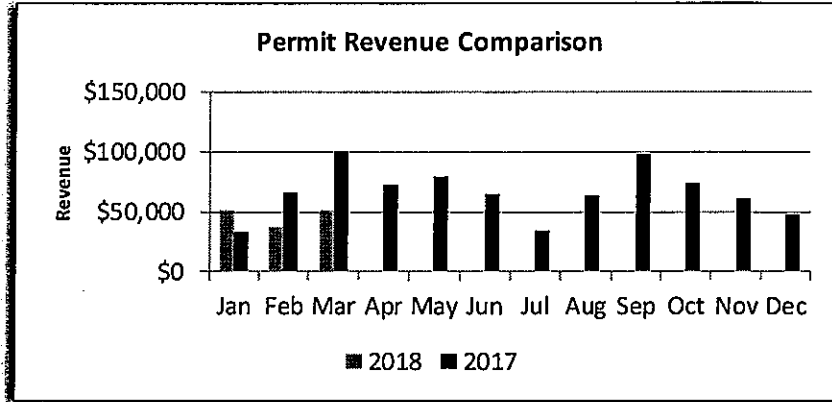


2018 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
Building Permits														
Commercial Remodeling	4	1	9	0	0	0	0	0	0	0	0	0	14	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	1	0	1	0	0	0	0	0	0	0	0	0	2	16
Driveways	1	1	10	0	0	0	0	0	0	0	0	0	12	286
Electrical	4	5	4	0	0	0	0	0	0	0	0	0	13	27
Fences	0	0	6	0	0	0	0	0	0	0	0	0	6	211
Mechanical	9	14	14	0	0	0	0	0	0	0	0	0	37	214
Miscellaneous Permits	21	19	18	0	0	0	0	0	0	0	0	0	58	492
Multi-Family Remodeling	0	2	0	0	0	0	0	0	0	0	0	0	2	10
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing	18	14	20	0	0	0	0	0	0	0	0	0	52	258
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	12
Residential Decks & Patios	1	2	10	0	0	0	0	0	0	0	0	0	13	201
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Residential Remodeling	18	19	24	0	0	0	0	0	0	0	0	0	61	211
Residential Sheds	0	0	1	0	0	0	0	0	0	0	0	0	1	51
Roofs/Siding	39	7	29	0	0	0	0	0	0	0	0	0	75	874
Signs	11	10	6	0	0	0	0	0	0	0	0	0	27	75
New Single Family Residences	7	6	8	0	0	0	0	0	0	0	0	0	21	59
Fire Permits														
Automatic Fire Alarms	4	1	3	0	0	0	0	0	0	0	0	0	8	49
Fuel Storage Tanks	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Hood & Duct	1	1	0	0	0	0	0	0	0	0	0	0	2	7
Automatic Sprinklers	17	14	9	0	0	0	0	0	0	0	0	0	40	106
Lock Boxes	4	0	0	0	0	0	0	0	0	0	0	0	4	12
Other	1	0	2	0	0	0	0	0	0	0	0	0	3	41
2018 Total	161	116	174	0	0	0	0	0	0	0	0	0	451	
2017 Total	100	163	177	259	330	390	273	407	470	347	255	134		3305

Permit Revenue

Year	2018	2017
Jan	\$51,874	\$33,383
Feb	\$37,425	\$65,665
Mar	\$50,680	\$100,878
Apr	\$0	\$72,363
May	\$0	\$79,067
Jun	\$0	\$64,310
Jul	\$0	\$33,652
Aug	\$0	\$63,827
Sep	\$0	\$98,244
Oct	\$0	\$73,442
Nov	\$0	\$60,428
Dec	\$0	\$46,715
Total	\$139,979	\$791,974



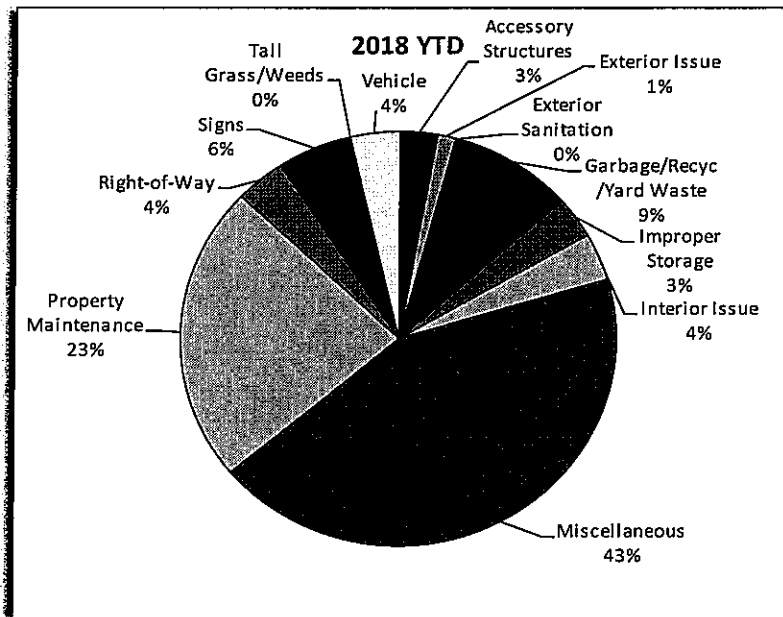
2018 Budget: \$710,000

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

Building Permit Processing Performance	March	1st Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	98%	98%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	96%	97%	97%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	97%	98%	98%	90% within 48 hours

2018 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
Accessory Structures	0	5	1	0	0	0	0	0	0	0	0	0	6	50
Exterior Issue	1	2	0	0	0	0	0	0	0	0	0	0	3	25
Exterior Sanitation	0	0	0	0	0	0	0	0	0	0	0	0	0	8
Garbage/Recyc/Yard Waste	4	14	2	0	0	0	0	0	0	0	0	0	20	89
Improper Storage	0	3	4	0	0	0	0	0	0	0	0	0	7	101
Interior Issue	3	5	0	0	0	0	0	0	0	0	0	0	8	24
Miscellaneous	16	10	68	0	0	0	0	0	0	0	0	0	94	281
Property Maintenance	7	18	25	0	0	0	0	0	0	0	0	0	50	287
Right-of-Way	3	1	4	0	0	0	0	0	0	0	0	0	8	56
Signs	3	4	5	0	0	0	0	0	0	0	0	0	12	16
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	257
Vehicle	5	0	3	0	0	0	0	0	0	0	0	0	8	56
2018 Total	42	62	112	0	0	0	0	0	0	0	0	0	216	
2017 Total	53	70	102	97	243	187	145	130	72	55	46	50		1250



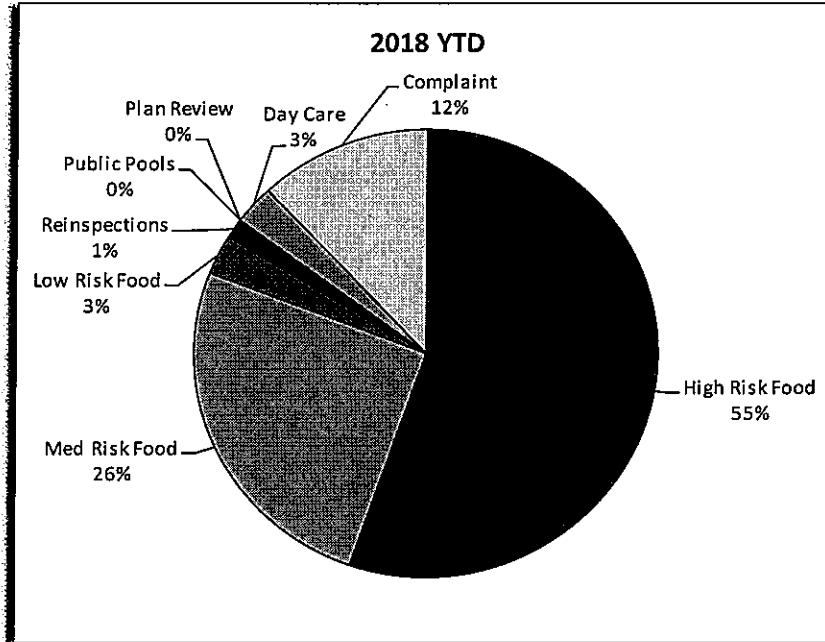
2018 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
43	144	137	0	0	0	0	0	0	0	0	0	324

Inspection Services Performance	March	1st Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	96%	97%	97%	95% within 24 hr. notice

2018 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	36	37	5	0	0	0	0	0	0	0	0	0	78
Med Risk Food	1	0	35	0	0	0	0	0	0	0	0	0	36
Low Risk Food	4	0	0	0	0	0	0	0	0	0	0	0	4
Reinspections	1	0	1	0	0	0	0	0	0	0	0	0	2
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Day Care	0	0	4	0	0	0	0	0	0	0	0	0	4
Complaint	5	5	7	0	0	0	0	0	0	0	0	0	17
Total	47	42	52	0	0	0	0	0	0	0	0	0	141



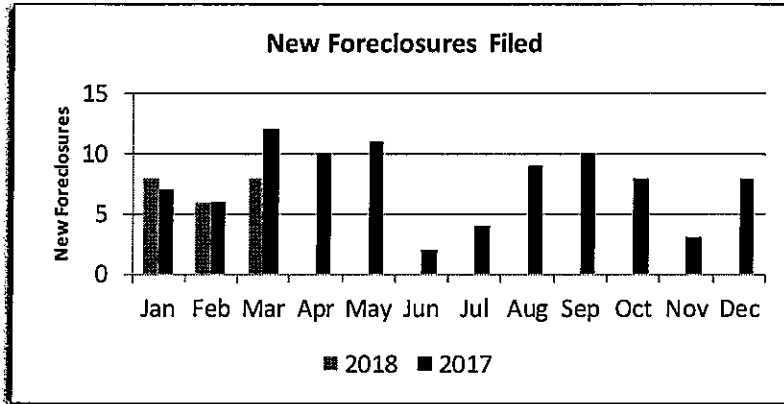
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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 510 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Health Inspections Performance	March	1st Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	7.8%	23.1%	23.1%	100% of total

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

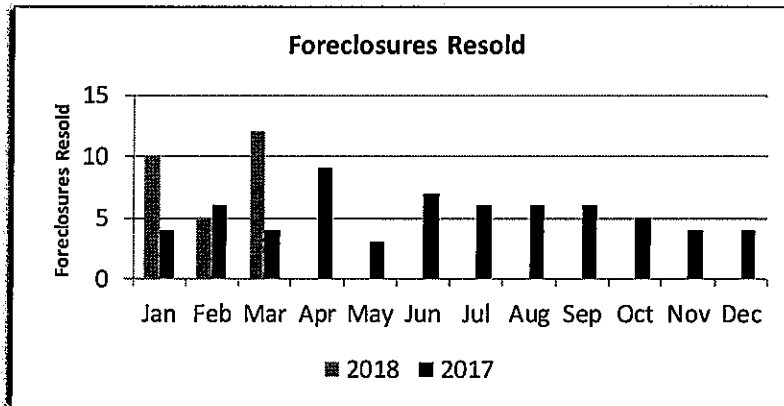
New Foreclosures Filed

Year	2018	2017
Jan	8	7
Feb	6	6
Mar	8	12
Apr	0	10
May	0	11
Jun	0	2
Jul	0	4
Aug	0	9
Sep	0	10
Oct	0	8
Nov	0	3
Dec	0	8
Total	22	90



Foreclosures Resold

Year	2018	2017
Jan	10	4
Feb	5	6
Mar	12	4
Apr	0	9
May	0	3
Jun	0	7
Jul	0	6
Aug	0	6
Sep	0	6
Oct	0	5
Nov	0	4
Dec	0	4
Total	27	64



Historical Foreclosure Information

	2011	2012	2013	2014	2015	2016	2017
Foreclosures Filed	312	620	208	139	81	68	90

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.
- Completed liaison duties to the Arts Commission by updating the website, attended meetings and sent emails to their mailing list about upcoming events. Upcoming events include the Victorian High Tea on April 25th and Summer Concerts which start a week earlier on June 7th.
- Staff continued to attend meetings regarding the formation of Next Level Northwest. The Board and design team are working fundraising, setting the first pitch night and finding applicants for the program.
- Continued working with Quantum Sign Corporation to develop a gateway sign design for the 59-90 Entertainment District. Received draft design concepts to refine before going to meet with stakeholders.
- Organized another creative brainstorming session for Staff to discuss area plans for sections of the Village. This first session focused on the entertainment district and Prairie Stone.
- Presented an update on the happenings and developing in Hoffman Estates to the Coldwell Banker office in Schaumburg.
- Staff worked with Corporation Counsel to draft a new two year agreement with the Beer Garden to operate at the Village Green. The agreement was approved at a special PB&Z meeting on April 2, 2018. The operator hopes to be open this season by mid-April.
- Worked to promote and the reuse and redevelopment of the former AT&T campus, now called the Lakewood Campus.
- Attended the:
 - Monthly membership committee meeting of the Chamber of Commerce
 - Quarterly ICSC Illinois State Committee meeting
 - Monthly board and design team meetings of Next Level Northwest
 - Monthly Manufacturing Alliance of Communities conference call
 - Annual ICSC P3 day conference, which Mr. Kramer co-chaired the planning committee
 - Quarterly CORE Illinois conference call
 - IEDC Young Professional Committee and Sub-Committee calls
 - Bi-Monthly CMAP Economic Development Committee meeting
 - Quarterly IL Economic Development Associate and IL DCEO conference call

Office/Industrial

- Staff sent out letters to all targeted companies for a formal business visit in 2018. Typically it takes between 3-5 contacts to set up the meeting so staff will continue to work on this. The goal of 15 formal visits has been set for 2018.
- Staff continued to work on bringing Bystronic to Hoffman Estates at the Huntington90 campus. After supporting the 6B application the company hopes to finalize site plan issues and come back for formal site plan approval. The advanced manufacturer would build a 160,000 square foot North American HQ building with more than 115 employees.

Retail - ICSC

- Mr. Kramer co-chaired the planning committee for the ICSC P3 Retail Real Estate Forum event on March 22nd. The event went very well with some great roundtable discussions, excellent keynote speakers and good networking opportunities. One speaker in particular had a great presentation about the changing future of retail using technology and what we could expect. Staff has the presentation if anyone would like to view the pdf slides.
- Staff continued preparations for the ICSC RECon show in Las Vegas by working on new giveaway items, designing the new booth materials, scheduling evening events.
- Mr. Kramer also attended an ICSC leadership training session to understand the upcoming changes within the organization.

Tourism

US HOCKEY - PARALYMPICS ATHLETES EVENTS - APRIL 6 AND 13, 2018

- Assisted Main Event sales manager to source locations that could accommodate 1,000 guests with physical challenges for a dinner buffet, meet and greet with Chicago Blackhawks, and photo booth provided by US Hockey. Circulated lead to SCA, Prairie Stone Fitness, Stonegate, and Salvation Army Central Division Headquarters.

US FINALS APRIL 18-21, 2019 - SCA

- Chicago Marriott NW contracted as host hotel, working with the seven limited and focused service properties to determine if their hotel wants to bid for team lodging. The event requires a \$22 rebate to the organization, 10% commission to Team Travel Source for the booking, another 2% commission to TTS as housing authority, as well as a 1/20 comp room ratio. The Village's smaller hotels had not yet set room rates for 2019 and required owner acceptance of required concessions.

MIDLANDS WRESTLING TOURNAMENT - DECEMBER 28-31, 2018 - SCA

- Circulated lead to Village hotels to host wrestling teams during this returning event. Only Hawthorn Suites declined in 2017, as they have no rooms with two double beds and could not approve the 12% commission required to participate. Event organizers anticipate growth in University team participation following positive feedback from competing teams in 2017.

Tourism (Cont.)

CLEARBROOK ANNUAL FUNDRAISING LUNCHEON - MARCH 2019

- Organization had outgrown their current restaurant location. Typically held on a Sunday afternoon, they have date flexibility but are seeking a location to host up to 350 for a sit down dinner, silent auction area, and registration area that could provide easy access for guests in wheelchairs. Circulated lead to Chicago Marriott NW and Stonegate (new Moretti's banquet venue too small).

DUBLINDEE - ST. PATRICK'S DAY PARADE - MARCH 10, 2018 - DUNDEE

- Celtic Fest Commission set up a tented booth adjacent to the parade review stand to publicize the date change of Celtic Fest to October 6, at the SCA. Distributing beads and temporary tattoos with a "Save the Date" card attached which was a hit with parade goers and brought great foot traffic.

MEETINGS/ACTIVITIES

- Negotiated extremely discounted hotel room rates for Hilldale residents displaced by flooding and working with Health & Human Services.
- Provided an updated listing of Village hotels with sales contacts to area banquet centers and funeral homes.
- Processed incoming applications from food vendors for Northwest 4th Fest.
- Researched alternative locations for annual AMITA sponsored Fitness for America running/inline skating marathons in case the Lakewood Campus is not available.
- Provided contact to Health & Human Services for free financial education classes for residents provided by ALLY Financial.
- Provided contacts for potential sponsors for Windy City Bulls youth summer basketball camps.
- Provided contacts to Children's Advocacy Center for sponsorships at their annual 5K fundraiser.
- Toured Palatine Community Center operated by POC arm of the Higgins Educational Center.
- Attended Higgins Educational Center meeting.
- Provided plastic eggs and stuffed them for Health & Human Services for Higgins Educational Center Kids Program.
- Attended Celtic Fest Commission meeting.
- Attended Senior Commission meeting.
- Attended Northwest 4th Fest Commission meeting.
- Provided décor and attended Senior Commission spring luncheon.
- Met with MEET Chicago Northwest and Elgin Area Convention Bureaus to discuss regional events we can draw.
- Researching additional vendors and activity providers for Celtic Fest.

MEETINGS/ACTIVITIES (Continued)

- Soliciting Hoffman Estates restaurants as food vendors for Northwest 4th Fest.
- Circulated press release from Red Roof Inn Plus regarding their participation in Earth Day activities.
- Discussed construction timeline with new Holiday Inn Express owners.
- In-house creation of new Tourism website drastically reduced costs. Researching affordable logo creation to complete site.
- Circulated USA Gymnastics email ticket blitz.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention